READY TO INSPECT — FIELD CHECKLIST

Kitchen hood fire suppression annual maintenance checklist

The annual kitchen suppression system 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 17A, NFPA 96. Confirm the edition your authority having jurisdiction has adopted.

Who runs it: The licensed suppression contractor performs the semiannual or annual service; the kitchen and facilities team walk it, observe and record. When: On the contractor's service cycle, the deep pass that renews fusible links and checks the whole detection and release chain the quarterly round only eyeballs.

Before the service

- [ ] Monitoring company and owner notified before the trip test
  Owner told the service window, the monitoring company told alarm signals are expected where the system reports to the building alarm, both calls logged.
  No photo required
- [ ] Impairment procedure followed while the hood is unprotected
  Impairment opened under the owner's procedure, no cooking under the hood while protection is out, fire watch set where the procedure calls for one.
  No photo required
- [ ] Cooking line off and cool before the trip drops fuel
  Appliances off and fryer oil cooled before the contractor trips the release, kitchen told gas and power to the line will drop and stay off until reset.
  No photo required
- [ ] Agent tank isolated by the contractor before the trip test
  Contractor removes the cartridge or disconnects the agent tank per the manufacturer's service procedure so tripping the release discharges nothing. Never done by the site.
  No photo required

Service observed

- [ ] Agent tank and expellant checked against the nameplate
  Contractor weighs the cartridge against its stamped weight or reads the stored-pressure gauge against the nameplate, agent level confirmed, readings recorded.
  1 photo required
- [ ] Nozzles cleaned, piping proven clear and caps renewed
  Deeper than the quarterly look: the contractor cleans each nozzle, proves the piping clear as the manufacturer directs and fits new blow-off caps, anything replaced listed.
  1 photo required
- [ ] Fusible link replacement witnessed and dated
  Links removed and renewed by the contractor, old links accounted for, replacement date captured for the record.
  1 photo required
- [ ] Link temperature ratings matched to each location
  New links carry the rating the manufacturer lists for their spot over each appliance and in the duct, read on the link stamp before it goes up.
  1 photo required
- [ ] Detection and release chain checked end to end
  Contractor's trace of link line to release watched, gas or electric shutoff interlock confirmed to trip, results recorded not certified by the site.
  2 photos required
- [ ] Manual pull station operated and the release seen to trip
  Contractor pulls the station with the tank isolated, the release trips from the station alone, cable travel smooth at the pulley elbows, station reset after.
  No photo required

Design reconciliation

- [ ] Coverage reconfirmed against the current cookline
  Nozzle count and aim re-checked against appliances as they sit today, any line change since design flagged with the contractor.
  2 photos required

- [ ] New service tag current and deficiencies logged
  Updated tag on the system with the visit date, any coverage or shutoff issue the contractor raised written down with the follow-up.
  1 photo required

Return to service

- [ ] Release re-armed and the agent tank reconnected
  Contractor resets the release, reconnects the cartridge or tank, fits new tamper seals on the release and pull station, and the tank gauge reads in its band.
  1 photo required

- [ ] Fuel and power to the line restored and appliances relit
  Gas valve or shunt reset only after the release is armed, pilots relit by the kitchen or gas tech, every appliance proven to light before service resumes.
  No photo required

- [ ] Owner and monitoring company told the hood is protected again
  Impairment closed with the owner, the monitoring company told signals are restored where it was called, and the contractor's report copy filed.
  No photo required