READY TO INSPECT — FIELD CHECKLIST

Commercial kitchen exhaust hood quarterly maintenance checklist

A quarterly kitchen exhaust hood round is short on purpose: it catches the wear items that fail between annual services. This checklist is sized for a tech with a phone. Every item says what to look at and the photo that proves the round happened. Work is commonly verified against NFPA 96, manufacturer's published instructions. Confirm the edition your authority having jurisdiction has adopted.

Who runs it: The kitchen exhaust cleaning tech or building maintenance on the quarterly round. When: Every quarter, more often over a high-volume or wok/char line where grease loads the filters in weeks, not months.

Before the round

- [ ] Hood cleaning sticker read in place
  Sticker on the hood shows the date and contractor of the last duct and hood cleaning, and the next cleaning is not past due on the site's schedule.
  1 photo required

- [ ] Line shut down and cooled before filters are pulled
  Window agreed with the kitchen, appliances under the hood turned off, filters and trough cool enough to handle with gloves before anything comes out.
  No photo required

Filters and grease containment

- [ ] Grease baffle filters pulled, cleaned and refitted
  Baffles removed and degreased, no missing filters leaving open slots, refitted tight and angled so grease drains back to the trough.
  2 photos required

- [ ] Grease trough and drip cup emptied
  Continuous trough and removable cup drained and wiped, cup seated so it isn't overflowing down the hood face or onto the cook line.
  1 photo required

- [ ] Filter listing label and frame checked on every baffle
  Each filter carries its listing label, frame not bent or split, size matched to the track. No mesh filters or foil standing in for a missing baffle.
  1 photo required

- [ ] Plenum behind the filters checked for grease buildup
  Buildup on the plenum walls judged against the last cleaning, heavy loading reported so the cleaning contractor's next visit is brought forward.
  1 photo required

Hood body, lights and controls

- [ ] Hood lights working with globes intact and sealed
  Every fixture lit, globe or lens whole and seated in its gasket, no grease pooled inside the globe or dripping from the fixture.
  1 photo required

- [ ] Hood seams and canopy exterior dry of grease
  Welded seams and joints on the canopy show no grease weeping, nothing tracking down the hood face or from the canopy edge onto the ceiling.
  1 photo required

- [ ] Exhaust fan started from the hood control panel
  Hood switched on from its own panel and the exhaust fan confirmed running by indicator or at the fan; makeup-air response is proved on the makeup air unit checklist.
  1 photo required

Capture at the cook line

- [ ] Capture checked across the cooking line
  Smoke or steam off the appliances drawn into the hood along the full length, no roll-out at the ends of the line or over the busiest burner.
  1 photo required

- [ ] Appliances sit fully under the hood canopy
  Every appliance under the hood with the canopy overhanging front and ends as the hood drawings show, none pulled forward or added past the end of the hood.
  1 photo required

Exhaust fan

- [ ] Rooftop exhaust fan running and containment intact
  Fan pulling and free of unusual noise or vibration, grease catch cup on the fan base in place and not overflowing onto the roof.
  2 photos required

- [ ] Hood handed back to the kitchen and findings logged
  Every filter and cup back in place, hood left running from its control, kitchen told it is back in use, grease load and deferred work entered on the hood record.
  No photo required