

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.

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

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

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