READY TO INSPECT — FIELD CHECKLIST

Kitchen hood fire suppression quarterly maintenance checklist

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

Who runs it: The kitchen or facilities person walking the cookline each quarter, tagging the hood and tank by their QR mounts. When: Every quarter, and any time the line gets rearranged, since a moved fryer or added griddle can slide a cooking surface out from under its nozzle.

Coverage over the cookline

- [ ] Nozzles aimed at each appliance with caps in place
  Each nozzle pointed at the hazard it protects, foil or blow-off caps intact on the tips, no grease buildup skewing the aim.
  2 photos required
- [ ] Appliance line-up matches the design layout
  Fryers, ranges and griddles in the positions the system was designed around, nothing added, widened or shifted out from under coverage.
  2 photos required

Actuation and shutoff

- [ ] Manual pull station reachable and unobstructed
  Pull station on the egress path at its marked height, nothing parked in front of it, tamper indicator undisturbed.
  1 photo required
- [ ] Pull station labeled for the hood and system it releases
  Station identified for the kitchen system and hood it serves, operating instructions legible, not mistaken for a fire alarm pull station nearby.
  1 photo required
- [ ] Gas or electric shutoff interface observed in place
  Shutoff linkage or valve connected and set to trip on discharge, nothing wedged or tied back, arrangement unchanged since install.
  1 photo required

Detection and tank

- [ ] Fusible links clean and not painted or greased over
  Links in the duct and over the appliances free of grease coating, not painted, cable line taut with no slack or kinks.
  1 photo required
- [ ] Agent tank gauge and tamper indicator good
  Tank gauge in the operable band where fitted, tamper seal on the release intact, tank secure on its bracket.
  1 photo required
- [ ] Detection and pull cable conduit intact with no crushed runs
  Exposed conduit from the pull station and link line to the release unbent, not crushed or pulled from its fittings, pulley elbow covers in place.
  1 photo required
- [ ] Contractor service tag read and within the service cycle
  Tag on the tank or release cabinet shows the last service date and contractor, the next visit not past due on the manufacturer's and the site's schedule.
  1 photo required

Kitchen readiness

- [ ] Class K extinguisher near the line with its placard posted
  A Class K unit within reach of the cooking line, placard beside it telling staff to operate the fixed system first. Its own inspection sits on the extinguisher round.
  1 photo required
- [ ] Kitchen staff briefed on the pull station and extinguisher order
  Staff on shift can point to the pull station and say it goes first, then the Class K unit, then get out and call. New staff since the last round walked through it.
  No photo required
- [ ] Hood round logged and line changes sent to the contractor
  Hood's record updated for this round; aim, cap, link, gauge or access problems and any appliance swapped or moved since the tag date sent to the contractor to schedule.
  No photo required