

Kitchen Staff Maintenance Check-list

The following information is designed as a reminder to the kitchen staff responsible for ensuring the cooking exhaust systems are maintained in good working order.

Components of the system should be checked at the following frequency:

Daily

- Check detergent tank and fill if necessary.
- Clean exterior of hood.
- Check the grease drip tray (collection receptacle), drain and clean as required.

Weekly

- Filters and Grease Extractor Modules should be removed and cleaned at least once a week (more often under heavy loads).
- Filters should be soaked in a strong chemical solution and rinsed either with a pressure washer or run through the dishwasher. NOTE: Filters must be replaced with the baffles running vertically.
- Modules can be cleaned either by soaking or brushing in a strong chemical solution. Ensure the modules are replaced to fit snugly into brackets of the hood.
- The grease trough should be checked for build-up and wiped out with either burlap or cleaning rags. Check for foreign objects such as rags and food wrappers.
- Remove access doors on hood and inspect interior with a flashlight.

Monthly

- Check underneath and behind all cooking equipment for grease build-up. Clean as required.
- Check all water nozzles in ventilator.
- Clean all water line strainers.
- Check solenoids and relay for "click" when "start and stop" buttons are energized.
- After the cleaning cycle, pour a pint of full strength detergent into the bottom of each section of the ventilator and let it sit overnight. Run the wash cycle in the morning, to rinse.
- Test manual damper control (Caution: Check that the damper control is not hooked up to the fire extinguishing mechanism).
- Clean out the detergent tank. Always keep the cover on tight to prevent spillage and evaporation.
- Inspect ductwork as much as possible.
- Inspect the fire suppression links for grease build-up. Check to see that they are under tension.

Twice a Year

- Schedule a service contractor to test and inspect the hood system and fan to ensure proper operation and airflow.
- Schedule Fire Extinguisher Company to test and inspect the fixed pipe extinguishers in the hood and duct; and to test all portable fire extinguishers in the kitchen.

When the time for your next service comes, CALL:

Kitchen Exhaust Cleaning Company

Fire Extinguisher Servicing Company