READY TO INSPECT — FIELD CHECKLIST

Commercial kitchen exhaust hood annual maintenance checklist

The annual kitchen exhaust hood service is the deep pass: the measurements, cleanings and tests a quarterly round doesn't reach. This checklist keeps the full service on record with the photos that make it defensible later. Work is commonly verified against NFPA 96, manufacturer's published instructions. Confirm the edition your authority having jurisdiction has adopted.

Who runs it: The certified kitchen exhaust cleaning crew on the deep cleaning visit. When: The deep cleaning pass, sized around the appliance duty. This is the visit that reaches the plenum and the duct run the quarterly round can't.

Before cleaning

- [ ] Owner and monitoring company told before cleaning starts
  Owner told of the cleaning window, the monitoring company notified where the suppression system reports to it, and the owner's impairment procedure followed if protection is affected.
  No photo required

- [ ] Cooking appliances shut down and cooled
  Every appliance under the hood off and cool to the touch, fuel or power turned off at the appliance controls so nothing is lit while the crew works overhead.
  No photo required

- [ ] Lock and tag on the exhaust fan and hood light circuits
  Fan disconnect and hood light circuit locked and tagged under the site's procedure, fan tried from the hood control and stays stopped before any panel opens.
  1 photo required

- [ ] Cook line covered and wash water contained
  Appliances and floor sheeted, runoff funneled to a container, and wash water disposed of the way the site allows, never to a storm drain.
  1 photo required

Full degrease

- [ ] Hood, plenum and accessible duct degreased to bare metal
  Interior plenum, filter track and reachable duct cleaned to bare metal, cleaning extent and any unreachable runs noted rather than left assumed clean.
  3 photos required

- [ ] Duct access panels opened, cleaned and resealed
  Each access panel opened to clean the run, gasket intact, panel refitted so it seals and can be found again at the next cleaning.
  2 photos required

- [ ] Baffles soaked to bare metal and checked for damage
  Beyond the quarterly wash: baffles soaked clean through the blades, split welds and bent frames found, damaged filters listed for replacement.
  1 photo required

- [ ] Hood light fixtures opened, cleaned and resealed
  With the circuit locked out, globes removed and grease cleaned from the fixture housing, gaskets checked, globes refitted tight so the fixture seals again.
  1 photo required

Fan service

- [ ] Exhaust fan swung on its hinge kit and serviced
  Fan swung open on the hinge kit, housing and blades degreased, belt tension and bearings checked, grease containment cleaned and refitted.
  No photo required

- [ ] Filters refitted, locks removed and the hood restarted
  All filters, cups and globes back, sheeting and tools out, lock and tag removed by whoever hung them, hood run from its control with exhaust and makeup air on.
  1 photo required

Airflow and interfaces

- [ ] Makeup-air balance verified against exhaust
  Makeup-air unit running with the exhaust, doors not fighting to open and no back-drafting appliances, hood holding capture with the kitchen at working conditions.
  1 photo required
- [ ] Fire-suppression interface observed and documented
  Nozzle positions, fusible links and the exhaust/fuel shutdown tie-in photographed for the record, not a discharge test; the licensed fire company inspects and tests the system and the AHJ accepts it.
  2 photos required
- [ ] Suppression fan response confirmed on the fire contractor's report
  Latest trip test report shows the exhaust fan and makeup air responding as the design sequence sets out. The cleaning crew never trips the system to check it.
  No photo required

Records and handback

- [ ] Hood sticker updated with the date and the contractor
  New sticker on the hood showing this cleaning's date and the cleaning contractor, photographed in place, with the old sticker removed or marked superseded.
  1 photo required
- [ ] Cleaning report filed and the owner told the hood is back
  Report lists what was cleaned, sections not reached and deficiencies found, copy to the owner and the hood record. Monitoring company told too where it was notified.
  No photo required