



**Town of Winchester**  
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**Office of the Fire Marshal**  
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## **SUGGESTIONS FOR HOOD CLEANING CONTRACTS & MAINTENANCE CHECKLIST (NFPA 96)**

- \_\_\_ Clean baffles regularly (nightly or weekly dependent on grease build up), soak overnight in hot soapy water or run through dishwasher.
  
- \_\_\_ Hoods, grease removal devices, fans, entire lengths of ducts, and any other components or grease covered areas shall be cleaned to *bare metal* on the following schedule:

Solid fuel cooking	Monthly
High-volume – 24 hr operations, charbroiling, wok	Quarterly
Moderate volume	Semiannually
Low volume – churches, day camps, seasonal, senior centers	Annually
  
- \_\_\_ Upon cleaning, the entire hood system should be inspected by the cleaning company to ensure it is properly operating and all welds/seams are liquid tight and there are no low points subject to pooling grease. Any remaining grease deposits shall be thoroughly cleaned to bare metal.
  
- \_\_\_ Flammable solvents or flammable cleaning aids are *never* to be used on the system.
  
- \_\_\_ Chemicals should not be applied intentionally or accidentally to fusible links or other detection devices.
  
- \_\_\_ Dampers should be placed in the proper position for air flow and all hood system components including make-up air should be turned on and operating whenever the cooking line is in use.
  
- \_\_\_ Cooking equipment should be placed as they were originally approved underneath suppression nozzles. Care should be taken to realign equipment after cleaning or servicing equipment. Do not change the cooking line without prior approval from the Fire Marshal's Office.
  
- \_\_\_ Make sure all gas shut offs are operational, cooking equipment is properly tethered and that all gas lines are not corroded.