



# Boston Fire Department

## Cleaning and Inspection of Commercial Hood and Ventilation System & Deficiency Report

August 2010

**Company Name**  
**Address**  
**City State, Zip Code**  
**24 Hour Emergency Service Phone Number**

Business Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City & State: \_\_\_\_\_  
 Business Phone: \_\_\_\_\_

Tech Name: \_\_\_\_\_  
 Signature: \_\_\_\_\_  
 Date: \_\_\_\_\_  
 BFD Reg. #: \_\_\_\_\_ Exp Date: \_\_\_\_\_

Section A	Responses	Comments
1. Are the filters Clean?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
2. Are the precipitators/pollution control devices clean?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
3. Is the grease load < 2000 microns: a). horizontal b). vertical c). hood	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No	
4. Is the grease load in the fan < 3175 microns?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
5. Last service cleaning date?	____/____/____	Co. Name: _____ <input type="checkbox"/> Not Available
6a. Is the on-site exhaust system diagram posted and accurate?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
6b. Did you clean or inspect entire system as specified in on-site exhaust system diagram? If no specify on page 2.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
7. Has the Certificate of Performance been dated and placed in the immediate vicinity of the hood?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
8a. Are all filters in place and intact?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
8b. If wash system is main water valve in open position?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
9. Do fan(s) operate?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
10. Have exhaust fan louvers been cleaned and checked?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
11. Were exhaust fan(s) cleaned?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
12. Have exhaust fan belts and pulleys been inspected and in good working order?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
13. Were grease cup(s) cleaned?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
14. The system appears to be liquid tight?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
15. Has horizontal duct(s) been cleaned or inspected?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
16. Has the vertical duct(s) been cleaned or inspected?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
17. Are sufficient access panels provided?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
18. Does access panel(s) have proper signage?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
19. Are all areas of exhaust system accessible?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
20. Is hood and exhaust system free of obstructions?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
21. Cleaning complied with NFPA 96.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
22. Type of cooking system (check all that apply)	<input type="checkbox"/> Solid Fuel <input type="checkbox"/> Wok <input type="checkbox"/> Charbroil <input type="checkbox"/> Other (please specify): _____	
Owner Rep Name: _____	Date: _____	Owner Rep Signature: _____

**Any NO answer requires the deficiency report on page 2 to be completed and submitted as instructed on the bottom of page 2.**  
**N/A – Not applicable**

A record of this service is to be maintained on premise and made available for inspection by a member of the Boston Fire Department, and Health or Building Inspectors from the City of Boston's Inspectional Services Department. It is the owner/tenant's responsibility to maintain your equipment in good working order. It is the responsibility of the cleaning company technician to report all deficiencies immediately to the proper authority having jurisdiction.

