HOOD AIR BALANCE WORK SHEET AND CHECK LIST GUIDE

Use a separate worksheet for each hood or segment of hood as needed

Hood name or number (match name or number on plans): ______________________________

Hood length and width: ______________________________

Make and model of Hood: ______________________________

Make and model number of exhaust fan: ______________________________

Make and model number of makeup air fan: ______________________________

Type I or Type II exhaust hood? (circle one)  Custom or listed exhaust hood? (circle one)

List all equipment under hood: ______________________________

Formula used for hood (Use formula provided by Hood Manufacturer if hood is listed,
use CMC formula if hood is custom): ______________________________

Number of ducts: ______________

Size of duct in inches: ______________

Area of duct (square feet): ______________

Net surface area per filter (do not include filter borders. Net filter area available from
manufacturer): ______________

Number of filters: ______________

Total net surface area ______________

Average velocity (FPM) measured at all filters: ______________

Are there any blanks installed: Y/N    If yes, where are blanks installed? ______________

Design CFM: ______________

Actual CFM measured: ______________

Actual Duct velocity (measured CFM divided by duct area): ______________

(Velocity must be between 500 and 2500 feet per minute FPM).

MAKE UP AIR EVALUATION

Make up air velocity: ______________________________

Type of Diffuser: ______________________________

Net area of Diffuser: ______________________________

Number of Makeup air Diffusers: ______________________________

Total CFM supplied by Makeup air fan measured: ______________________________

CFM remainder from HVAC system: ______________________________

Makeup air system interlocked with exhaust system (required)? ______________

Submit the building air balance report along with this document when required to verify total
building pressure.
Exhaust Hood Filter Calculations

Project Name: ____________________________  Test Date: ___________

Project Location: ________________________  Project Number: SR_______

Type of equipment used for measurement: ________________________________

Last calibration date: __________  Size of Filters: ______________

FPM per Filter: __________  Type of Filters: ________________________

Formula used: Average fpm/filter x effective area (in square feet)

List all data in feet per minute:

**Five readings per filter**

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Total CFM Exhausted through the Filter Bank: ___________
