

Demo Company Ltd



Kitchen Extract Report

Customer Name	KE Sample Company - 207
Customer Address	Sample Company Head Office. Sample Company Street, Sample Company Town, Sample Company County, SC1.
Site Name	KE Sample Site Name
Site Address	Sample Site Street Name. Sample Site Town, Sample Site County, SS1.
Job Ref	207
Completion Date	07/05/2025 15:27
Project Manager	Matt Parsell
Cleaned By	John Doe
Report Issued	07/05/2025 15:18

Introduction to

Kitchen Grease Extract Cleaning

For over four decades the importance of grease capture and removal has grown in significance. Initially, it was assumed that vent to atmosphere was acceptable, but the massive increase in takeaways and surge in eating out, has led to an exponential increase in food outlets across the UK. Equally there has been steps over the past decade to try and restrict the amount of pollutants and particulates being vented to atmosphere. Advanced filtration, improved maintenance, and new products, such as ductless recirculation systems are improving emissions to the environment.

NAADUK believes it is just as important that Commercial Kitchen Users are aware of the rules and regulations as given in various guidance documents, such as FPA (Fire Protection Association) RC44, Recommendations for fire risk assessment of catering extract ventilation as to what their responsibilities are in reducing the risk of fire. See Appendix 1 Page 59. (NAAD21)

Purpose of a Kitchen grease extract system

A grease extract system uses mechanical means to:

- ✓ Remove fats, oils and grease generated from cooking food
- ✓ Reduces the risk of fire in a Kitchen Grease Extract system
- ✓ Remove Steam
- ✓ Remove Heat
- ✓ Remove gaseous grease
- ✓ Produce the best possible safe working environment for catering staff

Insurance companies will normally recommend a minimum frequency of extract ductwork cleaning, together with any terms and conditions to comply with the buildings insurance requirement. This should include an assessment of business resilience. The Client has a “Duty of Care” to their clients, their employees and members of the general public under Health & Safety Regulation requirements.

Please see Law and Guidance in relation to Kitchen extract cleaning over the page.

KITCHEN GREASE EXTRACT SYSTEM CLEANING FREQUENCY

FREQUENCY OF CLEANING FOR NEW BUILDS & 1st CLEAN

The following chart is for newly installed and first clean only. Thereafter it is recommended to refer to historical information which can be gathered or collated from the Client. Refer to the Table 3 for full details of frequency cleaning on existing building

No. of Hours of Daily use	LOW Very little production of grease laden air in food preparations	MEDIUM Moderate levels of grease laden aerosols	HIGH Heavy and contaminant amounts of grease laden aerosols
6 hours	Once a year 12 monthly	Once a year 12 monthly	Twice a year 6 monthly
6.-12 hours	Once a year 12 monthly	Twice a year 6 monthly	4 times a year 3 monthly
12-16 hours	Twice a year 6 monthly	Three times a year 4 monthly	4 times a year 3 monthly
16+ hours	Twice a year 6 monthly	4 times a year 3 monthly	6 times a year 2 monthly

NB: Cleaning Regime References taken from NAAD21 – Page 11 and BESA TR19 – Page 23

ESTABLISHING CORRECT CLEANING FREQUENCY FOR AN EXISTING KITCHEN GREASE EXTRACT SYSTEM

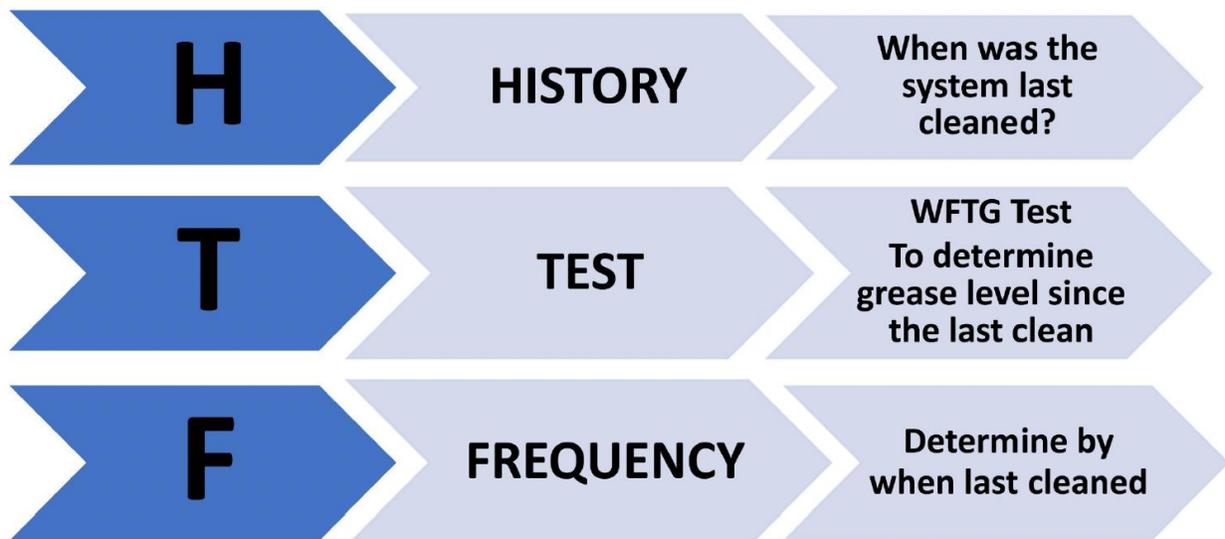
After the first clean, in accordance with the Initial Cleaning Frequency Chart above. NAADUK do not promote fixed charts for cleaning guidelines as these could be misleading and inaccurate.

This could lead to increased risks due to the incorrect interpretation by the users.

Strict adherence through the use of fixed charts increases the risk to insurers and other building users.

These charts were designed for rough guidance purposes only and not to be followed to the letter. Consideration should be given for local conditions, seasonal changes to the menu, and types of foodstuffs cooked.

NAADUK recommends the Three-Word Test. This requires establishing the History, Test & Frequency (HTF) on the system and is explained below.



PROJECT DESCRIPTION

To internally clean the kitchen extract systems as listed below, to keep system compliant with current Health& Safety, Fire Regulations, Insurance guidelines and industry standard NAAD21 and BESA's TR19

SCOPE OF WORKS (SPECIFICATION)

Clean all Kitchen Extracts onsite

PROJECT SUMMARY

All works completed on time on the scheduled day.

The system has been cleaned / inspected to its entirety from grease filters and canopy plus all ductwork. There no longer remains a fire risk within your kitchen extract system.

Technicians attended site on 07/05/2025 15:27 as a two-man team.

This kitchen extract system has been cleaned to comply with legal requirements EC852:2004, and guidelines LPCB 2084, TR19, NAAD21

Technicians have carried out the cleaning by various techniques which include but are not limited to:-

- Rotary brushing in conjunction with a negative air mover.
- Manual hand cleaning
- Vacuuming with commercial vacuums
- Use of compressors may have been part of the cleaning process.

The kitchen extract system has a "perceived grease production level" of Low

Your kitchen cooking hours have been stated as Up to 6 Hours hours per day

RECOMMENDED CLEANING REGIME

We recommend that the Grease Filters are cleaned by Catering Staff/Porter on a weekly basis to minimise grease build-up and improve the fan efficiency.

From the information gathered above, we recommend that your Kitchen Extract Systems placed on a cleaning regime of **3 Monthly** cleaning.

The recommended next cleaning date is: **2023-09-30**

RECOMMENDATIONS/ADVISORIES

test

test test

TEST RESULTS – WET FILM THICKNESS TEST AVERAGE PER SYSTEM

SYSTEM 1 Average WFTT Result - 143.66666667

SYSTEM 2 Average WFTT Result - 152

TEST RESULTS – WET FILM THICKNESS TEST

Recommended grease deposit limits

The table below sets out guideline maximum levels of grease deposit and action recommended.

Wet Film Thickness Test Measurement	Recommended Action
200µm as a mean across the system	Complete cleaning required
Any single measurement above 500µm	Urgent local cleaning required

System No.	Location of Test	Part Tested	Before Clean	After Clean
System 1	main kitchen	Duct 1m from Canopy	152	<25
System 1	main kitchen	Duct 3m from Canopy	127	<25
System 1	main kitchen	Duct 5m from Canopy	152	<25
System 2	main kitchen	Ductwork	152	<25

KITCHEN EXTRACT DETAILED RESULTS

Date Cleaned	07/05/2025 15:27
Any Damage Noted to Area?	No
Area Check for Cleaning & Clearance of Equipment?	Yes
Fan De-Isolated and Lock Removed?	Yes
Unusual Noise from Fan/Unbalanced after Clean?	No
How many Grease Filters did you Clean?	2
Perceived Level of Grease?	Low
Daily Usage of Cooking?	Up to 6 Hours
Full System Clean on All Components Completed?	Yes
List of Items that were not cleaned.	
Are Access Panels Installed at Correct Intervals?	Yes
Any Health and Safety Comments.	none
Have you applied a New Label on the Access Panels?	Yes
Did you Install any Access Panels?	No
How many Access Panels Did You Install?	0
Full System Cleaned?	Yes
System Disinfected?	N/A
System Inspected?	N/A
System Tested?	Yes

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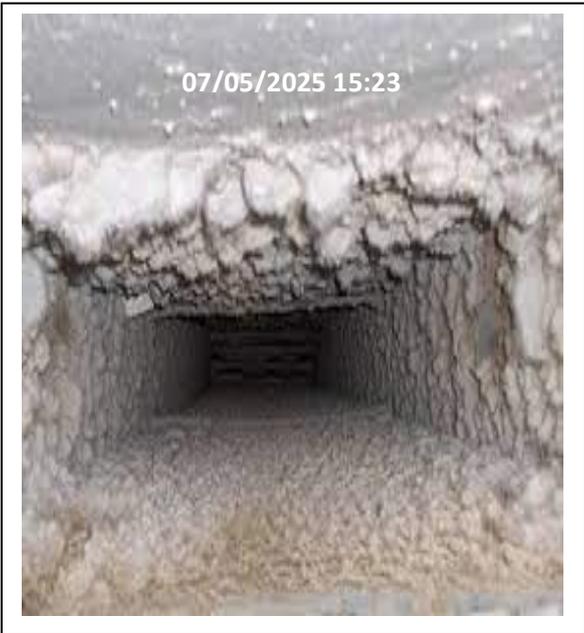
KITCHEN EXTRACT LOCATION

main kitchen

DETAILS

Date Cleaned	07/05/2025 15:22:54
System Number	System 1
Part/Element Cleaned	Duct 1m from Canopy
Access Panel Number	1
Comments	

BEFORE CLEAN



WFTT BEFORE CLEAN



AFTER CLEAN



WFTT AFTER CLEAN



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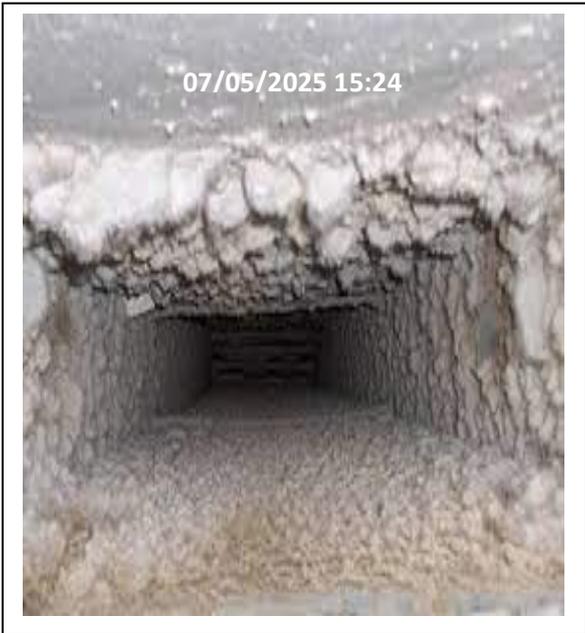
KITCHEN EXTRACT LOCATION

main kitchen

DETAILS

Date Cleaned	07/05/2025 15:23:43
System Number	System 1
Part/Element Cleaned	Duct 3m from Canopy
Access Panel Number	2
Comments	

BEFORE CLEAN



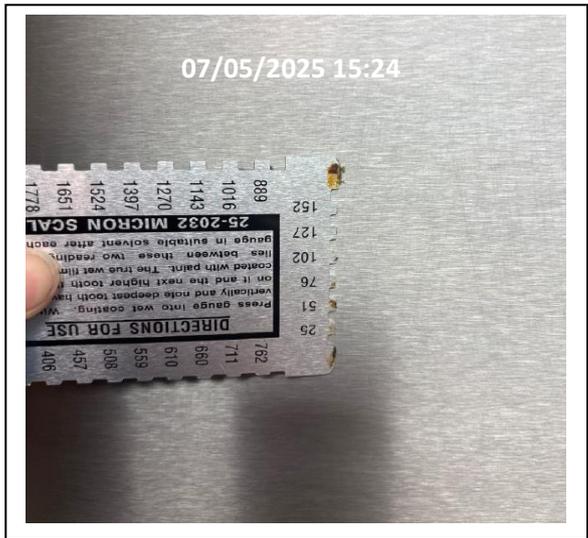
WFTT BEFORE CLEAN



AFTER CLEAN



WFTT AFTER CLEAN



KE Sample Company - 207

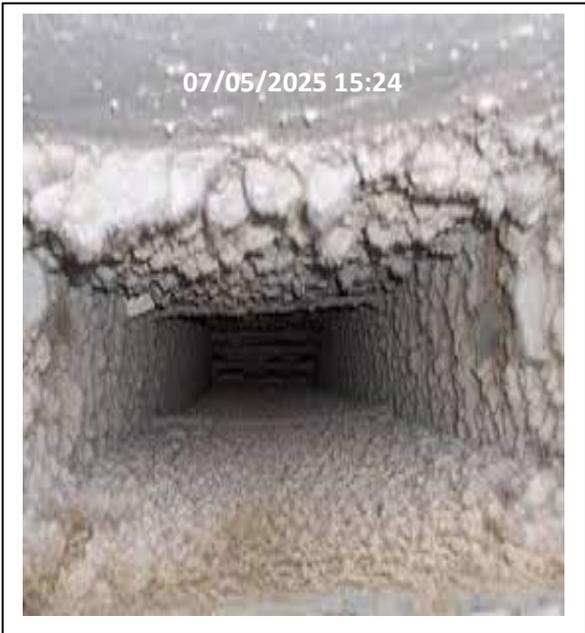
KITCHEN EXTRACT LOCATION

main kitchen

DETAILS

Date Cleaned	07/05/2025 15:24:16
System Number	System 1
Part/Element Cleaned	Duct 5m from Canopy
Access Panel Number	3
Comments	

BEFORE CLEAN



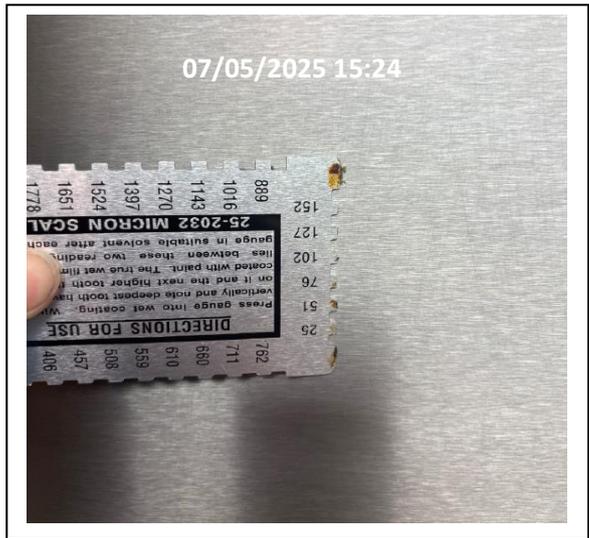
WFTT BEFORE CLEAN



AFTER CLEAN



WFTT AFTER CLEAN



KE Sample Company - 207

KITCHEN EXTRACT LOCATION

main kitchen

DETAILS

Date Cleaned	07/05/2025 15:24:48
System Number	System 2
Part/Element Cleaned	Ductwork
Access Panel Number	4
Comments	

BEFORE CLEAN



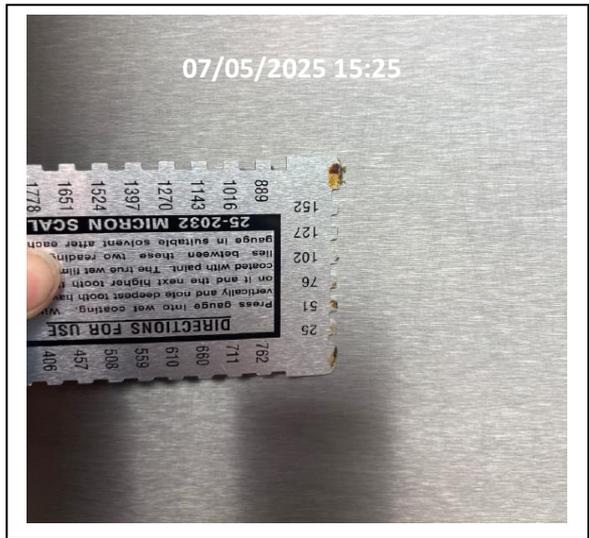
WFTT BEFORE CLEAN



AFTER CLEAN



WFTT AFTER CLEAN



PRE/POST STARTING JOB CHECKS - System 1

Is the Area Safe and Secure for the Public?	Yes
Is the System Running prior to arrival?	Yes
Is there an unusual noise from the Fan/Unbalanced Before the Clean?	No
Has the system been isolated and locked off?	Yes
Has any Damage been noted to Kitchen Area?	No

PHOTO OF SYSTEM ISOLATED





COMPANY
Your Tagline Here



KITCHEN AREA BEFORE PHOTO



KITCHEN AREA AFTER PHOTO



PRE/POST STARTING JOB CHECKS - System 2

Is the Area Safe and Secure for the Public?	Yes
Is the System Running prior to arrival?	Yes
Is there an unusual noise from the Fan/Unbalanced Before the Clean?	No
Has the system been isolated and locked off?	Yes
Has any Damage been noted to Kitchen Area?	No

PHOTO OF SYSTEM ISOLATED





COMPANY
Your Tagline Here



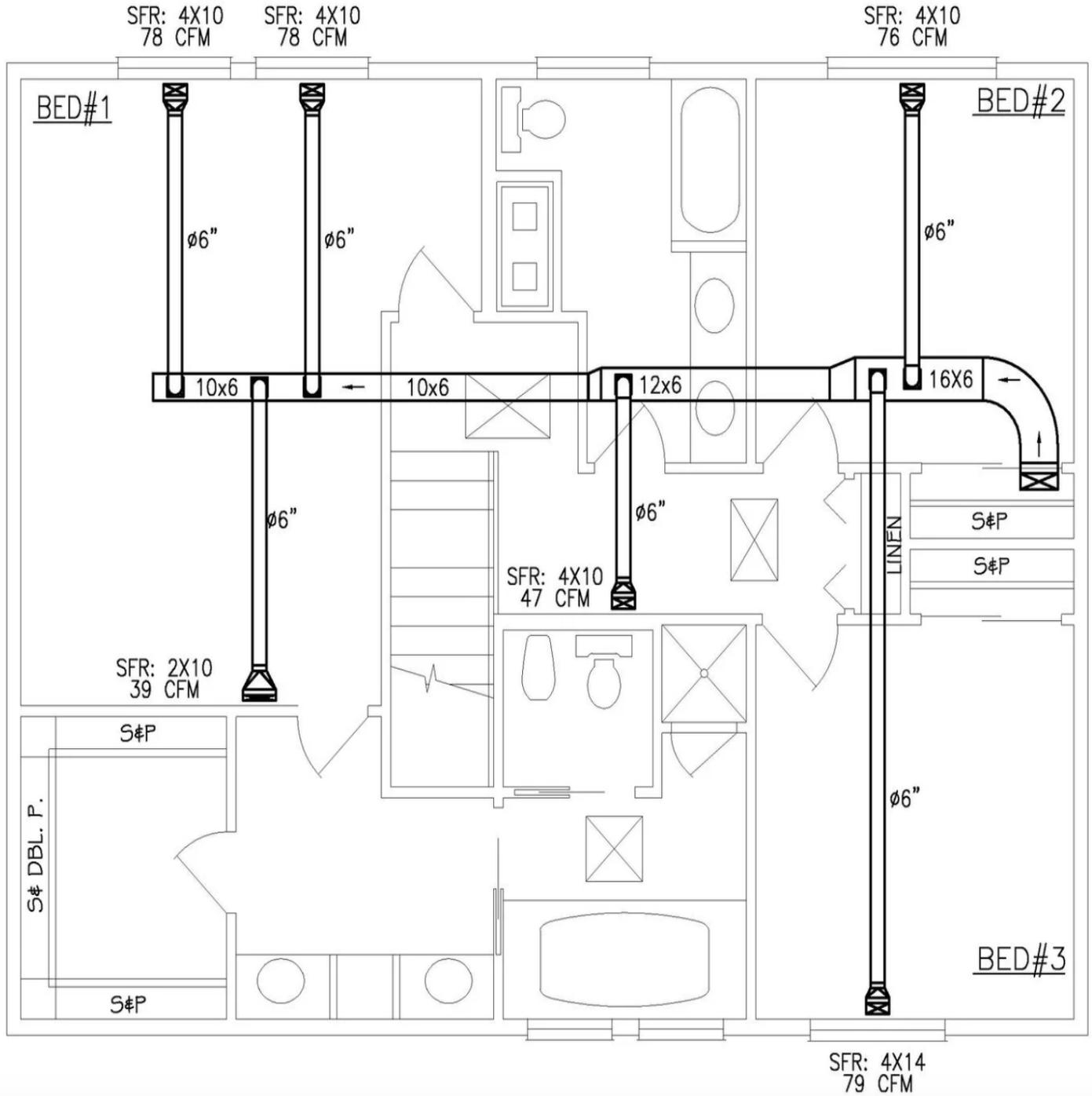
KITCHEN AREA BEFORE PHOTO



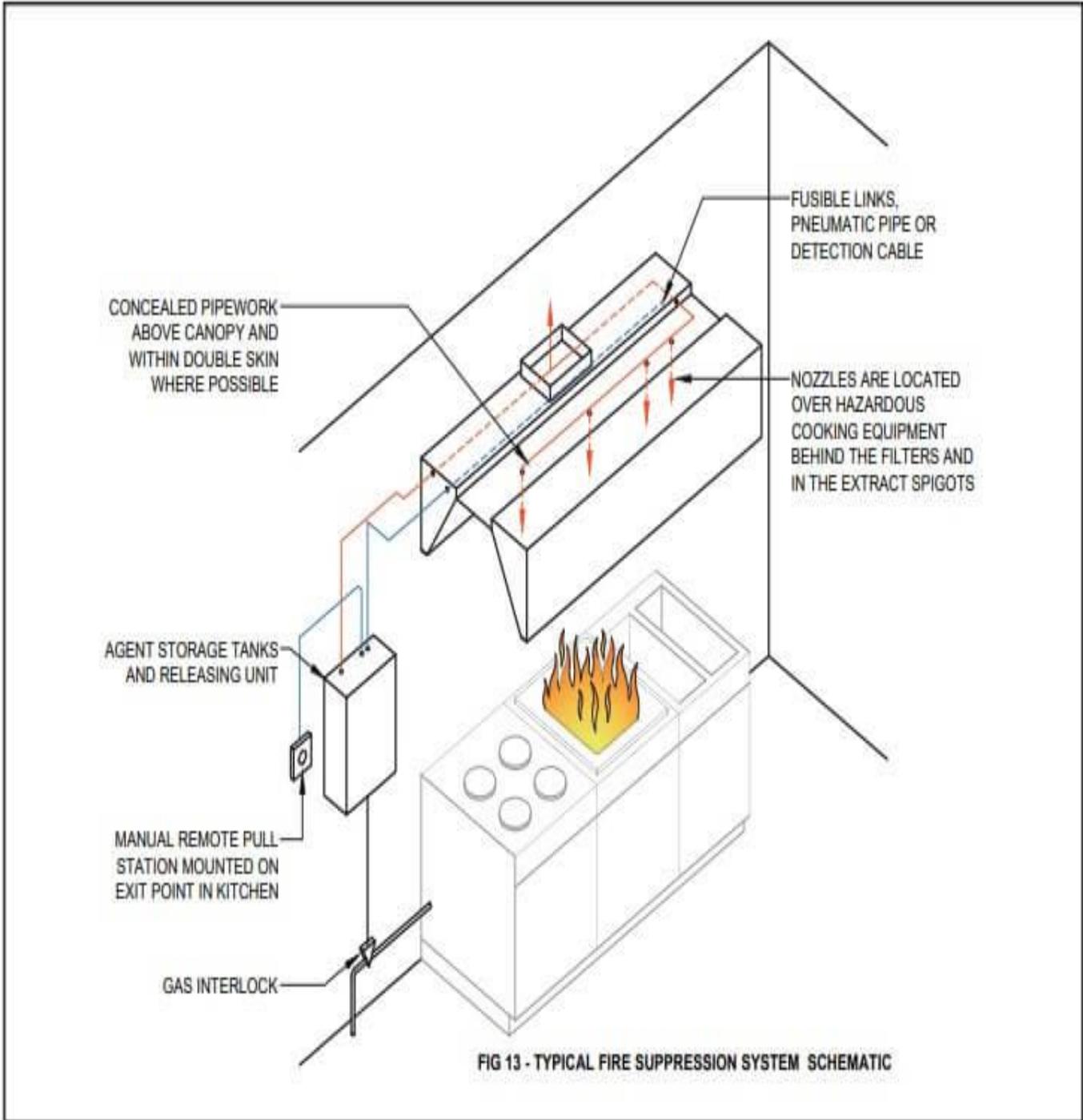
KITCHEN AREA AFTER PHOTO



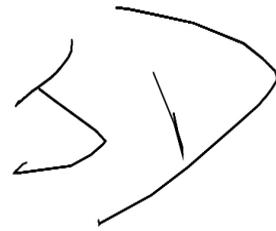
SCHEMATIC DIAGRAM OF JOB - System 1



SCHEMATIC DIAGRAM OF JOB - System 2



COMPLETION REPORT SHEET

Customer Present:	Yes
Name:	Jon Doe
Signature:	
Date:	07/05/2025 15:27

COMPLIANCE & COMPETENCY

Compliance & Competency are paramount in the selection of a contractor to ensure that as the building owner/responsible person of these premises. Selection of our company has enabled you to show that you have shown due diligence in your duty of care.

The Kitchen Extract systems has been cleaned to comply with legal requirements EC852:2004, and guidelines LPCB 2084, TR19, NAAD21