

Industrial Kitchen Range Hood Cleaning Checklist

Site / Project	_____	Address	_____
Inspector name	_____	Company	_____
Date	_____	Time	_____

Documentation aid only. Adapt this resource to the site, manufacturer instructions, and applicable local requirements. It does not replace a competent person, professional judgment, legal advice, or a required statutory form.

Inspection checklist

Pre-Cleaning Assessment & Planning

☐	Review the scope of work and cleaning plan with the restaurant owner/manager. Confirm all areas to be cleaned are accessible and understood.	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Verify that the entire range hood system (exhaust fan, cooking appliances) is completely shut down and locked out/tagged out (LOTO) according to OSHA 1910.147.	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Visually inspect and document (photo/video) the existing grease accumulation levels in the hood, ductwork, filters, and exhaust fan before starting any cleaning activities.	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Identify and confirm the locations of all access panels in the ductwork. Ensure they are accessible and in good working order (not rusted or seized).	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Verify the fire suppression system is properly tagged out and will not activate during the cleaning process. Confirm with restaurant staff.	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Confirm availability of a suitable water source and drainage for cleaning activities. Ensure proper backflow prevention is in place.	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Assess and mitigate any potential electrical hazards near the cleaning area (e.g., exposed wiring, wet locations). Use GFCI protection where necessary (OSHA 1926 Subpart K).	☐ Pass	☐ Fail	☐ N/A	Notes: _____

☐	Review the Material Safety Data Sheets (MSDS) for all cleaning agents to be used. Ensure proper PPE is available and understood.	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Confirm a plan for proper disposal of grease and cleaning waste in accordance with EPA and local regulations.	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Inspect the exhaust fan area for safe access. Ensure adequate lighting and stable footing are present.	☐ Pass	☐ Fail	☐ N/A	Notes: _____

Personal Protective Equipment (PPE)

☐	Verify that all personnel are wearing appropriate eye protection (safety glasses or goggles) that meet ANSI Z87.1 standards.	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Confirm that all personnel are wearing chemical-resistant gloves appropriate for the cleaning agents being used.	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Ensure that appropriate respiratory protection (e.g., N95 mask or respirator) is being used, especially when working in poorly ventilated areas or with strong cleaning agents. Fit testing required per OSHA 1910.134.	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Check that all personnel are wearing appropriate clothing (e.g., long sleeves, pants) to protect against splashes and contact with cleaning agents.	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Verify that all personnel are wearing slip-resistant footwear to prevent slips and falls on potentially greasy surfaces.	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Confirm that hearing protection (earplugs or earmuffs) is available and used if noise levels exceed 85 dBA (OSHA 1910.95).	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Inspect fall protection harness and lanyard if working at heights above 6 feet. Ensure proper fit and attachment to an approved anchor point (OSHA 1926 Subpart M).	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Check that all PPE is in good condition, clean, and properly maintained. Replace any damaged or worn items immediately.	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Verify that all personnel have been properly trained on the correct use, maintenance, and limitations of the required PPE.	☐ Pass	☐ Fail	☐ N/A	Notes: _____

Cleaning Process & Equipment

☐	Inspect the pressure washer for leaks, damaged hoses, and proper grounding. Ensure the pressure setting is appropriate for the cleaning task to avoid damage.	☐ Pass	☐ Fail	☐ N/A	Notes: _____
--------------------------	---	-------------------------------	-------------------------------	------------------------------	--------------

☐	Check the steam cleaner for proper water level, hose integrity, and safety valve functionality.	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Verify that scrapers and other hand tools are in good condition, with sharp edges and secure handles.	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Ensure that the degreaser being used is compatible with the materials being cleaned (e.g., stainless steel, aluminum) to prevent corrosion or damage.	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Monitor ventilation during the cleaning process to prevent the buildup of fumes or vapors. Use portable fans if necessary.	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Implement measures to contain cleaning runoff and prevent it from entering drains or contaminating surrounding areas. Use absorbent materials or temporary barriers.	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Inspect access points in ductwork after cleaning to ensure they are properly resealed and airtight. Replace gaskets if necessary.	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Verify that grease filters are thoroughly cleaned or replaced. Ensure they are properly installed and secured in the hood.	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Check exhaust fan blades for cleanliness and proper balance. Remove any remaining grease or debris.	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Confirm that there is no standing water or cleaning solution left in the ductwork or hood after cleaning.	☐ Pass	☐ Fail	☐ N/A	Notes: _____

Fire Damper Inspection & Testing

☐	Locate all fire dampers within the range hood system. Refer to system drawings if available.	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Visually inspect fire dampers for any signs of damage, corrosion, or obstruction.	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Manually verify that each fire damper operates freely and closes completely. Lubricate hinges if necessary.	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Check the fusible link on each fire damper for proper rating and condition. Replace if damaged or corroded.	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Test the fire damper closure mechanism by simulating a fire condition (e.g., using a heat gun). Ensure the damper closes automatically and completely.	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Document the results of each fire damper test, including the date, time, and any corrective actions taken.	☐ Pass	☐ Fail	☐ N/A	Notes: _____

☐	Verify that the fire damper can be easily reset after testing. Ensure the reset mechanism is functioning properly.	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Check that there is adequate clearance around the fire damper to allow for proper operation. Remove any obstructions.	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Inspect the linkage and hardware associated with the fire damper for any signs of wear or damage. Replace as needed.	☐ Pass	☐ Fail	☐ N/A	Notes: _____

Post-Cleaning Inspection & Documentation

☐	Document (photo/video) the condition of the hood, ductwork, filters, and exhaust fan after cleaning. Ensure all grease has been removed.	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Verify that all accessible areas of the ductwork have been thoroughly cleaned and are free of grease accumulation. Use a borescope if necessary.	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Inspect all access panel seals to ensure they are properly installed and airtight. Replace any damaged or missing seals.	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Confirm that the range hood system (exhaust fan, cooking appliances) has been properly re-energized and is functioning correctly.	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Verify that the fire suppression system has been reactivated and is fully operational. Confirm with restaurant staff.	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Review the completed cleaning report with the restaurant owner/manager. Address any questions or concerns.	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Provide the restaurant owner/manager with a certificate of cleaning, documenting the date, scope of work, and any corrective actions taken.	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Retain copies of all cleaning reports, photos, and videos for your records. These may be required for insurance or regulatory purposes.	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Check the exhaust fan airflow to ensure it is operating at the required capacity. Use an anemometer to measure airflow if necessary.	☐ Pass	☐ Fail	☐ N/A	Notes: _____

Findings

#	Item	Location	Severity	Action required
1				
2				
3				
4				
5				
6				
7				
8				

Signature

Inspector signature _____

Name _____

Date _____