**Scope of Kitchen Exhaust Hood and Duct Cleaning**

**Scope of Work:** Contractor will clean the internal components of the food service grease exhaust systems. All hoods, all connecting ductwork, to and including each exhaust fan, in strict accordance with the 2008 Edition, National Fire Protection Association 96 Standards (NFPA 96, Chapter 11). The work covered consists of furnishing all labor, material, equipment, transportation and supervision for performing all necessary operations. Service will be in accordance with the following:

**Location of Work:** The Terror Club located at 1 Deptford road.

Yankee Station located at 353-1 Pakistan Rd.

**Services:** The following services shall be performed to comply with the NFPA 96 Standards.

**Grease Exhaust Duct Systems:** Will comprise the duct system proper from the filters up and throughout its entirety including the exhaust fan, housing and fan wheel. It shall include all surfaces on which dirt and grease can be deposited in normal operations. The contractor will remove accumulations of all foreign matter, such as dirt and grease from the exhaust ducts beginning at the hood connection and extending to and including the exit stack. Ducts will be cleaned to bare metal.

**Exhaust Fans:** Will comprise the complete fan assembly including the structural frame assemblies, housing, fan blades, braces, louvers and all other parts in the direct path of the grease‐laden air, with the exception of the motor interior. The contractor will

remove accumulations of all foreign matter, such as dirt and grease. Fans will be reassembled and reinstalled in a satisfactory working condition.

**Cleaning Standards:** The contractor will clean all grease exhaust systems, i.e. duct hoods, fans, fan housings and ductwork by removing all foreign material such as dirt and grease. Hoods, all ductwork and exhaust will be considered clean if there are no visible accumulations of dirt and grease. Cleaning will be done in accordance with the NFPA 96 Standards.

**Personnel Qualifications:** The contractor will employ only qualified, experienced and well‐ trained workers who are skilled in performing the requirements of this service contract. They will be physically able to perform the assigned work.

**Environmental Health & Safety Requirements:** Maintenance cleaning vendors that must come into a kitchen to clean and maintain kitchen exhaust hood and filter units MUST:

1. Wear head cover (a hat or hairnet).
2. Must not track into any food prep areas, outside soil or shoes or boots that are heavily‐laden with mud.
3. All food contact surface kitchen equipment must be protected, covered or shielded from extraneous dirt, dust, soil, or any accumulated substances (contaminants) that can be generated into airborne suspended particulates or sprays that can wind up being deposited later onto food prep surfaces over time.
4. When maintaining and cleaning kitchen exhaust units, outside contractors MUST NOT LEAVE AN OBVIOUS MESS BEHIND FOR KITCHEN EMPLOYEES TO CLEAN UP AFTERWARDS. At times, a little collateral debris can be expected, but still, maintenance contractors are EXPECTED to clean up after their work. This includes environmental surfaces like kitchen walls, floors, ceiling, air exhaust vents.
5. Contractor's tools, once soiled, or contaminated, must not be washed or cleaned by solvents in any of the hand‐wash sinks, produce sinks, or three‐tub sinks used by our kitchen personal to prepare food. Dispose of generated dry trash appropriately.
6. Always ensure and activate SAFETY PROTECTION PROTOCOLS for unexpected fires, falls, trip hazards, cuts, abrasions, burns, electric shock, and setting up ladders for climbing inside the kitchen environment.

The Contractor shall ensure that waste generated by the Exhaust Hood and Duct Cleaning is collected, transported, and disposed of off-site, in accordance with National Environmental Agency (NEA) and all other applicable regulations. The Contractor shall provide the Terror Club with all applicable licenses prior to the first collection.

# List of Items and Frequencies Included in this Bid Proposal:

|  |  |  |  |
| --- | --- | --- | --- |
| **Hood/Fan Description** | **Equipment Location** | **Cleaning Frequency** | **Procedure Description** |
|  |  |  |  |
| Main Hood in Terror Club |  | Every month | Clean exhaust hood and plenum |
| Exhaust Hood at Yankee Station |  | Quarterly | Clean exhaust hood and plenum |