

FIRE DEPARTMENT • CITY OF NEW YORK



**STUDY MATERIAL
FOR THE EXAMINATION FOR
CERTIFICATE OF FITNESS
FOR**

COMMERCIAL KITCHEN EXHAUST SYSTEM

CLEANING TECHNICIAN

F-64/W-64

ALSO INCLUDED IN THIS BOOKLET YOU WILL FIND THE FOLLOWING:
NOTICE OF EXAMINATION (NOE)

NOTICE OF EXAMINATION FOR

Title: **Certificate of Fitness for Commercial Kitchen Exhaust System Cleaning Technician (W-64/F-64)**

Date of Test: Written tests are conducted Monday to Friday (except legal holidays) 9:00 AM to 2:30 PM.

QUALIFICATION REQUIREMENTS

1. Applicants must be at least 18 years of age.
2. Applicants must have a reasonable understanding of the English language.
- 3a. Applicants seeking a C of F (W-64) for employment with a Commercial Kitchen Exhaust System Cleaning Servicing Company must submit a letter signed by the owner or principal of the company. Additionally, the companies must provide \$ 500,000 of liability insurance with the city of New York being co named on the policy. Until their company is recognized by the FDNY, applicants will receive a **Z-64**. It will be updated, at no cost to the applicants when their company is recognized. This Certificate (**W-64**), allows holders to work citywide under the supervision of the owner or principal of a recognized Cleaning Servicing Company.
- 3b. Applicants seeking a C of F (**F-64**) for an eating establishment at 1 location (other than a Commercial Kitchen Exhaust System Cleaning Servicing Company) must submit a letter on official letterhead, from the employer, with the applicant's name, character, physical condition, and experience. Additionally, applicants must provide insurance for \$ 500,000 with the City of New York being co named on the policy.

F-64 is only valid for one restaurant location and is premise related.
City wide companies can **not** receive F-64 categories.

4. Applicants must present one (1) form of satisfactory photo identification i.e., driver's license or passport.

APPLICATION INFORMATION

Application Fees: \$25.00 for originals and \$15.00 for renewals. The fee may be paid in cash, money order, or personal check payable to New York City Fire Department. The \$25.00 fee must be payable by all applicants prior to taking the Certificate of Fitness test. Application forms are available at the Public Certification Unit, 1st floor, 9 MetroTech Center, Brooklyn, NY 11201.

TEST INFORMATION

Test: The test will be of the written and multiple choice type. Barring any problems, you will take this test on a touch-screen computer. A passing score of at least 70% is required to secure a Certificate of Fitness.

The Study Material provided herein contains some of the information you will need to prepare for the written examination for the Certificate of Fitness for City wide Commercial kitchen Exhaust System Cleaning Technician (F-64/W-64). The study material includes information taken for the most part from NFPA 96/2008 for reference, the NYC Mechanical Code sections 506 and 507, NYC Fire Code 904 and NYC Building Code. Other information provided describes the proper operation, installation and maintenance and cleaning of Commercial kitchen Exhaust systems. Special thanks are given to IKECA for allowing the FDNY to abstract information from their publications.

You must pass a multiple-choice test to qualify for the Certificate of Fitness. All questions on the Certificate of Fitness exam are multiple choices, with four alternative answers to each question. Only one answer is correct for each question. If you do not answer a question it will be scored as incorrect. A score of 70% correct is required on the examination in order to qualify for the Certificate of Fitness. Read each question carefully before marking your answer. There is no penalty for guessing.

The study materials do not contain all the information you need to know in order to work efficiently and safely. It is your responsibility to become familiar with all the rules and regulations of the City of New York, as they apply to this certification, even if they are not covered in these materials.

Sample Questions

1. New Year's Day is celebrated on?

- (A) January 1st.
- (B) July 4th.
- (C) December 31st
- (D) January 2nd.

The correct answer is "A". You would press "A" on your touch-screen monitor.

2. New York City has _____ boroughs.

- (A) 5
- (B) 3
- (C) 2
- (D) 4

The correct answer is "A". You would mark "A" on your touch-screen monitor.

I. INTRODUCTION

According to a National Fire Protection Association survey conducted between 2000 to 2004, of approximately 8,520 structural fires in eating and drinking establishments including: restaurants, cafeterias, diners, nightclubs, dinner theaters, taverns, lunchrooms, fast food facilities and snack bars have caused an annual average of 3 civilian deaths, 113 civilian fire injuries, and \$190 million in direct property damage.

When considering all the possible causes of fire in eating and drinking establishments, the leading cause of restaurant fires occurred by cooking. Furthermore, grease accumulations were found to be a contributing factor to the expansion of smaller fires into larger fires. When an exhaust system is cleaned regularly the chances of a duct fire become extremely remote. According to statistics, the peak time for fires is between 9:00 am and noon. These are the times when food is either prepared or served. Kitchen fires are less common between 9 p.m. and 8:59 a.m., when most establishments are closed. Cooking equipment was responsible in approximately half of the structural fires in eating and drinking establishments.

Grease removal in kitchen exhaust systems is a continually evolving subject. The key to proper and effective grease removal and the prevention of fires is a combination of properly designed, installed and maintained exhaust systems coupled with scheduled inspections and maintenance.

Kitchen exhaust cleaning is required by law for all commercial cooking establishments such as restaurants, hospitals, hotels, employee cafeterias and other food-service locations that have hood and ductwork over cooking equipment to exhaust smoke, grease-laden vapors and fumes out of the building. These exhaust gases leave a grease residue on the inside of the ductwork.

Different cooking equipment as well as different menu selections produces differing amounts and types of effluent. Where steam type cooking equipment leaves little to no grease residue, cooking equipment such as from char broilers, woks, grills, fryers, ranges and upright broilers and other grease producing appliances can leave black, hard or rubbery deposits on the hood, in the duct and on the exhaust fan.

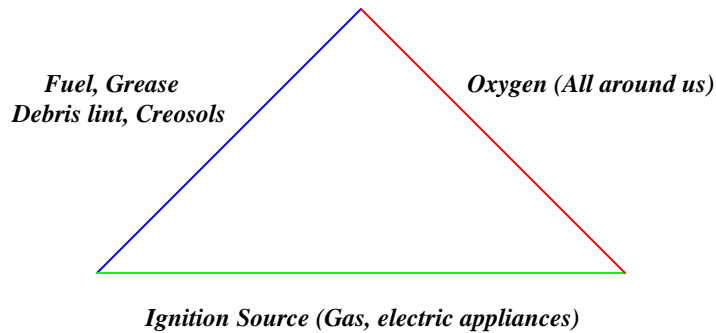
Solid fuel cooking uses briquettes, mesquite, hardwood and charcoal which produces large grease laden particulates that quickly clog grease filters and leaves the dirtiest type of cooking emissions. Solid fuel cooking is usually not allowed in commercial kitchens. Due to the additional fire hazard associated with solid fuel cooking, the Bureau of Fire Prevention, Rangehood Unit requires additional safeguards and may grant special permission for its use.

Solid Fuel cooking appliances must be serviced by its own independent kitchen exhaust system and not connected with any other exhaust system. Appliances of this type produce high levels of heat, grease, ash, creosote and smoke. The buildup of grease, ash and creosote on the filters, hoods, ducts and fan is highly volatile. Once ignited this combination of fuel burns at a high temperature.

WARNING: Cleaning could be hazardous due to the presence of electrical components. Before commencement of cleaning prep work, all electrical connections must be disconnected or turned off at the main power source. Electrical shock can cause personal injury or death. Only qualified trained Certificate of Fitness holders should conduct or supervise the cleaning of commercial kitchen exhaust systems. Follow all safety codes and wear safety glasses, work gloves and other pertinent personnel protective equipment (PPE) during cleaning. An ABC portable fire extinguisher should be made available during cleaning.

When performing duct cleaning, special care shall be taken with regards to personal access into any duct. All OSHA rules and other applicable regulations must be followed to ensure safety.

Fire Triangle (If you remove any side of the triangle a fire cannot take place)



II. Exhaust system Components

A typical kitchen ventilation system (Type I Hood) includes an exhaust hood, ductwork, exhaust fan, a means of providing adequate make-up air, and a fire system. The entire system must constitute a fire-safe assembly within the building.

The basic commercial kitchen exhaust system is composed of the following components:

- A. Exhaust Hoods
 - a. Type I
 - b. Type II
- B. Grease Filtration Systems
- C. Exhaust Duct
- D. Exhaust fan
- E. Make up Air

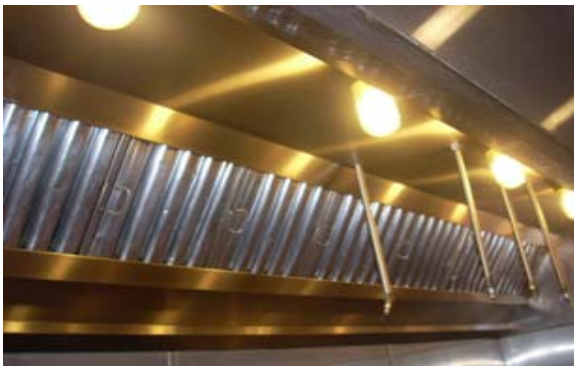
And other auxiliary components as follows:

- F. Fire System
- G. Portable Extinguishers



This grease load shown on the above picture is heavy load. The second picture is light load.

A. Exhaust Hoods



Type I Hood using Baffle filters Conventional kitchen exhaust



Type I hood Water Wash has cartridge filters & self-cleaning Feature

Exhaust hoods capture heat, smoke, grease, laden vapors and fumes. Filters remove contaminants in the exhaust air. Two types of hoods can be found in commercial kitchens, a type I hood and a type II hood.

a. Type I hoods

At the heart of the kitchen exhaust system a Type I hood is equipped with grease filtration and extraction devices that include listed grease filters, and/or extractors for removing the grease. Type I hoods are designed for cooking equipment generating grease-laden vapors, fumes and smoke for which fire protection is required. Type I Hood Water Wash Hood has cartridge filters and a Self-Cleaning Feature.

b. Type II hoods

Type II hoods are designed to exhaust equipment not generating grease-laden vapors, fumes and smoke such as from dishwashers, steamers and general kitchen space and may not require fire protection. Type II hoods may or may not have grease filters.

B. Grease filtration Systems

Grease particles are measured in terms of microns. Grease generated by commercial cooking equipment has a size of 10 microns and up. The grease extraction efficiency of the exhaust hood and filters plays a key role in the removal of grease particles before they reach smoke and odor control equipment.

Filters, grease extractors and other filtration devices located in the hood area are the first line of defense since they capture grease particulates being exhausted at their inception. Approved grease filters are commonly described as baffle type grease filters however, cartridge filters and filters found in water-wash hoods or grease extractors hoods are the exception and are part of the manufacturer's UL (Underwriters Laboratory) listing for their hoods.

Note: Mesh or mesh type grease filters are prohibited for use in NYC under any circumstance. All filters must be UL 1048 approved.

Ultra-violet (UV) lights are also being incorporated into new hood design. UV lighting breaks down grease molecules into smaller harmless compounds of carbon dioxide and water vapor, which are carried out with the exhaust airflow.

This new added filtration device (UV lighting) is electrically charged and must be handled with caution before cleaning can commence. It may be necessary to consult with an authorized representative of the UV lighting system since special tools are required for the removal of the lights.

These new, improved filtration systems increase fire safety, reduce odors at the fan discharge, and promote Environmental values while decreasing operation costs due to the reduction of grease deposit in the ductwork and fan system. These systems must be maintained by trained kitchen exhaust professional in accordance with the manufacturers' specifications.

Three main types of grease filters and extractors in use today include the **baffle filter**, **water wash filter**, and **dry-cartridge filter**. New baffle filters have recently been developed that have larger surface areas than their predecessors. It has a series of vertical baffles designed to capture grease that would be drained into a container. Each hood usually has two or more baffle filters which are typically constructed of galvanized or stainless steel and come in various sizes.



All baffle filters must be installed with the baffles running vertically so the grease can drain downward and out of the weep holes. Notice that all baffle filters should have weep holes in the bottom of the filter so grease can

drain into a drip tray or cup. Filter drip trays and cups should be monitored by the food service operator and emptied frequently.

Some filters are not baffle type, instead they are part of a UL Listed and approved grease extractor hood assembly as found in water wash hoods and other pre-fabricated hoods. These filters though different in appearance provide the same level of grease removal as found in baffle type grease filters. Extra care should be taken when handling these filters for cleaning as they must be returned to their original position.

Filters are required to be installed over cooking equipment, such as rangers, fryers, griddles, broilers, and ovens that produce smoke or grease-laden vapors. Filters shall be installed at an angle not less than 45 degrees, with the exception of those filters associated with UL Listed grease extractor hood assemblies.

Note: No exhaust system shall be operated without filters installed while cooking equipment is been used.

Supplemental Multi-stage filtration units are now on the market that employs a combination of the above advances in addition to new filters which are part of a UL Listed component. In addition, there are Electrostatic Precipitators which are also used to remove grease and smoke from the air being exhausted to the outside.

The Precipitator and/or Pollution Control device is designed to reduce odors and releases them to the outside of the building. By removing grease and smoke from the exhaust stream and allowing the odor control component of the system work more efficiently for a longer period of time. Once the exhaust has been processed by the precipitator/odor control unit then it is exhausted to the outdoor environment. They are **High Voltage** and operating status may not be fully indicated by lights, gauges and other devices. No person should even open a precipitator cabinet without training from a manufacturers trained representative acceptable to FDNY.

Air quality is major concern in New York City. As a result, many commercial kitchens will require pollution control equipment in their exhaust systems in the future. Pollution control equipment is not limited to removing smoke particles, but will also remove a majority of the grease particles remaining in the airstreams.

Skilled technicians must be able to maintain and clean precipitator's or other pollution control equipment, and must have received specialized training from the manufacturer acceptable to the FDNY, and is necessary to accomplish this function. The technician must also have a C of F to perform these maintenance functions. Some precipitators are cleaned monthly or weekly in accordance with the manufacturer's listed service manual, or as required by code every 3 months.

Precipitators should be cleaned thoroughly since they tend to become less efficient when not maintained cleaned. Precipitator's must be powered off and the electrical charges held by the individual cells must be drained before any cleaning begins as to prevent personal injury. Cleaning shall also include all components of the unit but with the exception of the fire system.

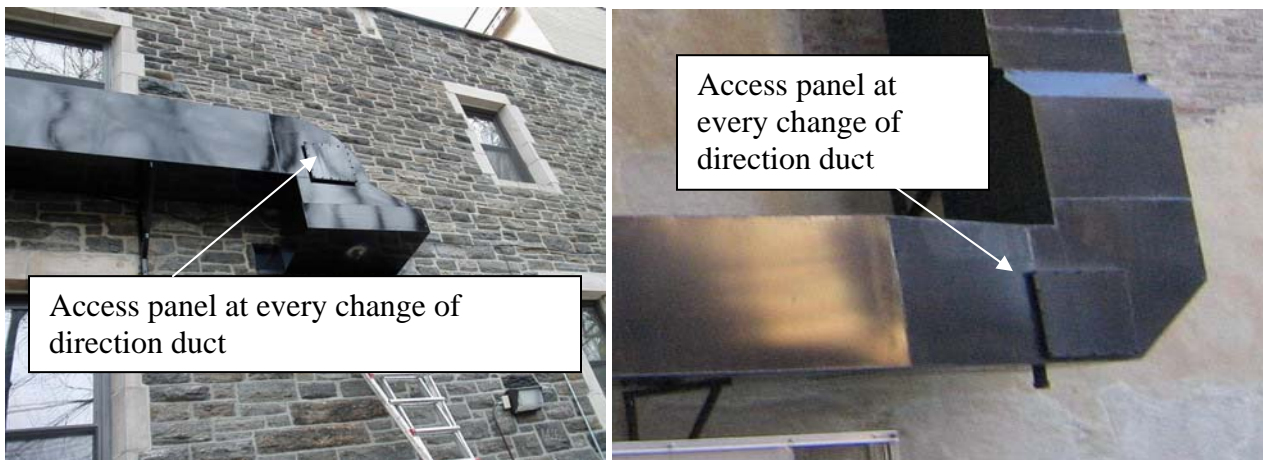
C. Exhaust Ducts

An exhaust duct system works to remove kitchen grease vapors, fumes and smoke to the outside the building.

Additional odor removal devices such as from precipitators, and other approved pollution control devices may be found and are considered as part of the exhaust duct system.

Properly designed and installed ducts consist of the following:

1. The entire duct system shall be made grease tight by means of a continuous external weld so as to prevent leakage.
Exception: UL listed prefabricated duct systems approved by FDNY.
2. All interior ductwork must be properly insulated with approved and listed materials approved by this department.
Exception: UL listed for prefabricated duct systems approved by FDNY.
3. Duct system serving type I hood shall be constructed and installed so the grease cannot collect in any portion with the exception, that exhaust ducts used in down draft appliance ventilation system shall be allowed to include an upturn in the duct provided the trapped area contains a low point drain to approved grease reservoir not exceeding 3.8 L (1gal) in capacity and the entire length of duct is easily accessible for cleaning. The exhaust duct must be pitched towards its origin.
4. Ducts shall be provided with access panels installed at 12-foot intervals and at every change of direction as to provide access into the duct for cleaning.



5. Access panels shall be provided with proper signage at each opening reading; "ACCESS PANELS – DO NOT OBSTRUCT", this also includes access to the ceiling.

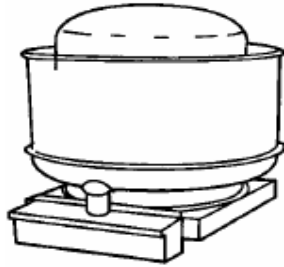
D. Exhaust Fan

Exhaust fans shall be UL listed for the removal of grease-laden vapors from commercial cooking equipment. In-line exhaust fans are permitted providing they are UL listed for such use and that the motor or any electrical components of the fan are not located inside the air stream.

To prevent roof damage, roof mounted fans should be provided with a collection pan to properly drain grease collected at the roof level. The exhaust fan and belts should be checked for wear and tear. Once fan belts begin to show signs of being cracked, frayed or otherwise become worn, they should be replaced.

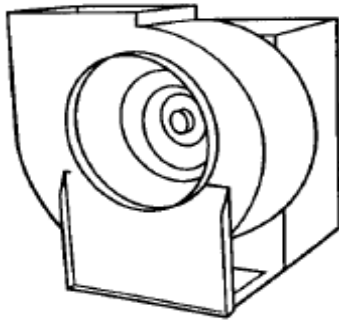
Three common types of exhaust fans found in use (all use centrifugal wheels with backward inclined blades):

Up blast fans (power roof ventilator)



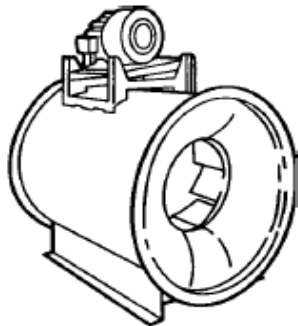
An up blast fan shall be hinged and supplied with a flexible weatherproof electrical cable to permit inspection and cleaning. (MC 506.5.3)

Utility set (centrifugal fan),



Listed for grease exhaust application with access door and drain coupler.

Inline fans (tubular centrifugal)



Exhaust fan unit must be installed in accordance with the manufacturer's terms and listing. Access doors must be installed within 3 feet of the inline of this fan.

E. Make Up Air

Make-up air is used to increase the efficiency of the exhaust system and its ability to exhaust all by products of cooking.

F. Fire System

Components of the fire extinguishing system shall not be rendered inoperable during the cleaning process, unless it is absolutely necessary to accomplish cleaning. If electrical switches, detection devices, or other components of the fire extinguishing system must be deactivated during the cleaning process, such deactivation shall be performed by a licensed Master Fire Suppression Piping Contractor. Immediately upon completion of the cleaning process the licensed Master Fire Suppression Piping Contractor shall restore the system to proper operation.

Cleaning fluids shall not be applied on fusible links or other detection devices of the fire extinguishing system. Electrical switches that may be accidentally activated during the cleaning process shall be electrically locked out during such process.

G. Portable Extinguishers

At least one “K Class” portable fire extinguisher shall be provided at each cooking location. A placard shall be conspicuously placed near the extinguisher that states that the fire protection system shall be activated prior to using the fire extinguisher. Other extinguishers may be needed for class A or B fires. **An ABC portable fire extinguisher should be readily available during the cleaning process to ensure safety.**

III. GREASE REMOVAL IN COMMERCIAL KITCHEN SYSTEMS

CLEANING METHODOLOGIES

When an exhaust system is properly cleaned, the chances of a fire are reduced. All components of the exhaust system shall be cleaned to bare metal and no powder or other foreign substance shall remain in the exhaust system after cleaning.

The entire exhaust system, including but not limited to hoods, filters, grease removal devices, ducts, fan pollution control devices and other appurtenances, shall be inspected and cleaned at least once every three months under the personal supervision of a person holding a Certificate of Fitness. The exception to this rule is vertical exhaust ducts more than 3 stories high, they must be cleaned every six months.

Common methods of cleaning commercial kitchen exhaust systems are:

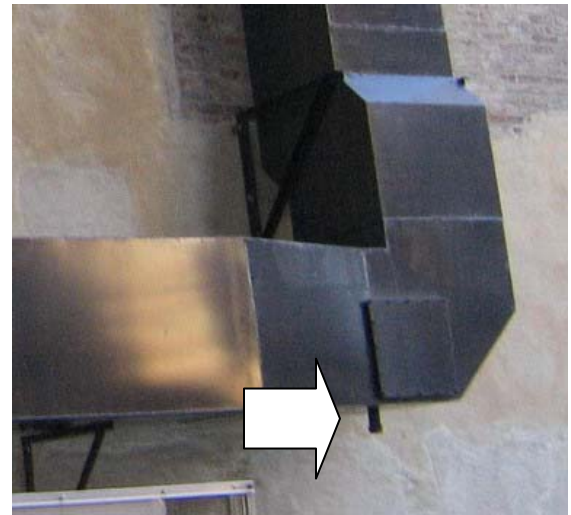
1. Scraping 2. Pressure Washing 3. Steam Cleaning.

1. Scraping is a manual method requiring the use of hand tools such as wire brushes, chisels, hand scrapers as well as steel wool. When properly done, this method is extremely effective.

2. Pressure washing is a cleaning method requiring various nozzles, plastic sheeting, high pressure warm/hot water, and the means to control wash/waste water.

3. Steam cleaning is a cleaning method requiring various nozzles, plastic sheeting, and low pressure steam, and the means to control wash/waste water.

All methods may be used in combination for thorough cleaning.



These pictures are examples of drain couplers used to remove water and grease while pressure washing the exhaust ducts.

When performing cleaning by means of a pressure washer and cleaning chemical, a COF holder should collect all waste water it must be properly disposed of before it enters a sanitary line or storm drain.

Cleaning Filters:

Filters may be cleaned **daily** by a trained employee of the restaurant owner, but **monthly** cleaning must be performed by a person holding COF whether employed by the City wide company or restaurant owner.

IV. CHECKLIST

The purpose of the **FDNY CHECKLIST** is to ensure that standardized processes are followed at all times by Certificate of Fitness holders. Many of the steps are commonly known by technicians but relying simply on memory can lead to significant errors or forgotten steps by C of F holders. The checklist also allows C of F holders to document their actions at the work site. After completion of the **CHECKLIST**, one C of F holder must sign the final report. It is important for a Post Service check after the cleaning to ensure that the kitchen is left clean with all appliances back in working order and in their proper position with their pilot lights turned back on. All items on the checklist must be completed.

The N/A appears when the answer is non-applicable. On the back of the checklist, there is space for additional comments.

Citywide companies (W-64), restaurants (F-64), and all COF holders must complete this Checklist. If any Items have an (**M- Mandatory**), they have high safety importance. The FDNY should be notified immediately if any of these items are checked by the C of F holder. This is an important responsibility since public safety may be jeopardized by unreported serious hazards since fires can easily occur and spread to other locations.

The Citywide company(W-64), restaurants(F-64) and all COF holders are responsible to send an original report within 72 hours or sooner to the restaurant owner or his designated authorized person. All problems must be documented and be made available for inspection by the customer and any Fire Department representative. Many cleanings are done in the early morning or late at night so it might be difficult to find the right person.

In these cases, a copy of the report should be sent on its own or with the invoice to the appropriate party. The actual checklist is attached to this document. Applicants should know the contents since it must be performed while performing their duties.

VI. Inspections and Notification

Inspection and cleaning: The cooking exhaust system shall be cleaned at least once every three months or as frequently as necessary to maintain system free of grease accumulations. High volume cooking equipment such as from solid fuel burning appliances, char broilers, woks, fryers, upright broilers and some 24-hour restaurants may require more frequent cleaning and inspection. System should be cleaned by a person / and or company holding Certificate of Fitness issued by Fire Department.

- It shall be unlawful for anyone to inspect or clean any commercial cooking exhaust system without a valid certificate of fitness (C of F) issued by NYC Fire Department.
- The certificate of fitness holder and/or the principal of the citywide cleaning company are required to notify the FDNY, Rangehood Unit of any hazardous conditions found at the premises.
- A compliance service sticker (**White background with black lettering**) shall bare the C of F number of the company performing such cleaning and shall be placed on the hood with date of cleaning while a non-compliance service sticker (**Yellow background with black lettering**) must be posted for those systems which have problems. C of F holder shall be responsible for alerting FDNY and restaurant owners/operators of the status of their systems. These stickers color are acceptable to the FDNY.
- **Grease Removed From the cleaning process**
Grease collected from the exhaust system should be properly disposed of by the restaurant owner. Stored grease is a fire hazard and may produce noxious odors. It is unlawful and harmful to the environment to disposed of grease into the NYC sewer system.

Typical Problems: Some of the most common conditions found in poorly designed, constructed and operated grease exhaust systems:

- Duct construction is less than the required 16-gage steel to 10-gage black iron.
- Exhaust duct is un-welded and not liquid tight.
- Exhaust hoods un-welded and not liquid tight.
- Access panels are obstructed or improperly installed.
- Sections of the ductwork are inaccessible.
- Clearance to combustible material is inadequate.
- Grease filters are not installed properly or are missing.
- Filters shall not be installed at an angle less than 45 degrees.
- Hoods are not installed properly to provide capture and containment of grease-laden vapors, fumes and smoke.
- Ductwork and grease drainage are improperly sloped.

Note: Any report of deficiencies may be accompanied by photographs.

VII. COMPANY CERTIFICATION

Companies performing commercial cooking exhaust cleaning must be certified by the FDNY. There are numerous qualifying requirements which appear on the application form. The form will be available on the FDNY website - WWW.NYC.GOV/FDNY or person at 9 Metro Tech Center Brooklyn.

VIII. Cleaning and Operating instructions for Commercial cooking exhaust systems for Restaurants and/or Operators.

IMPORTANT INFORMATION TO BE PROVIDED TO KITCHEN OPERATORS

Exhaust Systems:

- A FDNY permit is required to maintain and operate all commercial cooking operations which may include cooking exhaust systems.
- The exhaust fan shall be in operation when cooking appliances are energized (Gas or Electric On) (904.11.6.1 Fire Code).
- The exhaust system shall not be operated without all the filters in place (904.11.6.3.1 Fire Code)
- The entire exhaust system shall be inspected and cleaned at least once every three months (904.11.6.3 Fire Code) by a person holding a C of F issued by FDNY.
- Vertical risers over 3 stories in height must be cleaned 2 times per year by a person holding a C of F Issued by FDNY.
- All surfaces shall be cleaned to bare metal. No foreign substances shall remain on the surface of the exhaust system (904.11.6.3.1 Fire Code)
- Filters shall be cleaned or replaced as frequently as necessary but at least once per month (904.11.6.3.1 Fire Code)
- All service and maintenance on a cooking exhaust system shall be performed by a person or persons holding a personal certificate of fitness working for a company holding a company certificate of fitness, except for daily cleaning.
- Commercial cooking equipment shall be attended at all times when it is in operation (904.11.5 Fire Code)
- Cleaning and Operating Instructions and a schematic drawing or sketch of the cooking exhaust system must be permanently posted in picture frame or glass at a suitable entrance to the cooking area on 8 ½” by 11” in size.

Fire Systems:

- Only a licensed Master Fire Suppression Contractor shall inspect, test service, and maintain the fire system (904.5.1 Fire Code)
- It is unlawful and dangerous to operate commercial cooking equipment when the fire system is out of service (904.11.5.1 Fire Code)
- At least one K class portable fire extinguisher must be placed in the cooking area.
- At least once a month, an inspection shall be conducted by a trained and knowledgeable person to assess whether the system is in good working order. (904.5.1 Fire Code)

Appliances:

- Deep-fat fryers shall be equipped with high limit temperature controls. The controls shall be replaced every three years with a new or rebuilt unit certified to operate at not more than 475° F (904.11.5.3.1 Fire Code)

Staff Training:

- The owner or operator shall train all staff in the proper procedures for the use of all components of the grease removal system (904.11.5.5 Fire Code)
- At least once every 6 months the owner or operator shall review the instructions for the manual operation of the fire system (904.11.5.5 Fire Code)

When A fire Occurs:

- Do not shutdown blower.
- Operate fire system manual pull station.
- Call Fire Department.
- Evacuate the entire restaurant.
- Be prepared to provide information to arriving FDNY unit.
- Stand by to extinguish fire should reignition occur with a K class portable fire extinguisher.

Re: Business name: _____
 Address: _____
 City & State: _____
 Phone: _____

Check List

Company Name _____
 Address _____
 City, ST, Zip Code _____
 CO Certification # _____

Date: _____ Technician Name: _____
 Signature: _____
 C of F #: _____ Exp Date: _____

A. Are the Filters cleaned by your Company?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	If different, C of F # _____ of the persons who cleaned it. Exp Date: _____
B. Are there filters missing / damaged? M	<input type="checkbox"/> Yes <input type="checkbox"/> No	If Yes, number of filters missing or damaged: # _____
C. Are the precipitators/pollution control devices cleaned by your company?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	If different, C of F # _____ of the persons who cleaned it Exp Date: _____
D. Pre-Cleaning check	Responses	Comments
1. Do Fan(s) operate? M	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Unable to determine.
2. What is the grease load in exhaust System?	<input type="checkbox"/> Light <input type="checkbox"/> Med <input type="checkbox"/> Heavy	
3. Have appliances been disconnected?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
4. Has building representative or Alarm Company been notified?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Name: _____ <input type="checkbox"/> Not Available
5. Have all power sources for Kitchen Exhaust Fans been locked out and tagged out?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
6. Schematic sketch/ drawings & cleaning operating instructions posted?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
7. Describe the grease load under the protective hood(s)?	<input type="checkbox"/> Light <input type="checkbox"/> Med <input type="checkbox"/> Heavy	
8. Last quarterly service cleaning date?	____/____/____	CO. NAME _____ <input type="checkbox"/> Not Available
E. Area to be serviced		
9. How many grease exhaust hoods are there & how many of them cleaned?	# Of hoods _____ # Cleaned _____	
10. Were hood light(s) cleaned?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> N/A
11. Were exhaust Fan(s) cleaned & hinged?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
12. Has exhaust fan louvers been cleaned & checked?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> N/A
13. Has exhaust fan belts & pulleys been inspected?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
14. Were grease cup(s) cleaned?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
15. Are there any visible grease leaks from the duct system? M	<input type="checkbox"/> Yes <input type="checkbox"/> No	<u>Location</u>
16. Has horizontal duct(s) been cleaned? M	<input type="checkbox"/> Yes <input type="checkbox"/> No	If no, explain reasons on back of page in comments section.
17. Has vertical duct(s) been cleaned? M	<input type="checkbox"/> Yes <input type="checkbox"/> No	If no, explain reasons on back of page in comments section.
18. Are access panels provided? M	<input type="checkbox"/> Yes <input type="checkbox"/> No	No. Of panels installed _____ / Size of panels _____
19. Do access panel have proper signage?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
F. Post -Cleaning Check		
20. Has technician left working area free of grease rags & debris?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
21. Are there any inaccessible areas? M	<input type="checkbox"/> Yes <input type="checkbox"/> No	If Yes, explain reasons on back of page in comments section.
22. Has compliance certificate been dated & placed on hood?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If No, Refer to additional post service report
23. Have appliance(s) been reconnected?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> N/A
24. Any problems found? M	<input type="checkbox"/> Yes <input type="checkbox"/> No	If Yes, explain reasons on back of page in comments section.

25. Are there any electrical wires in the hood, ducts or fans? M	<input type="checkbox"/> Yes <input type="checkbox"/> No	If Yes, explain reasons on back of page in comments section.
26. Has a photo been taken before & after?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> N/A
Owner representative name: _____ Signature _____ Date: _____ (For the follow up letter)		

M – Mandatory, Any **NO** answer on M items requires immediate notification to the FDNY, Rangehood Unit.

N/A – Not applicable

Note: A record of this service shall be maintained on premise and be made available for inspection by any member of the New York City Fire Department.

For any deficiencies described above, a follow-up letter will be sent to you listing any corrective action necessary. It is your Responsibility to maintain your equipment in good working order.

