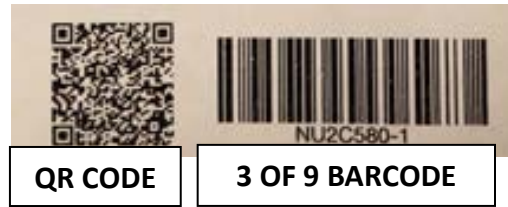


## WHAT ARE THE NEW SECURITY FEATURES ON THE NEW DECAL?



- **QR code:** Allows public and FDNY inspectors to access the FDNY approved company list.
- **Clear Gloss Embossed FDNY Logo across the Decal:** Virtually impossible to copy.
- **3 of 9 Barcode:** A widely used barcode standard that includes capital letters, numbers, and several symbols.

### QUICK TIPS

- Schedule the cleanings with enough time so a complete cleaning can be done by the licensed company.
- Visually inspect that the duct and the hood is being cleaned on the necessary basis.
- Hire an FDNY approved service company with employees having valid Certificate of Fitness cards (W-64/P-64).
- Make sure that the servicing company cleans the duct down to the bare metal.
- Request a copy of current Certificate of Fitness from every person that cleaned your hood and ducts.
- Ensure that the compliance decal is authentic. Fake ones (see image on page 4) will NOT have the FDNY shaped metallic security feature or it will appear darker. **Blurry font** on the decal is also an indication that the decal may be FAKE, real decal will have a crisp, high quality font.

## ARE THERE ANY OTHER ITEMS THAT NEED ATTENTION IN MY KITCHEN?

- Yes, at minimum once every 6 months a licensed Master Fire Suppression piping contractor shall inspect, test, service and maintain such fire suppression system.
- This contractor is licensed by the NYC Department 5

of Buildings.

- The contractor will check your entire suppression system. A written report of the inspection will be provided to you and it will show any defects that are found during the inspection. If the system is in good working order, the contractor will provide you with a tag. This tag will have the following information on it:
  - ✓ The date issued;
  - ✓ The name and license number of the Master Fire Suppression piping contractor;
  - ✓ That the system was found to be in good working order.
- You are also responsible for:
  - ✓ Having at least one K-class portable fire extinguisher placed in the cooking area.
  - ✓ Placing the extinguisher within 30 ft. of the commercial cooking equipment.
  - ✓ Visually inspecting portable fire extinguishers monthly by a trained and knowledgeable person.
  - ✓ Servicing and recharging the portable fire extinguishers annually by an FDNY approved company. (W-96 Certificate of Fitness holder is allowed to do it.)
  - ✓ Reviewing with all the kitchen staff the manual operation of the fire extinguishing system at minimum once every 6 months.



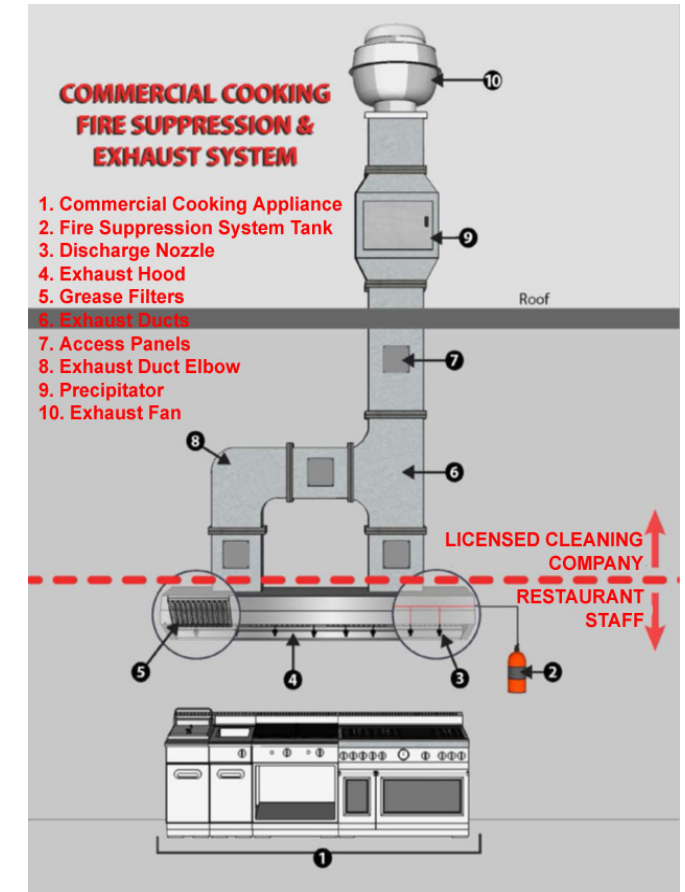
## HOW DO I REPORT AN IMPROPER CLEANING OR POSSIBLE FRAUD WITH THE SERVICE COMPANY?

You can report issues to Fire Department at (718) 999-8103/0365. You can also write to [pubcert@fdny.nyc.gov](mailto:pubcert@fdny.nyc.gov)

[www.nyc.gov/fdny](http://www.nyc.gov/fdny)



## FIRE SAFETY IN COMMERCIAL COOKING LOCATIONS



**FDNY**

**Bureau of Fire Prevention**

[www.nyc.gov/fdny](http://www.nyc.gov/fdny)

## INTRODUCTION

Every location must safeguard their premises by performing essential safety actions. Fires occur often in eating establishments. Any fire can be a disaster that will lead to loss of money and possibly the loss of life. The Fire Department has rules which can help you operate in a SAFE manner. As a business owner, it is your responsibility to follow all the rules.

This pamphlet covers important information for supervising Commercial Cooking Kitchens and appliances. Examples of a commercial cooking appliance are the grill, wok, fat fryer, broiler, oven, etc.

These appliances create grease when used and this grease collects in the hood and ducts. If these hoods and ducts are not properly cleaned, it may cause a fire. This will cause your business to be shut down until the system is put back into service.

**WHAT NEEDS TO BE CLEANED, AND BY WHO?** The cleaning of the exhaust system ducts and other system components above the hood must be done by an FDNY approved licensed companies and their certified employees.

However, grease filters must be inspected and be cleaned by a trained and knowledgeable person (does NOT need to be a Certificate of Fitness holder).

### HOW OFTEN SHOULD IT BE INSPECTED?

- Grease filters should be visually inspected daily.
- Equipment using solid fuel must be visually inspected monthly.
- Commercial system exhaust inspection must be done every 3 months (at a minimum).

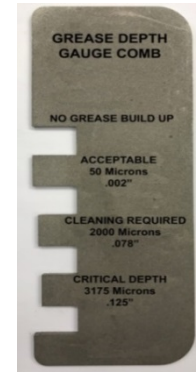
### HOW OFTEN MUST IT BE CLEANED?

The minimum requirements are listed below, but that may not be enough. More frequent cleanings may be needed.

- Commercial system exhaust cleaning must be performed every 3 months (at a minimum).
- Vertical duct work (risers) more than 3 floors above 2

the cooking equipment exhaust must be cleaned every 6 months (at a minimum).

- Grease filters must be cleaned once a month (at a minimum).
- As a business owner, you may choose to use the “grease depth gauge comb” (see image) to determine how often the cleaning should be done in your business. Before using the grease depth gauge comb, you may consult with your servicing company.



**HOW DO I CHOOSE A CLEANING COMPANY?** Only hire an approved company that is listed on the FDNY website. The list of approved companies is constantly updated.

Here is the link and QR code to the website.

<http://www1.nyc.gov/site/fdny/business/all-certifications/certificates-commercial-cooking-exhaust.page>



### CAN A SERVICING COMPANY CONDUCT CLEANING IF THEIR APPROVAL OR INSURANCE IS EXPIRED?

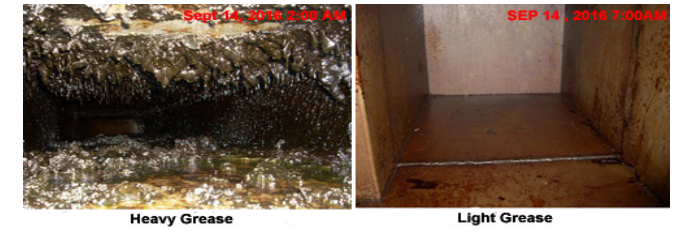
NO! You must check the Fire Departments website for the list of approved servicing companies.

### WHAT RISKS DO I RUN IF CLEANING IS NOT PERFORMED BY AN FDNY APPROVED COMPANY?

First of all, you are risking your business, your customers, first responders, and the public. Grease fires often occur and can easily damage your business. You will receive violation(s) if unsafe conditions exist or work is done by a non-approved company. Further, your insurance company will have an issue with any claims you make. You will have to be re-serviced by FDNY approved company and you will incur further service charges.

**HOW DO I KNOW IF THE SERVICE COMPANY PERFORMED A GOOD CLEANING JOB?** Have the company provide you with before and after pictures (see examples below) with time stamps for proof of work. Insist on getting the proof. In case of a claim, your 3

insurance company may require photos. Insist on receiving copy of the checklist of work that was done during the cleaning.



**WHAT RECORDS MUST BE KEPT OF THE CLEANING?** The servicing company is required to place a decal on one or more hoods identifying:

- ✓ Servicing company & date of the cleaning;
- ✓ Address and phone number;
- ✓ FDNY certificate number;
- ✓ Individual Certificate of Fitness number and full name of the COF holders who conducted the cleaning;

### FILTER CLEANING RECORDS

The business owner is responsible to keep any records of grease filter inspections and cleaning that is required. Records must include the date, and what was done.

