

Kitchen Extraction Cleaning & Maintenance Schedule

The kitchen extraction system will be maintained in accordance with the manufacturer's recommendations and TR19 guidance where applicable.

Frequency	Task	Responsible
Daily	Clean canopy surfaces.	Kitchen staff
Daily	Remove and clean stainless steel grease baffle filters.	Kitchen staff
Daily	Clean grease collection trays.	Kitchen staff
Daily	Wipe accessible duct and canopy surfaces.	Kitchen staff
Weekly	Inspect canopy.	Kitchen manager
Weekly	Inspect filters for damage.	Kitchen manager
Weekly	Check fan operation.	Kitchen manager
Weekly	Check ductwork and access panels for grease build-up.	Kitchen manager
Monthly	Inspect fan, motor and ductwork.	Kitchen manager
Monthly	Check anti-vibration mounts and fixings.	Kitchen manager
Monthly	Inspect discharge point.	Kitchen manager
Monthly	Record maintenance carried out.	Kitchen manager
Every 6 months	Professional inspection and service of the extraction system.	Specialist contractor
Every 6 months	Inspect fan, electrical connections and airflow performance.	Specialist contractor
Every 6 months	Replace consumable odour-control filters where required (manufacturer's recommendations).	Specialist contractor
Annually	Professional deep clean of canopy, filters, fan and ductwork.	Specialist contractor
Annually	Full inspection of the extraction system.	Specialist contractor
Annually	Repairs or replacement of worn components as required.	Specialist contractor

Contact for maintenance is Axis Maintenance: info@axisductwork.co.uk