

# Maintenance Strategy for Kitchen Extraction System

## Responsible Party

- Responsible Entity: Appointed Maintenance Contractor (KAA Canopy Cleaning & Insulation Ltd)
- Administration: Documented logbook maintained on-site; entries recorded and signed after each inspection or maintenance action.
- Contractor Support: A qualified HVAC contractor shall conduct scheduled inspections, servicing, and replacements.

## Daily Tasks

| Component            | Task               | Notes                                       |
|----------------------|--------------------|---------------------------------------------|
| Baffle Grease Filter | Remove and clean   | Soak in degreaser or run through dishwasher |
| Hood Canopy          | Wipe down surfaces | Degreasing agent used at close of service   |
| Logbook              | Update             | Note filter removal and any issues          |

## Weekly Tasks

| Component           | Task              | Notes                                             |
|---------------------|-------------------|---------------------------------------------------|
| Duct Access Points  | Visual inspection | Check for grease buildup or blockages near canopy |
| Fan Noise/Vibration | Observation       | Report any abnormal noise or imbalance            |

## Monthly Tasks

| Component                            | Task             | Notes                                            |
|--------------------------------------|------------------|--------------------------------------------------|
| Inline Centrifugal Fan               | Visual check     | Clean blades if necessary, check motor mountings |
| Access Hatches                       | Open and inspect | Wipe down reachable inner duct walls             |
| Co200/Carbon Filter<br>(Pre-filters) | Check airflow    | Replace if noticeably clogged or ineffective     |

## Quarterly Tasks

| Component       | Task                           | Notes                                         |
|-----------------|--------------------------------|-----------------------------------------------|
| RY 7500B Filter | Inspect and test odour control | Replace if saturation is suspected            |
| Full Duct       | Inspect via hatches            | Professional cleaning if deposits exceed 2 mm |
| Stack Terminal  | Inspect for blockage           | Clean and test rain resistance jet function   |

## Annual Tasks

| Component                  | Task                            | Notes                                              |
|----------------------------|---------------------------------|----------------------------------------------------|
| Full System                | Full duct cleaning              | By a certified duct cleaning contractor            |
| Inline Centrifugal Fan     | Service motor and bearings      | Remove and clean housing; re-lubricate if required |
| Filters (Carbon/RYS 7500B) | Replace                         | Based on use hours or manufacturer recommendation  |
| Certification              | Fire/Insurance/Compliance check | Confirm maintenance for fire safety purposes       |

## **Documentation & Administration**

Logbook Location: On-site in the file cabinet

- Records Include:
- Cleaning dates
- Filter replacements
- Fan inspection logs
- Contractor reports

Retention Period: 2 years minimum for inspection by local authorities or fire safety officers