



Commercial Kitchen Exhaust Hood & Duct System Cleaning

Name of Contractor _____

Name of Job Site _____

Date of Inspection _____ Time _____ **APPROVED** **NOT APPROVED**

Fire Inspection Checklist

Hood and Ducts – Cleaned to bare metal – No water leaking from seams or joints (liquid tight systems)

Yes No Comments _____

Access Panels – All open for inspection – Adequate number to complete the cleaning and inspection.

Yes No Comments _____

Access Panel Gaskets – Gaskets / Seals on the inside of access panels are in good condition.

Yes No Comments _____

Access Panel Doors – Cleaned to bare metal – All wing nuts present to re-install the access doors.

Yes No Comments _____

Photo Log – Digital photographs shall be provided. Refer to “Exhaust Vent Cleaning Picture Requirements”.

Yes No Comments _____

Certificate and Label – Inspection certificate and cleaning label shall be provided.

Yes No Comments _____

Wet Chemical Systems

Fusible Links – Reasonably clean

Discharge Nozzles – Cleaned and all rubber or metal caps installed.

Manual Pull Stations – Unobstructed and located along the exit path from the kitchen.

Yes No Comments _____

Fire Sprinkler Protected Hoods – Sprinkler Head Type Fusible Link Glass Bulb – reasonably clean

Yes No Comments _____

Hood System Extinguisher Service Company _____ Service Date _____

Portable Extinguisher Company _____ Service Date _____

ABC fire extinguisher with minimum 40 B rating – located within 30 feet of cooking equipment.

Class K fire extinguisher – located within 30 feet of cooking equipment.

Comments _____

OSHA Approved Ladder – or interior roof access ladder for roof access to exhaust fan

Proper angle – 3 rungs above roof line – no oil or grease residue

Yes No Comments _____

Exhaust Fan Assembly

Fan Housing – Clean to bare metal

Fan Blades – Clean to bare metal on both sides and in good condition

Fan Electrical Wiring – Electrical conduit in good condition – no breaks in casing / conduit

Fan Assembly equipped with hinges? Yes No

Comments _____

COMMUNITY PRIDE SINCE 1857

Fire Department | 2700 Vierling Drive E. Shakopee MN 55379 | Phone: 952-233-9570 | Fax: 952-233-3857 | www.ShakopeeMN.gov

Exhaust Vent Cleaning Picture Requirements

Clear digital pictures are required to be taken in the following order. The first 2 must be taken before job start. Remember that the pictures must tell the story of the job and should clearly walk an inspector through the entire system. In case of camera failure, disposable or Polaroid pictures may be substituted. Make sure to have the date correct on the camera.

Pictures required are as follows:

Vertical Only:

Before Cleaning:

1. Complete before pictures showing outside of hood(s).
2. Complete before pictures of entire roof area around exhaust fans (including fans) from at least 2 opposite sides, including any and all preexisting conditions and/or problems.
3. Any additional before shots you would like to include.

After Cleaning:

4. Shot of the in-take side of all fans after cleaning.
5. Shot of the back of the fan blades for all fans after cleaning. Use close-up mode.
6. Shot down each duct from the roof (if roof mounted) for all systems cleaned.
7. Shots from the access panel. First shot toward fan with next picture showing toward hood for each access panel.
8. Shots up each duct for each vertical from the hood that clearly show the all sides of the entire run from the hood to the roof.
9. Shot of the access plate after it is put back on with all screws/fasteners installed.
10. Top of hood to show if duct leaks or not
11. Close setting on camera of the inside chambers of any power-wash hoods. (if applicable)
12. Complete pictures of the back of the filter rails top and bottom.
13. Pictures for the completed hoods with filters out and another with the filters properly in place.

If Horizontal ductwork is present the following additional photos are required:

1. Outside of all ductwork if it has a horizontal (include top of hood to show if duct leaks or not and any access plates from the outside).
2. Shots down any horizontals from the hood that clearly show the all sides of the entire run from the hood to the wall or.