

DOHS CFH and LEV Guidance for Resolution of Airflow Issues

If ducted BSC/Fume Hood/LEV airflow needs to be adjusted for any reason (e.g., failed DOHS certification, etc.), the lab/facility will need to contact ORF to resolve the problem since they control building ventilation. Here are the steps to follow:

1. Submit a [maintenance service request](#) (HVAC mechanical – laboratory utilities).
 - a. If you do not hear back from ORF within 3 days, use the maintenance service ticket number and **call the ORF service desk at 301-435-8000** to ask for a status update on your ticket.
 - b. For further escalation, use the [ORF Escalation Process](#), referencing that same maintenance service ticket number.
2. Please **do not use** the equipment in the meantime since users will not be protected from exposure.
3. Once ORF has adjusted the airflow, please [submit service request ticket to DOHS](#) (“Recertification after airflow adjusted”) and the contractor will verify the airflow to ensure it is safe for users to work.