

BOARD OF EDUCATION OF THE CITY OF NEW YORK
DIVISION OF SCHOOL FACILITIES
OFFICE OF BUILDING SERVICES
DEPARTMENT OF PLANT OPERATIONS

December 11, 1995

PLANT OPERATIONS CIRCULAR NO. 14 - 1995/96

NOTE: All Circulars are to be kept in a permanent school file

TO SCHOOL CUSTODIAN ENGINEERS AND SCHOOL CUSTODIANS

1. **CLEANING/TESTING & DOCUMENTATION REQUIREMENTS
FOR KITCHEN RANGE HOOD EXHAUST & SUPPRESSION SYSTEMS**

The New York City Fire Code and Local Law 106/89 require that certain cleaning, testing and servicing be performed on all kitchen range hood exhaust and suppression systems and that a record of such cleaning, testing and servicing be kept on the premises for inspection by both the Fire and Building Departments. The cleaning, testing and servicing requirements are as follows

Range Hood Exhaust System

- a. Filters shall be taken down, cleaned and/or replaced every thirty (30) days or more frequently if necessary. Only approved baffle type filters shall be used. Filters Are provided by School Food Services upon request. A record of the cleaning shall be kept on the premises. **No exhaust system shall be operated without filters Installed while cooking equipment is being used.**
- b. The entire exhaust system (from origin to terminus) shall be inspected for residue And grease deposits every thirty (30) days. This shall include opening ductwork Access doors at bends, long runs, risers and exterior exhaust fans. A record of The inspection shall be kept on the premises.
- c. The entire exhaust system (from origin to terminus) shall be scrubbed clean should residue and/or grease deposits be detected. In locations where the cleaner is unable To gain entry, the custodian shall file a P.O. #18 and request mechanical cleaning by requirement contract. A record of the cleaning shall be kept on the premises.
- d. Clear, concise and complete operating and cleaning instructions covering all components of the exhaust system shall be permanently posted under glass at the Main entrance or other suitable entrance to the cooking location and a schematic Drawing or sketch at least 8 1/2 x 11 inches in size, showing the origin, run and terminus of the grease duct shall be similarly posted.

Range Hood Suppression System

- a. The fire suppression system and its automatic valve operation shall be inspected, tested and serviced every six (6) months by persons properly trained and qualified by the manufacturer of the specific system installed. The custodian shall file a P.O. #18 to request inspection and/or servicing of the suppression system.
- b. A record of inspections, tests and servicing shall be kept on the premises.

**THE SUPPRESSION SYSTEM, AUTOMATIC VALVE OPERATION AND THE
RANGE HOOD EXHAUST SYSTEM SHALL BE SUBJECT TO ANNUAL
INSPECTION BY THE FIRE DEPARTMENT**

Robert Buxbaum
Chief Executive
Division of School Facilities

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Enclosure: Range Hood Inspection Form (2)

Cleaning/Testing & Documentation Requirements (Kitchen Range Hood)