

# EXHAUST HOOD CLEANING



- This bulletin is made to ensure that our kitchen exhaust hood is cleaned effectively and safely to maintain proper ventilation, prevent fire hazards, and comply with health and safety regulations.

## 1. Frequency of Cleaning

- Daily: Wipe down the exterior surfaces of the hood to remove grease and dirt. Note that oil and grease accumulation could drip on food while cooking (chemical contamination).
- Weekly: Clean the grease filters and interior surfaces of the hood.
- Yearly or as agreed with client: Perform a deep clean of the entire exhaust hood system, including the ductwork (3rd party responsibility or our maintenance team).

## 2. Required Equipment and Supplies

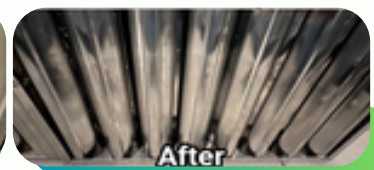
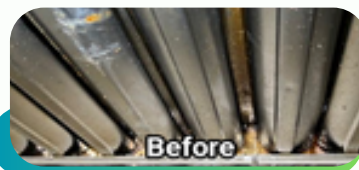
- Ladder or step stool
- Detergent (All purpose or dishwash soap)
- Degreaser or industrial-grade cleaning solution (if too greasy)
- Scrub brushes (Scouring pad)
- Non-abrasive sponges (so we don't scratch the hood surfaces)
- Microfiber cloths (optional)
- Buckets of warm water
- Heavy-duty garbage bags

## 3. Safety Precautions

- Turn off all electrical appliances connected to the exhaust hood.
- Ensure the gas/electrical supply is shut off to prevent any electrical or fire hazards.
- Wear appropriate PPE throughout the cleaning process to protect against chemical exposure and physical hazards. (Rubber gloves, face mask, safety goggles).
- Place warning signs or barriers around the work area to alert other staff members.

## 4. Cleaning Procedure

- Daily Cleaning: Exterior Surface Wipe-down**
  - Use a sponge and a mild detergent or degreaser to wipe down the exterior surfaces of the hood and the area around the lights.
  - Focus on areas that have grease buildup.
  - Dry with a clean cloth to prevent streaking or keep it for air dry.
- Weekly Cleaning:**
  - Ensure the exhaust system is turned off and cool to the touch.
  - Remove the grease filters from the hood.
  - Place the grease filters in a sink or container with hot, soapy water or degreaser solution.
  - Scrub the filters with a non-abrasive brush to remove grease and dirt.
  - Rinse thoroughly with hot water and allow them to air dry.
  - If the filters are excessively worn or damaged, replace them with new ones.
  - Reassemble the exhaust hood filters, ensuring that all parts are secure.
  - Restore power and gas supply to the hood system.



## 5. Documentation

- Fill the deep cleaning checklist log that includes the date of each cleaning, the staff member responsible, and any observations or actions taken.

**Note:** Failure to properly clean and maintain the kitchen exhaust hood can result in increased fire risks, health code violations, and reduced efficiency of the ventilation system. Regular adherence to this SOP will help ensure a safe and compliant kitchen environment.