

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.

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**

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. **2 photos 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 observed and photographed for the record — this is not a discharge test, and the suppression system's own certification is performed by the licensed fire company. **2 photos required**