

VALLEYCARE
OLIVE VIEW-UCLA MEDICAL CENTER/HEALTH CENTERS
DEPARTMENT: FACILITIES
POLICY & PROCEDURE

NUMBER: 648
VERSION: 1

SUBJECT/TITLE: EXHAUST HOOD AND EXHAUST DUCT SYSTEM

POLICY: Service every six (6) months*

PURPOSE:

DEPARTMENTS: FACILITIES

DEFINITIONS:

PROCEDURE: ROOF AREA

1. Shut off all fan switches, be sure they are secure.
2. Scrape inside of blower housing and fan.
3. Scrape and clean vertical duct.
4. Scrape diverter scoop.
5. Clean out grease pan.
6. Clean outside of blower and duct work.
7. Inspect for and replace any missing screws, etc.

COOKING AND KITCHEN AREA

1. Shut off all fan switches, be sure they are secure.
2. Remove grease filters.
3. Scrape and clean vertical duct.
4. Scrape and clean Plenum, pipes. (Do not attempt to clean fusible links or detection lines).
5. Check fan blades for excessive chemical cleaner.
6. Clean grease trough under filters.
7. Empty hood grease cups. Replace filters.
8. Follow and document completion of maintenance procedures as set forth in NFPA 17.

*Note: This maintenance is performed for Olive View-UCLA Medical Center by an outside vendor and coordinated by the Plumbing Shop. The outside vendor is required to perform the required maintenance per manufacturer's printed maintenance recommendations and per applicable requirements of authorities having jurisdiction.

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References:	
Approved by: Robert Ross (Director, Facilities)	Date: 08/12/2009
Review Date: 07/12/2015	Revision Date:
Distribution: Facilities	
Original Date: 08/12/2009	