

COMMERCIAL KITCHEN COMPLIANCE CHECKLIST

This checklist organizes compliance and maintenance tasks based on recommended timelines to help restaurants and commercial kitchens stay on track with local regulations, avoid fines, and maintain a safe, sustainable operation.

DAILY

- **STAFF AWARENESS:** Educate staff daily on proper disposal of fats, oils, and grease (FOG) to keep them out of sinks and drains.
- **SPILL PREVENTION:** Monitor and clean up spills immediately to prevent hazards and contamination.
- **APPLIANCE SAFETY:** Educate staff daily on proper disposal of fats, oils, and grease (FOG) to keep them out of sinks and drains.
- **CLEANING FILTERS:** Clean surface of hood filters if grease buildup is visible or if it's a high-use day.

WEEKLY

- **GENERAL CLEANING:** Deep clean kitchen floors, walls, and appliances to remove grease and grime.
- **FILTER MAINTENANCE:** Inspect and clean hood and exhaust filters to ensure proper ventilation and reduce fire risks.
- **WASTE OIL STORAGE:** Inspect waste oil containers for leaks and ensure they are secure.
- **HEALTH CODE COMPLIANCE:** Perform a quick review of kitchen sanitation to ensure compliance with NYC Health Department regulations.

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MONTHLY

- **GREASE TRAP INSPECTION:** Inspect grease traps to identify potential blockages, leaks, or overflows.
- **WASTE OIL PICKUP:** Schedule a waste oil pickup with an authorized recycler like Green Oil Recycling.
- **HOOD & EXHAUST SELF INSPECTION:** Perform a visual inspection of the hood and exhaust system to check for grease buildup.
- **SAFETY EQUIPMENT CHECK:** Perform a visual inspection of fire extinguishers, first aid kits, and emergency lighting to ensure readiness.
- **GAS LINE LEAK CHECK:** Check gas lines for any signs of leaks or damage.
- **DOCUMENTATION REVIEW:** Update and organize compliance logs, service records, and maintenance schedules.

QUARTERLY

- **PROFESSIONAL GREASE TRAP CLEANING:** Schedule professional cleaning of grease traps with Green Oil Recycling to prevent blockages and comply with NYC DEP regulations.
- **HOOD & EXHAUST SYSTEM CLEANING:** Schedule a deep cleaning of the hood and exhaust system with Done Right Hood & Fire Safety to ensure proper airflow and reduce fire risks.
- **FIRE SUPPRESSION INSPECTION:** Have Done Right Hood & Fire Safety inspect and service the fire suppression system.
- **STAFF TRAINING:** Conduct training sessions on fire safety, waste oil recycling, and kitchen safety best practices.

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SEMI-ANNUALLY

- **COMPREHENSIVE FIRE SUPPRESSION SYSTEM MAINTENANCE:** Schedule a full inspection and maintenance of the fire suppression system by a certified professional, like Done Right Hood & Fire Safety.
- **PREVENTIVE EXHAUST MAINTENANCE:** Schedule semi-annual preventive maintenance for Exhaust Fans and Make Up Air Fans, or any ductwork above 3 stories.

ANNUALLY

- **COMPREHENSIVE HOOD & EXHAUST INSPECTION:** Schedule a thorough inspection by Done Right Hood & Fire Safety to assess the condition of the entire system, including ducts, fans, and ventilation components.
- **EXHAUST SYSTEM DEEP CLEANING & MAINTENANCE:** Even with regular quarterly cleanings, an annual deep cleaning can address hard-to-reach areas and ensure the system operates efficiently. Lubricate fan bearings and check belts and pulleys for wear and tear.
- **PERMIT & CERTIFICATION RENEWAL:** Verify and renew all necessary permits and certifications for your kitchen operations.
- **COMPLIANCE CHECK:** Verify that the hood and exhaust system meet updated fire safety and ventilation regulations (e.g., NFPA 96 standards).
- **SUSTAINABILITY AUDIT:** Conduct a review of your recycling, energy efficiency, and waste reduction practices.

By following this checklist, commercial kitchens can ensure compliance, enhance safety, and contribute to a sustainable future. For expert assistance, contact Green Oil Recycling at (718) 301-9797 or Done Right Hood & Fire Safety at (212) 660-3232.