



GARRETT COUNTY

OFFICE OF THE FIRE MARSHAL



Information Bulletin

Commercial Kitchen Exhaust Hood Inspection & Cleaning

The exhaust system is an integral part of ensuring the safety of all commercial cooking operations. The exhaust system is intended to remove grease laden vapors, steam, heated air, and other products of combustion to a safe location outdoors. In order 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.

Qualified

NFPA 101 and NFPA 96 require individuals inspecting, and subsequently cleaning commercial kitchen exhaust hoods to be qualified to perform the work. Vendors or individuals who inspect or clean these types of 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 a period of up to one year.

Responsibility

Owners, landlords, and tenants are responsible for ensuring that the routine maintenance, service, and cleaning of the exhaust system has been performed to ensure that the system is in proper working order and that you are in compliance with the code. The responsibility to maintain these systems is typically inherited by the tenant unless the responsibility is specifically assumed by another party through a contract, lease, or other agreement.

Owners and operators of businesses engaging in commercial cooking operations must:

- Utilize a vendor or individual who has been 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.
- Confirm routine inspections and cleanings are completed.
- Schedule appropriate inspections with their vendor and provide necessary access to equipment so the vendor can safely complete the work.
- Maintain three years of inspection records on site.

Qualified vendors or individuals must:

- Demonstrate adequate training, experience, and knowledge to be deemed qualified.
- Possess and maintain liability insurance.
- Take photos documenting all hood conditions before, during, and after cleaning operations.
- Deliver reports to the facility where work is being conducted.
- Maintain records of inspection for three years and provide said records when requested.
- Report deficiencies in an exhaust system to the Fire Marshal's Office.
- If a contract is terminated, the contractor is required to report to the Fire Marshal's Office.



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- Maintain qualifications by complying with the ongoing program.

Frequency

NFPA 96 provides the minimum expectations for the inspection of commercial kitchen exhaust hoods to determine if cleaning is necessary. The inspection and cleaning must be conducted by qualified individuals. Please refer to NFPA 96 12.6 or see the table below for the cleaning frequency.

Table 12.4
Schedule of Inspection for Grease Buildup

Type of Cooking Operation	Frequency of Inspection
High-volume cooking operations such as 24-hour cooking, charbroiling or wok cooking	3 months
Low-volume cooking operations such as places of religious worship, seasonal businesses and senior centers	12 months
Cooking operations utilizing solid fuel-burning cooking appliances	1 month
All other cooking operations	6 months

Records. Records for inspections shall state the individual and company performing the inspection, a description of the inspection and when the inspection took place. 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.