



Commercial Kitchen Extract System Maintenance Checklist

10 planned preventive maintenance tasks · Free PDF from PM Assist

A practical starting point for planned preventive maintenance. Always refer to the manufacturer's O&M manual and site-specific requirements.

Visual Checks

- ☐ Inspect access doors along the ductwork for grease and secure sealing

Functional Checks

- ☐ Check the extract fan for grease build-up, balance, and bearing condition
- ☐ Confirm make-up/supply air is balanced with extract for correct capture
- ☐ Check UV/ozone or ESP grease-reduction units operate (where fitted)

Cleaning & Housekeeping

- ☐ Clean grease filters (baffle/mesh) at a frequency suited to cooking load
- ☐ Clean the canopy interior, capture jets, and collection channels/cups
- ☐ Carry out TR/19 (Grease) ductwork deep clean per the risk-based schedule

Safety Checks

- ☐ Verify any in-duct fire damper or suppression system is serviceable

Record Keeping

- ☐ Confirm post-clean cleanliness verification (deposit thickness) and certificate
- ☐ Record cleaning, deep-clean coverage, and fire-system checks in the log

Maintenance Frequency

Daily

- Clean/replace grease filters
- Wipe canopy and collection channels
- Confirm extract running

Monthly

- Clean accessible canopy plenum
- Check fan grease build-up
- Inspect duct access doors

Annually

- TR/19 ductwork deep clean (or per usage risk)
- Fan service and balance
- Fire damper/suppression service
- Post-clean verification and certificate