



2 Anthony Way, BLOQS, London, N18 3QT



www.havax.co.uk

info@havax.co.uk

RE: Kitchen Extraction System Installation Confirmation

Planning Reference: PL/2022/04716

We hereby confirm that the new kitchen extraction and flue system at the above premises has now been fully installed by HAVAX in accordance with the approved plans and specifications submitted under planning reference PL/2022/04716.

COMMERCIAL KITCHEN VENTILATION CLEANING SCHEDULE

Solid Fuel / Charcoal BBQ Restaurant

1. DAILY CHECK & CLEANING REPORT

Equipment	Cleaning / Inspection	Responsible Person	Status
Canopy Hood	Visible grease removal and stainless steel wipe down	Kitchen Staff	☐
Grease Trays	Empty and clean grease collection trays	Kitchen Staff	☐

ESP Pre-Filters	Visual inspection for heavy grease build-up	Kitchen Staff	☐
Carbon Filter Section	Check for smoke leakage or odour	Supervisor	☐
Extraction Fan	Check abnormal noise or vibration	Supervisor	☐
Airflow	Confirm extraction airflow is operating correctly	Supervisor	☐
BBQ Area	Remove ash and solid fuel residue	Kitchen Staff	☐

Daily Notes

- Ensure system is running before cooking starts.
- Never operate charcoal BBQ without extraction running.
- Report any unusual smell, smoke leakage or sparks immediately.

2. WEEKLY CLEANING REPORT

Equipment	Cleaning Procedure	Responsible Person	Status
Canopy Interior	Degrease internal surfaces	Cleaning Team	☐
Baffle Filters / Mesh Filters	Remove and deep clean	Cleaning Team	☐
ESP Unit	External cleaning and operational check	Engineer / Staff	☐
Duct Access Points	Visual grease inspection	Supervisor	☐
Fan Area	Remove surface grease around fan casing	Cleaning Team	☐
Carbon Filter Chamber	Inspect condition and airflow restriction	Supervisor	☐

Weekly Notes

- All filters must be fully dry before reinstalling.
- Record any excessive grease accumulation.
- Check ESP warning lights and power supply.

3. MONTHLY MAINTENANCE REPORT

Equipment	Maintenance Procedure	Responsible Person	Status
ESP Cells	Remove and professionally clean ESP cells	Ventilation Engineer	☐
Carbon Filters	Inspect saturation level and odour performance	Engineer	☐
Full Duct Line	Internal grease inspection via access panels	Engineer	☐
Extraction Fan	Inspect motor, belt, bearings and impeller	Engineer	☐
Fan Electrical Connections	Safety inspection	Electrician / Engineer	☐
Fire Risk Inspection	Check grease and carbon build-up	Manager	☐

Monthly Notes

- Any damaged filters must be replaced immediately.
- Record fan amp readings if applicable.
- Ensure access panels remain accessible.

4. QUARTERLY (EVERY 3 MONTHS) DEEP CLEAN REPORT

Full System Deep Cleaning

Equipment	Deep Cleaning Procedure	Responsible Contractor	Status
Canopy System	Full chemical degreasing	Specialist Contractor	☐
ESP System	Full dismantle and deep clean	Specialist Contractor	☐

Carbon Filters	Replace if saturated	Specialist Contractor	☐
Ductwork	TR19 compliant duct cleaning	Specialist Contractor	☐
Extraction Fan	Full degreasing and balancing inspection	Specialist Contractor	☐
Roof Area	Clean grease contamination around discharge	Specialist Contractor	☐

FIRE SAFETY & COMPLIANCE NOTES

- System should comply with:
 - BESA TR19® Grease
 - DW172 Kitchen Ventilation Specification
 - UK Fire Safety Regulations
 - Solid fuel appliances significantly increase fire risk.
 - Heavy grease and carbon deposits must not be allowed to accumulate.
 - Cleaning records should be kept on site for Environmental Health Officer (EHO) inspections.
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RECOMMENDED FILTER REPLACEMENT INTERVALS

Filter Type	Recommended Replacement
Carbon Filters	Every 3–6 months
ESP Cells	Clean monthly
Pre-Filters	Weekly deep clean

Fan Belt (if applicable) Inspect monthly

Date: 23/08/2024

Engineer Name: Fatih AKINCI

Signature: _____

