



May, 2019

NOTICE TO OWNERS

The purpose of this document is to educate commercial cooking exhaust system business owners of NYC and FDNY rules and regulations. The information is listed below in a question and answer form. If you have any questions related to the information after reading the document, please visit the following FDNY website link for more information:

<https://www1.nyc.gov/site/fdny/business/all-certifications/certificates-commercial-cooking-exhaust.page>

- **WHO IS ALLOWED TO CLEAN COOKING EXHAUST SYSTEMS?**

All cleaning of the exhaust system ducts and other system components above the hood must be performed by the employees of FDNY approved companies. All employees on-site must have a W-64/P-64 Certificate of Fitness (COF) from NYC Fire Department. All Commercial Cooking Exhaust System Cleaning company employees must show a valid Certificate of Fitness prior to cleaning your premises. (See NYC Fire Code section 901.6.3.3). https://www1.nyc.gov/assets/fdny/pdfviewer/viewer.html?file=Chapter-09.pdf§ion=firecode_2014)

- **HOW OFTEN SHOULD THE COOKING EXHAUST SYSTEM BE INSPECTED AND CLEANED?**

NYC Fire Code requires that the cooking exhaust system, including hoods, grease filters, grease extractors, ducts, exhaust fans, pollution control devices, and other appurtenances be inspected and cleaned at least once every three (3) months and more frequently “as necessary”. Surfaces must be cleaned to bare metal. Vertical portions of interior and exterior vertical ducts in excess of three stories in height must be cleaned at least once every six (6) months. (See NYC Fire Code section 609.4.1).

https://www1.nyc.gov/assets/fdny/pdfviewer/viewer.html?file=Chapter-06.pdf§ion=firecode_2014

- **HOW OFTEN MUST COOKING EXHAUST SYSTEMS UTILIZING SOLID FUEL COOKING APPLIANCES BE INSPECTED AND CLEANED?**

Commercial cooking equipment utilizing solid fuel (wood and charcoal) must be **inspected** once a month by a trained and knowledgeable person, and **cleaned** by a person holding a W-64/P-64 Certificate of Fitness at least once every three (3) months. (See NYC Fire Code section 609.4.1). https://www1.nyc.gov/assets/fdny/pdfviewer/viewer.html?file=Chapter-06.pdf§ion=firecode_2014

- **WHAT IF MY EXHAUST SYSTEM GETS GREASY BEFORE MY NEXT SCHEDULED CLEANING?**

That is a good indication that you may need to have the cleaning done more frequently, this depends on the volume and type of cooking that is done at your premises.

Remember that correct frequency of cleaning is necessary in an effort to minimize the risk of fire, as well as property damage and loss of revenue. The choice is yours, as a business owner you must maintain all records of cleaning when a FDNY inspector arrives at your premises.

- **DOES CLEANING COMPANY NEED TO HAVE SPECIAL EQUIPMENT TO PERFORM THE WORK?**

The cleaning company must have all tools, materials and equipment required for servicing and cleaning, including ladders, lighting equipment, scraping and washing equipment, cleaning materials, and vehicle(s) marked with the company name and FDNY company number. (See 3 RCNY §115-01)

http://rules.cityofnewyork.us/sites/default/files/adopted_rules_pdf/115-02_commercial_cooking-pfe_proof_of_compliance_4-12-18_promulgation_final.pdf

CLEANING COMPANY DUTIES AND REQUIREMENTS

Cleaning companies must perform the cleaning to the best of their abilities and also maintain records for each premises cleaned and serviced. In addition as part of their FDNY recognition, each company must submit in writing to their customer a written letter informing them as to any deficiencies found while attempting to clean their cooking exhaust system as required. They must also notify the FDNY of deficiencies.

Cleaning companies failing to report said deficiencies may face punitive actions that may include such actions as suspensions and possible revocation of their license. Any service decal placed on any cooking exhaust system for which proper cleaning was found not to be done for any reason, should result in the company placing a non- service decal.

The servicing company is required to place a decal on one or more hoods identifying the servicing company, its address and phone number, FDNY certificate number; the individual Certificate of Fitness holders who conducted the cleaning, and the date the cleaning was performed. Servicing companies will be held responsible for failing to affix a FDNY approved decal evidencing its cleaning of a commercial kitchen exhaust system, and the lack of a decal will be considered evidence of misconduct. Accordingly, companies providing these decals can **ONLY** place them on cooking exhaust systems that have been thoroughly serviced and cleaned in accordance with the appropriate codes. Servicing companies must safeguard these decals to prevent misuse.

Thank you,
FDNY