

Hood & Duct Inspection Checklist

Complimentary resource provided for Authorities Having Jurisdiction (AHJs) to support inspections and code enforcement.

BLDG NUMBER	
CONTRACTOR	

DATE/TIME	
INSPECTOR	

<u>DELIVERABLES</u> (AHJ/CUSTOMER MUST RECEIVE):	
1	Before and After Pictures of the FULL system and its interior.
2	After Service Report (ASR) with notes of discrepancies. If any pictures are missing, the reason must be in the ASR notes
3	Vent hood sticker must have: • Business + Tech Name • Business Address • Date of Inspection/Cleaning • Phone # • Must be Pre-Printed

<u>VERIFY</u>	
NO GREASE ON ROOF	GREASE CONTAINMENT SYSTEM IS PRESENT
Verify physically or through Before/After Pictures.	A non-combustible container that collects grease from the exhaust fan and prevents grease from falling on roof or onto the ground.
ACCESS PANELS	FAN HINGES
Access panels must be opened for cleaning and have inspection sticker initialed by contractor. Change of direction in ductwork may require access panel installation.	Fan hinges are required for safety, access, and to avoid damaging roof and exhaust fan.

<u>BEST PRACTICES</u>	
Ensure fire suppression system nozzle caps are on. Replace if missing.	✓
Time stamp on all pictures.	✓
IKECA Certified Vent Hood Cleaners	✓
Kitchen personnel trained on manual fire suppression system activation & extinguishers	✓
Use grease comb for measuring grease accumulation to find out actual required cleaning timeframe.	✓

<u>RESOURCE LIST</u>	
NFPA 96	"Cleaning Rules"
ANSI/IKECA C-10-2021	"Cleaning Process"
NFPA 1	"Enforce NFPA 96"
INTERNATIONAL FIRE CODE (IFC)	"Maintain it Right"
INTERNATIONAL MECHANICAL CODE (IMC)	"Install it Right"



Fight Kitchen Fires, Ltd Co

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Fight Kitchen Fires, Ltd Co – a strategic IKECA partner providing complimentary code-based resources and training, trusted across Texas, the DoD, and internationally. Led by a former U.S. Air Force firefighter, we bring unmatched fire code expertise to commercial kitchen exhaust safety.