



**MILPITAS FIRE DEPARTMENT
BUREAU OF FIRE PREVENTION**

455 E. Calaveras Blvd., Milpitas, CA 95035 (408) 586-3365 FAX (408) 586-3378

April 2002

SUBJECT: Servicing and maintenance of kitchen exhaust systems

Dear Business Responsible:

The purpose of this letter is to bring to your attention an illegal practice the City has recently become aware of in the cleaning and servicing of kitchen exhaust systems.

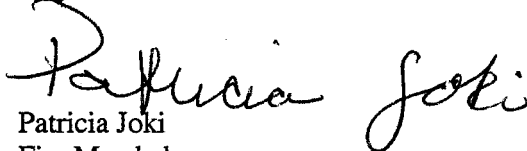
The Fire Department is responsible to ensure kitchen hood and duct exhaust systems are properly cleaned and the fire-extinguishing systems are serviced at regular intervals. The Engineering Division is responsible to enforce Urban Runoff Ordinance provisions for discharges of any pollutants to storm drains – including water from washing kitchen mats, floors, and similar operations; all of which enter creeks and the San Francisco Bay.

Recently, the Fire Department has found unqualified individuals cleaning kitchen exhaust systems using caustic chemical agents and allowing the wash water to discharge into the storm drain. Such discharge is illegal. Be aware that discharge of contaminants into the storm drain is a violation of City, State and Federal laws. The city code (Title XI-16, Nonpoint Source Pollution Prevention and Watercourse Protection) specifies that such discharges may be subject to both civil and administrative penalties including fines up to \$25,000 per day.

To ensure you are using a qualified company, we suggest you contact the company servicing your fire-extinguishing system. They can assist you in locating an approved contractor to perform the cleaning function. Additionally, refer to the attached guideline, which lists the City's requirements for cleaning and maintenance. The City will be enforcing the Urban Runoff Ordinance on these types of discharges, so please take the necessary action to ensure your business meets all applicable laws and is not subject to fines and enforcement action based upon illegal actions.

Thank you for your attention to this very important matter.

Regards,


Patricia Joki
Fire Marshal

CC: City Engineer

Cleaning and Maintenance of Kitchen Exhaust Systems

Cleaning. Hoods, grease removal devices, fans ducts, and other appurtenance shall be cleaned to bare metal at frequents intervals prior to surfaces becoming heavily contaminated with grease or oily sludge. After the exhaust system is cleaned to bare metal, it shall not be coated with powder or other substance. The entire exhaust system shall be inspected by a properly trained, qualified, and certified company or persons(s) acceptable to the City of Milpitas Fire Department shall inspect the entire exhaust system in accordance with the following schedule (NFPA 8.3.1):

TYPE OF VOLUME OF COOKING	FREQUENCY
System serving solid fuel cooking operations	Monthly
Systems serving high volume cooking operations (Such as 24 hours cooking, charbroiling or wok cooking)	Quarterly
Systems serving moderate-volume cooking operations	Semiannually
Systems serving low-volume cooking operations, such as churches, day camps, seasonal business, or senior centers	Annually

Certificate. When a vent cleaning service is used, a certificate showing date of inspection or cleaning shall be maintained on the premises. After cleaning is completed, the vent cleaning contractor shall place or display within the kitchen area a label indicating the date cleaned and the name of the servicing company. It shall also indicate areas not cleaned. (NFPA 8-3.12)

Servicing. An inspection and servicing of the fire extinguishing system and listed exhaust hoods containing a constant fire activated water system shall be made at least every 6 months by properly trained and qualified person. (NFPA 8-2)