

# Hood Cleaning Service Report

---

**Client Name:** Michael Johnson

**Address:** 456 Oak Avenue, Los Angeles, CA 90012

**Contact Number:** (555) 987-6543

**Date of Service:** February 27, 2025

**Type of Cleaning:** Full Commercial Kitchen Hood Cleaning and Inspection

**Areas Cleaned:** Kitchen hood canopy, exhaust fans, ductwork, grease filters, baffle filters, drip trays, fan blades, and surrounding kitchen walls and ceilings

**Cleaning Materials Used:** Industrial degreasers, heavy-duty scrapers, steam cleaners, microfiber cloths, chemical-resistant gloves, safety harnesses, and pressure washers

**Number of Cleaners:** 5

**Start Time:** 6:00 AM

**End Time:** 4:00 PM

## Tasks Completed:

- Removed grease filters and cleaned them with a high-pressure washer and degreasing solution
- Disassembled and cleaned the exhaust fan, removing grease buildup from blades and housing
- Thoroughly cleaned the hood canopy interior and exterior, removing layers of grease and dirt
- Scraped and degreased the entire duct system, focusing on high-risk grease accumulation points
- Cleaned the baffle filters and drip trays, ensuring proper drainage and airflow
- Cleaned surrounding kitchen walls, ceilings, and floors to eliminate grease splatters and residue
- Conducted a post-cleaning inspection and tested the exhaust fan for proper operation
- Verified that all cleaned components met health and safety standards

## Notes on Any Issues Found:

- Heavy grease buildup in the main duct leading to the rooftop exhaust fan
- Minor corrosion detected on the fan blades and duct joints
- Baffle filters showed signs of wear and should be replaced in the next maintenance cycle

## Action Taken:

- Grease buildup was fully removed using a combination of scrapers and steam cleaning

- Corrosion was cleaned, and the client was advised to monitor affected areas regularly
- Provided recommendations for replacing baffle filters and maintaining the system between cleanings

**Comments:**

The cleaning crew was professional, efficient, and ensured all safety protocols were followed. The kitchen is now compliant with local fire and safety regulations. The before-and-after cleaning results exceeded expectations.

**Satisfaction Level:** Outstanding

**Cleaner's Name and Signature:** James Carter \_\_\_\_\_

**Supervisor's Name and Signature:** Sarah Williams \_\_\_\_\_

**Client's Name and Signature:** Michael Johnson \_\_\_\_\_

**Additional Notes:**

Before and after photos were taken for documentation and provided to the client. The cleaning followed NFPA 96 standards, ensuring fire safety compliance. Recommended scheduling the next cleaning within three months to prevent grease buildup and maintain kitchen safety. Emergency contact details were shared for any immediate maintenance needs.

**Next Scheduled Service:** May 27, 2025