

Due to the nature of the business and the volumes intended we will schedule for the cleaning of canopies and filters on a quarterly (every 3 months) basis. Maintenance inspections of the full equipment will also be undertaken every 3 months. This will run alongside the daily/weekly site cleaning procedures of canopies.

There will be daily visual workplace inspections by the management team and any build up of debris or grease will be cleaned with Catering degreaser as per the COSHH data sheet.

There will be a weekly full deep clean of the extract canopy and baffles. This will include removing the baffles from the canopy and soaking in catering degreaser as per the COSHH data sheet before drying and replacing.

The canopies will be cleaned with using catering degreaser as per the COSHH data sheet. A suitable amount of catering degreaser will be applied to supplied rags. Using the rags, the Operatives are to wipe away any grease on any internal/external canopy surface (as required).

Fans/Louvres and extract grill cleaning will be undertaken every 3 months. This will be reviewed and timescales shortened if this is deemed necessary over time.

Below is a bullet point list of cleaning process to be undertaken.

Odour and louvres to be cleaned by others

The Sequence of Work:

- Before work commencing all Personal Protective Equipment will be put on.
- Location of work/activities/tasks to be planned well and cleared of obstructions appropriately. Check for any asbestos.
- A safe working area will be created.
- Our van/ vehicle is to be directed to the point of unloading ensuring minimal disruption and to minimize lifting/ handling activities.
- Total Deep Cleans team and or operative will unload materials if essential, getting help (teamwork strategy) to reduce handling hazards.
- All equipment, devices and materials to be kept where they are to be used.
- Local floor obstructions to be removed.

Ventilation Kitchen Extract Canopy Cleaning

- Operatives are to make sure that the canopy has cooled for a suitable amount of time after last use before cleaning. Two hours is recommended.
- Operatives are to carefully remove the filters one by one from the canopy, taking care not to damage the filters (Vokes filters can be easily damaged)
- Operatives to fill a Spray bottle with Catering degreaser as per the COSHH data sheet, being careful to check for any leaks of the bottle.

- Operatives to apply a suitable amount of catering degreaser to supplied rags. Using the rags, the Operatives are to wipe away any grease on any internal/external canopy surface (as required).
- For stubborn grease, operatives may also use green scouring pads (if the canopy surface metal allows) in place of a rag.
- When the surface is free from grease the operative is to dry the area with a clean rag or paper towelling.
- External surfaces of the Canopy can be polished using stainless steel polish post clean.
- After cleaning operatives are to replace the filters carefully back into the canopy.
- All work areas will be kept clean and tidy where possible Total Deep Clean operate a “clean as you go policy”.
- All tools, equipment and waste will be removed from the site after the job has been completed

Ventilation Kitchen Extract Canopy Grease Filter Cleaning

- General Note: Grease filters once cleaned should be completely free of grease and carbon deposits. In practice, this may not be achievable resulting in only the surfaces being cleaned.
- Operatives to check hoses and connections for High-Pressure washing equipment (if used). Operatives are to carry out an electrical safety check of cabling and plugs required for electrical tools. Ensuring that the cable/lead is sound and not severely kinked and that the plug is not damaged and that the machine has a current PAT testing certificate.
- Operatives to check that the cleaning tank is in fit condition, no holes or damage to the main body of the tank.
- Operatives to dispense cleaning chemicals into the tank as per the COSHH data sheet instructions. Fill the tank with water to the recommended level and switch on the heater.
- Operatives are to carefully remove the filters one by one from the canopy (providing the canopy has been left to cool from last use for sufficient time). The filters are to be placed into the tank, taking care not to over stack the filters. Note: filters can be easily damaged (especially Vokes filters)
- Operatives are to let the filters soak in the tank for a minimum of 10 minutes.
- After 10 minutes, operatives to remove filters one at a time from solution. Whilst also holding the filters over the tank, clean the edges of the filters using a green scouring pad.
- Operatives to place filters into the spray tank and repeat the process until the spray tank is full.
- Operatives to spray the filters methodically using the high-pressure jet sprayer (as instructed by supervisor) ensuring that all parts of the facing part of the filter have been sprayed.
- Operatives to repeat this process on each side of the filter.
- On completion, operatives to place filters into a drainage area and allow excess water to drain out.
- While filters are draining, operatives to dismantle the sprayer and all other equipment ensuring that the cleaning and spray tanks are emptied, and the waste solution is disposed of safely on site.
- Once the filters are dry operatives are to carry out a visual and manual quality inspection to ensure that all grease and debris has been removed from the filters.
- Operatives are to replace the cleaned filters carefully back into the canopy.

Fans /Louvres and Extract Grill Cleaning

- The Team Leader is to check that all equipment is switched off and all controls isolated.

- Operatives are to check the blueprint/drawing matches the locations and ducting.
- Operatives are to make sure that the system has cooled for a suitable amount of time after last use before cleaning. Two hours is recommended.
- Operatives to then initiate cleaning operations of the fans inside the system
- Operatives to fill a Spray bottle with Catering degreaser as per the COSHH data sheet, being careful to check for any leaks of the bottle.
- Operatives to apply a suitable amount of catering degreaser to supplied rags. Using the rags, the Operatives are to wipe away any grease on any internal surface (as required).
- For stubborn grease, operatives may also use green scouring in place of a rag.
- When the surface is free from grease the operative is to dry the area with a clean rag or paper towelling.
- Operatives to fill a Spray bottle with Catering degreaser as per the COSHH data sheet, being careful to check for any leaks of the bottle.
- Operatives to apply a suitable amount of catering degreaser to supplied rags. Using the rags, the Operatives are to wipe away any grease on any external louvres surface.
- For stubborn grease, operatives may also use green scouring pads (if the canopy surface metal allows) in place of a rag.
- When the surface is free from grease the operative is to dry the area with a clean rag or paper towelling.

On Completion of Work:

- All equipment and waste to be removed from the work area.
- Work area to be handed over to the Client's site management after work is accomplished.

Purified Air ESP Maintenance (3 monthly, 4no. visits per annum)

- Ensure systems are isolated and locked off prior to commencing works.
- Replace pre-filter, ioniser, collector and final filter. Those that are removed to be returned to Purified Air for cleaning.
- Drain off accumulated grease from filter compartment.
- Clean inside and outside of each product with detergent.
- Check door sealing material, replace as required.
- Check high voltage circuit.
- Check function of indicator lamps.
- All work areas will be kept clean and tidy where possible.
- All tools, equipment and waste will be removed from the site after the job has been completed.

Purified Air UVO Systems Maintenance (3 monthly, 4no. visits per annum)

- Ensure systems are isolated and locked off prior to commencing works.
- Clean lamps, check operation.
- Replace filter.
- Replace lamps.
- All work areas will be kept clean and tidy where possible.

- All tools, equipment and waste will be removed from the site after the job has been completed.

Purified Air Carbon Site Safes (1no. visits per annum)

- Ensure systems are isolated and locked off prior to commencing works.
- Remove & dispose of filters.
- Install new filters.
- All work areas will be kept clean and tidy where possible.
- All tools, equipment and waste will be removed from the site after the job has been completed.