



# FLOWER MOUND FIRE DEPARTMENT

## FIRE MARSHAL'S OFFICE

3911 SOUTH BROADWAY AVENUE | FLOWER MOUND, TEXAS 75028

PHONE (972) 874.6270 | [www.flower-mound.com](http://www.flower-mound.com)

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# COMMERCIAL KITCHEN EXHAUST HOOD INSPECTION & CLEANING

The exhaust system ensures the safety of all commercial cooking operations. The exhaust system is intended to remove grease-laden vapors, steam, heated air, and other combustion products to a safe location outdoors. For the exhaust system to operate properly and to ensure the fire suppression system has the ability to function as designed, the exhaust system must be routinely inspected, cleaned, serviced, and maintained by a qualified vendor.

## I) QUALIFIED

- A) NFPA 101 and NFPA 96 require individuals to inspect and subsequently clean commercial kitchen exhaust hoods to be qualified to perform the work. Vendors or individuals who inspect or clean these systems must submit the appropriate application and supporting documentation to the Garrett County Fire Marshal's Office for review and processing. Properly qualified vendors or individuals will be deemed qualified for up to one year.

## II) QUALIFIED VENDORS OR INDIVIDUALS MUST:

- A) Demonstrate adequate training, experience, and knowledge to be qualified
- B) Possess and maintain liability insurance.
- C) Take photos documenting all hood conditions before, during, and after cleaning operations.
- D) Deliver reports to the facility where work is being conducted.
- E) Maintained records of inspection for three years and provide said records when requested.
- F) Report deficiencies in an exhaust system to the Fire Marshal's Office.
- G) If a contract is terminated, the contractor must report to the Fire Marshal's Office.
- H) Maintain qualifications by complying with the ongoing program.

## III) RESPONSIBILITY

- A) Owners, landlords, and tenants are responsible for ensuring that the exhaust system's routine maintenance, service, and cleaning have been performed to ensure that the system is in proper working order and that you are in compliance with the code. The tenant typically inherits the responsibility to maintain these systems unless another party specifically assumes the responsibility through a contract, lease, or other agreement.
- B) Owners and operators of businesses engaging in commercial cooking operations must:
- C) Utilize a vendor or individual deemed qualified to work in Garrett County. An approved list of contractors will be published on our website, and the contractor will be issued verification documentation.
- D) Confirm routine inspections and cleanings are completed.
- E) Schedule appropriate inspections with their vendor and provide necessary access to equipment so the vendor can safely complete the work.
- F) Maintain three years of inspection records on site.

## IV) FREQUENCY

- A) NFPA 96 provides the minimum expectations for inspecting commercial kitchen exhaust hoods to determine if cleaning is necessary. Qualified individuals must conduct the inspection and cleaning. Please refer to NFPA 96 12.6 or see the table below for the cleaning frequency.

## V) RECORDS.

- A) Records for inspections shall state the individual and company performing the inspection, a description, and when



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the inspection occurred. Records for cleanings shall state the individual and company performing the cleaning and when the cleaning took place. Such records shall be completed after each inspection or cleaning and be maintained.

### VI) NFPA-96 CLEANING GUIDELINES

#### A) 1-3 General Requirements

- 1) 1-3.1 Cooking Equipment used in processes producing smoke or grease-laden vapors shall be equipped with an exhaust system that complies with all the equipment and performance requirements of this standard (NFPA 96), and all such equipment and performance shall be maintained per this standard during all periods of operation of the cooking equipment. Specifically, the following equipment shall be kept in good working condition:
  - (a) Cooking Equipment
  - (b) Hoods
  - (c) Ducts (if applicable)
  - (d) Fans
  - (e) Fire Suppression Systems
  - (f) Special effluent or energy control equipment
  - (g) All airflow shall be maintained. Maintenance and repairs shall be performed at intervals necessary to maintain these conditions.
- 2) 1-3.1.1 Cooking equipment used in fixed, mobile, or temporary concessions, such as trucks, buses, trailers, pavilions, tents, or any form of roofed enclosure, shall comply with this standard unless all or part of the installation is exempted by the authority having jurisdiction (i.e., fire dept.)
- 3) 1-3.3 A drawing (s) of the exhaust system installation and a copy of operating instructions for subassemblies and components used in the exhaust system, including electrical schematics, shall be available on the premises.

Table 8-3.1 Exhaust System Inspection Schedule

Type or Volume of Cooking	Frequency
Systems serving solid fuel cooking operations	Monthly
Systems serving high-volume cooking operations such as 24-hour cooking, charbroiling, or wok cooking	Quarterly
Systems serving moderate-volume cooking operations	Semi-annually
Systems serving low-volume cooking operations, such as churches, day camps, seasonal businesses, or senior centers	Annually



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### B) 8-3 Cleaning.

- 1) 8-3.1 Hoods, grease removal devices, fans, ducts, and other appurtenances shall be cleaned to bare metal frequently before surfaces become heavily contaminated with grease or oily sludge. After the exhaust system is cleaned to bare metal, it shall not be coated with powder or any other substance. The exhaust system shall be inspected by a properly trained, qualified, and certified company or person(s) acceptable to the authority having jurisdiction in accordance with Table 8-3.1.
  - (a) A-8-3.1 Cleaning to bare metal does not mean removing the paint from a painted surface of an exhaust system.
- 2) 8-3.1.1 Upon inspection if found to be contaminated with deposits from grease-laden vapors, the entire exhaust system shall be cleaned by a properly trained, qualified, and certified company or person(s) acceptable to the authority having jurisdiction in accordance with Section 8-3.
- 3) 8-3.1.2 When a vent cleaning service is used, a certificate showing the date of inspection or cleaning shall be maintained on the premises. After cleaning is completed, the vent cleaning contractor shall place or display within the kitchen area a label indicating the date cleaned and the name of the servicing company. It shall also indicate areas that need to be cleaned.
- 4) 8-3.2 Flammable solvents or other flammable cleaning aids shall not be used.
- 5) 8-3.3 At the start of the cleaning process, electrical switches that could be activated accidentally shall be locked out.
- 6) 8-3.4 Components of the fire suppression system shall not be rendered inoperable during the cleaning process. Exception: Servicing by properly trained and qualified persons in accordance with Section 7.2
- 7) 8-3.5 Care shall be taken not to apply cleaning chemicals on fusible links or other detection devices of the automatic extinguishing system.
- 8) 8-3.6 When cleaning procedures are completed, all electrical switches and system components shall be returned to an operable state. All access panels (doors) and cover plates shall be replaced. Dampers and diffusers shall be positioned for the proper airflow.