

COMMERCIAL KITCHEN HOOD & EXHAUST CLEANING CHECKLIST

(Daily Staff Tasks)

Daily Cleaning Tasks

from to

TASK	MON	TUE	WED	THU	FRI	SAT	SUN
Wipe down the exterior surfaces of the hood with a damp cloth and degreaser after each shift.							
Remove grease drip cups/troughs and empty into a grease waste container. Replace cups after cleaning.							
Check that all baffle filters are properly seated with no gaps or missing filters.							
Wipe grease from the hood lip, lower edges, and any exposed interior surfaces within reach.							
Check that the exhaust fan is running during all cooking operations and listen for unusual noises.							
Ensure the makeup air unit is operating and not blocked or restricted.							
Inspect the area around the hood for grease splatter on walls, ceilings, and nearby surfaces. Wipe clean.							
Verify that the fire suppression system manual pull station is unobstructed and accessible.							
<i>Additional Task:</i>							

Instructions:

Perform these tasks every shift or at end of day. These are staff responsibilities, not professional cleaning tasks.

COMMERCIAL KITCHEN HOOD & EXHAUST CLEANING CHECKLIST

(Weekly Staff Tasks)

Weekly Cleaning Tasks

from to

TASK	1ST	2ND	3RD	4TH	5TH
Remove all baffle filters from the hood. Soak in hot water with commercial degreaser, scrub, rinse, and air dry before reinstalling.					
Clean grease troughs and channels thoroughly. Scrape built-up grease and wash with degreasing solution.					
Wipe down all accessible interior hood surfaces with a degreasing agent.					
Inspect baffle filters for damage, warping, or bent baffles. Replace any filter that does not sit flush.					
Check hood lighting covers and lenses for grease film. Clean and verify all lights are working.					
Inspect the grease collection container on the rooftop exhaust fan (if accessible). Empty if more than half full.					
<i>Additional Task:</i>					

Instructions:

Schedule weekly deep cleaning during slower service periods. Kitchen manager should verify completion.

COMMERCIAL KITCHEN HOOD & EXHAUST CLEANING CHECKLIST

(Monthly Inspection Tasks)

Monthly Inspection Tasks

Date

TASK	STATUS
Deep clean the entire interior of the hood canopy to bare metal using a commercial kitchen degreaser.	<input type="checkbox"/>
Inspect the exhaust fan belt (if belt-driven) for wear, cracking, or looseness. Report issues to maintenance.	<input type="checkbox"/>
Check all ductwork access panels visible from the kitchen side for grease seepage or leaks at joints.	<input type="checkbox"/>
Inspect the fire suppression system nozzles under the hood for grease blockage. Do NOT remove caps.	<input type="checkbox"/>
Verify that the fire suppression system pressure gauge reads within the green/normal range.	<input type="checkbox"/>
Check the fusible links on the fire suppression system for grease buildup. Do NOT apply cleaning chemicals to links.	<input type="checkbox"/>
Inspect rooftop grease containment system for overflow, damage, or full collection pans.	<input type="checkbox"/>
Review and update the hood cleaning log. Confirm upcoming professional cleaning date is scheduled.	<input type="checkbox"/>
<i>Additional Task:</i>	<input type="checkbox"/>

Instructions:

Monthly tasks include both cleaning and inspection. Do NOT tamper with fire suppression components. Report issues to a licensed technician

COMMERCIAL KITCHEN HOOD & EXHAUST CLEANING CHECKLIST

(Professional Cleaning — Per NFPA 96 Schedule)

Professional Cleaning Tasks

Date

TASK	STATUS
Disassemble all removable components: baffle filters, grease cups, troughs, end caps, and light covers.	
Pressure wash and scrape the interior hood canopy to bare metal. No visible grease residue allowed.	
Access and clean all ductwork sections through access panels (required every 12 ft per NFPA 96).	
Remove rooftop exhaust fan from duct opening. Degrease fan blades, housing, shroud, and base to bare metal.	
Inspect exhaust fan belt condition, tension, and bearings. Replace worn belts and note in report.	
Clean the rooftop grease containment system and drain. Verify the drain is functional and not blocked.	
Inspect all duct joints, seams, and connections for gaps, holes, or deterioration that could allow grease leakage.	
Apply cleaning agent to all accessible duct interior surfaces. Scrape and power wash to bare metal standard.	
Verify all access panels are reinstalled and sealed properly after cleaning.	
Place a dated and signed NFPA 96 compliance sticker on the hood in a visible location.	
<i>Additional Task:</i>	

Instructions:

Professional cleaning must be performed by a trained, qualified, and certified company per NFPA 96. All surfaces must be cleaned to bare metal. Lockout/tagout procedures must be followed before starting work.

COMMERCIAL KITCHEN HOOD & EXHAUST CLEANING CHECKLIST

(NFPA 96 Cleaning Frequency Reference)

NFPA 96 Required Cleaning Frequency

Per NFPA 96, Table 11.4 — Exhaust System Inspection Schedule

TASK	YOUR SCHEDULE	LAST CLEANED	NEXT DUE
Solid fuel cooking operations (wood, charcoal, mesquite): Monthly			
High-volume cooking (24-hour kitchens, charbroiling, wok cooking): Quarterly			
Moderate-volume cooking (standard restaurants, casual dining): Semi-Annually (every 6 months)			
Low-volume cooking (churches, day camps, seasonal operations): Annually			
<i>Additional Task:</i>			

Instructions:

Frequency depends on your cooking type and volume. The authority having jurisdiction (AHJ) may adjust frequency based on documented evidence of cooking volume. Keep records to support any extended intervals.

Note:

Over 20% of U.S. restaurant fires originate from dirty hoods and ducts (U.S. Fire Administration). Failure to maintain NFPA 96 compliance may result in fines, forced closure, or voided insurance coverage.

COMMERCIAL KITCHEN HOOD & EXHAUST CLEANING CHECKLIST

(Monthly Inspection Tasks)

Documentation and Compliance

Date

TASK	STATUS
Maintain a hood cleaning log with dates, tasks performed, and name of person who completed them.	
File the professional cleaning certificate after each service. Certificate must include: company name, technician name, date, and areas cleaned.	
Record any areas that were inaccessible or not cleaned during professional service (required per NFPA 96 Section 11.6.14).	
Keep copies of all cleaning certificates on-site and available for fire marshal or health inspector review.	
Verify that a current NFPA 96 compliance sticker is visible on the hood after each professional cleaning.	
Document any fire suppression system inspections performed during the cleaning process.	
Track filter replacement dates and maintain a spare filter inventory.	
<i>Additional Task:</i>	

Instructions:

Proper documentation protects your business during fire marshal inspections and insurance claims. Keep all records on-site for at least 3 years.