

Cleaning, Maintenance, and Service Details for Kitchen Ventilation System

At

44 High Street, Gravesend, DA11 0AY

This document provides the requested details regarding cleaning access panels, and a comprehensive cleaning and maintenance schedule to ensure the kitchen extraction and ventilation system operates efficiently and safely. All cleaning and maintenance procedures will follow the HVCA TR/19 standards, ensuring regulatory compliance.

Cleaning Access Panels

- The system includes strategically placed cleaning access panels along the ductwork to facilitate thorough internal cleaning. These access panels are positioned at intervals that comply with HVCA TR/19 guidelines, ensuring that all internal ductwork is reachable for effective cleaning.

Cleaning and Maintenance Schedule

Based on industry best practices and to ensure continued compliance with HVCA TR/19 standards, the following schedule has been established:

- **Weekly Routine Cleaning:** Weekly cleaning will focus on the canopy surfaces, removing any visible grease buildup to ensure safe and hygienic kitchen operation.
- **Quarterly Routine Maintenance:** Regular quarterly routine deep cleanings to maintain compliance and operational safety.
- **Biannual Deep Professional Cleaning:** A more thorough cleaning every six months, focusing on areas with inaccessible grease buildup.

Biannual Comprehensive Cleaning and Maintenance Scope Include

- Detailed Risk Assessment of the entire unit.
- Full System Audit: Perform a detailed audit of the entire ventilation system, including grease-tightness of access panels, compliance with HVCA TR/19 standards, and documentation of any wear and tear.

Cleaning Details

- Exhaust Hood and Canopy
 - Inspection: Check the condition of the exhaust hood and canopy, including grease filters and condensate channels, to assess for any grease or particle buildup.
 - Cleaning: Remove grease deposits from all accessible areas of the hood. Clean and degrease the filters to ensure efficient capture of

grease and particles. Ensure the canopy is free of any obstructions in condensate channels.

- **Condition Report:** Document the filter condition, quantity, and type. Include the dimensions and filter types to ensure the correct replacements are on hand.
- **Ductwork System**
 - **Inspection:** Examine the galvanized sheet metal ductwork, including internal and external sections, focusing on areas with high exposure to grease and smoke.
 - **Cleaning:** Clean all accessible sections of the ductwork, especially the vertical risers.
 - **Condition Report:** Report on the general condition of the ducts, documenting any hazards or grease buildup. This report will include a detailed assessment of both horizontal and vertical sections, along with recommendations if additional cleaning frequency is required.
- **Electrostatic Precipitator (ESP)**
 - **Inspection and Maintenance:** Check the ESP for proper functioning, specifically for capturing oil, grease, and smoke particles. Inspect the ozone-producing functionality if applicable for malodour control.
 - **Cleaning:** Clean the ESP unit thoroughly to maintain its efficiency in filtering sub-micron particles. This includes cleaning the integral sump to prevent blockages.
 - **Condition Report:** Assess the ESP's condition and identify any parts showing wear or requiring replacement. Note the overall efficacy in removing particles based on observed grease accumulation in subsequent duct sections.
- **Fan Unit**
 - **Inspection:** Examine the high-efficiency fan motor and double-skin acoustic panels. Check for thermal insulation wear, noise levels, and general function.
 - **Cleaning:** Clean fan blades, housing, and all accessible areas to prevent grease buildup, especially in the backward curved centrifugal fan components.
 - **Condition Report:** Document the fan's operating condition, noting any damage or excessive noise levels. Verify that variable frequency control works correctly and that there is no obstruction to airflow.

Documentation and Certification

After each service, a detailed report will include:

- Detailed Risk Assessment Report.
- Sign-Off Certification: Provide a signed certificate confirming that the system is clean, operationally safe, and in compliance with regulatory standards.
- Photographic before and after evidence where possible.
- Canopy and Filter Condition: Observations on the canopy, grease filter condition.

- Duct Condition: Findings on the duct's cleanliness, vertical risers, and any specific issues.
- ESP Efficiency and Maintenance Needs: Documentation of ESP performance and cleaning.
- Fan Performance: Report on grease buildup.

Additional Checks and Safety Measures

- Hazard and Problem Reporting: Report any hazards or safety concerns encountered during inspection, particularly issues related to grease buildup and fire risks.
- HVCA TR/19 Compliance: Ensure compliance with HVCA TR/19 standards in all accessible areas.
- Recommendations for Future Maintenance: Notes on any areas that may require additional maintenance or increased cleaning frequency based on usage patterns.