

VENDOR	ADDRESS	DATE OF SERVICE
Arrival Time	MOD:	Departure Time

Roof Pictures -	Ground Pictures -
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SCHEDULED SERVICES

POSITION	NAME	Arrival	Departure		NAME	Arrival	Departure
ROOF LEAD				GROUND LEAD			
ROOF TECH				GROUND TECH			

SUPPLY LIST (FOR ARRIVAL AND DEPARTURE)

Funnel plastic	Microfiber cloths	Vinegar	Rope	Clipboards	Service report	Shims	4 foot ladders
Clips	Degreaser	Bottle of polisher	Pump sprayer	Broom/Mop	Service stickers	Rolling trash cans	First Aid Kit
Magnets	Five gallon bucket	Terry cloth	Gloves	Toolbox	Ipad, charged	Power washer/items	Walkie talkies

EXHAUST HOOD SYSTEM Pre-service inspection Foreman signature _____

Pre-service photos:	Number of Fans:	Glass Globes	Missing Filters: 0	Existing Number of Filters:
Number of Access Panels:	Number of Access Panels Needed:	Damaged Filters:	Grease Cups:	Grease Containment Needed:

EXHAUST HOOD SYSTEM - Post-Service Inspection Foreman signature _____

Hood Cleaned or Inspected:	Vertical Duct Cleaned or Inspected:	Exhaust Fan(s) Cleaned or Inspected: Full Clean	Glass Globes Cleaned:	Hood Filters Cleaned:
Post-Service Pictures Taken:	Grease Cups Installed: 0	Previous Service Sticker Removed:	Post-Service Sticker Installed:	Next Scheduled Service:

INCIDENT REPORT

NOTES AND RECOMMENDATIONS

REVIEW WITH MOD

All scheduled items were completed.	Cleanliness of kitchen matches or exceeds pre-service condition	Cleaned equipment is streak-free	Any concerns and/or recommendations have been explained.
All equipment has been returned to proper place	All service equipment and tools for SAZCH has been removed	Crew has removed all debris and litter from site	

PRINTED NAME AND SIGNATURE FOR MOD _____

FOREMAN

Supply check prior to departure	Upon arrival, preservice photographs and pre inspection for service report. Report to be signed by MOD upon arrival.	Approval of all aspects and elements of cleaning process.
Foreman will ensure that all photographs and images are available prior to leaving job site.	Will complete service report, obtain final MOD signature when possible, and affix certification sticker.	Will return to team to account for all equipment. At this time, all company equipment will be loaded into company vehicle.

GROUND TEAM

1. Upon arrival, unload all job-specific materials. Unused or unneeded items will remain in the vehicle. Make sure all walkie-talkies are fully functional and attached to the person, for communication between ground team and roof lead.	2. Remove all baffle filters, and bring them outside to be cleaned. Filters for each hood need to be kept separate and locations should be noted, for appropriate placement. Foreman approval is needed for this step.	3. Set up funnels inside the kitchen, and obtain approval from foreman upon completion.	4. Any equipment that needs to be moved will be done by ground team. Pictures should be taken once the items are moved and pictures to be taken once they are returned to their proper place. This step will require foreman approval.
5. Make degreaser Secure degreaser and pressure wash hose to rope, to be pulled up by roof team.	6. Will wait for signal from roof lead to release equipment. Will also request notification from roof lead that degreaser is being released into the shaft.	7. Upon receipt of degreaser from the roof, ground team will refill pump sprayer.	8. Ground team will apply degreaser to all hoods on site with the pump sprayer.
9. After hoods have been thoroughly cleaned and inspected by roof lead, grounds team will dismantle and remove the funnels.	10. Ground team will then gather all SAZCH equipment and remove to exterior location. Equipment should be returned to appropriate storage vessels.	11. Hoods will need to be dried then wiped with vinegar, using terry cloth towels. Next step is to polish with solution and microfiber towels.	12. Any residue on the wall that was a result of cleaning process will be cleaned with vinegar and polish as needed.
13. Return all clean filters to designated placements. Foreman approval required.	14. Take pictures of any equipment that has been returned to its proper place.		

AFTER DEPARTURE, DURING THE RIDE HOME, PLEASE MAKE SURE ALL PICTURES ARE LOADED UP TO THE IPAD, INCLUDING PICTURES OF EACH PAGE OF THIS PACKET. IF THIS IS NOT DONE BY FOREMAN, PLEASE PROVIDE YOUR NAME, AND PLEASE CHECK OUT WITH FOREMAN THAT THIS WAS DONE. _____

ROOF TEAM

1. Upon arrival, set up power washer and test machine for proper functioning.	2. Ascend to the roof with all proper PPE (headlamp, work light, hot water gloves, face shield, roof rope).	3. Drop the rope from the top to the bottom	4. Communicate with ground team to pull up degreaser and pressure wash hose with gun attached.	5. Once degreaser and hose have been safely delivered to the roof, roof lead will turn off master power switch for each of the three fans. Power will stay off during entire length of cleaning.
6. Roof will notify ground team that degreaser is being released into the shaft. Once ground team responds, process begins for the release of degreaser.	7. Upon completion of the release of degreaser, signal will be sent to ground that team is now ready for machine to be activated.	8. Roof lead will clean shaft to foreman expectations, and will then signal to ground team that fan is ready to begin cleaning process. Once response is received from ground team, roof lead will begin to clean fans. Foreman will again approve final cleaning. Steps 4-6 will be repeated three times for this location, per the number of fans on the roof.	9. After all is complete, roof will signal to ground that fan cleaning is complete. Ground will turn off burner, and pump will remain turned on.	10. Roof rinse process will now begin. During this process, grease and debris from cleaning process will be rinsed and moved toward roof drain. Upon completion, roof lead will notify ground team that cleaning is complete, and that hoses and degreaser will be lowered by rope back to the ground.
11. Roof lead will return to ground, and will begin hood cleaning process with the power washer. All three hoods will be cleaned with degreaser and power washer by roof lead, and will require foreman approval upon completion.	12. Roof lead will remove pressure wash wand and pump sprayer to exterior of kitchen in order to clean baffle filters. Degreaser will be applied to both sides of baffle filters and will then be cleaned using pressure washer. Foreman approval required upon completion.	13. Roof lead will gather all unused materials and will bring them to the location of company vehicle, but will not yet load into vehicle.	14. Will return to kitchen to complete final process of drying and polishing cleaned equipment.	

DO NOT LEAVE JOB SITE WITHOUT CHECKING FOR ALL SUPPLIES! FOREMAN NEEDS TO CONFIRM POSSESSION OF IPAD, WALKIE TALKIES, HEADLAMPS, LADDERS. IF THIS IS NOT DONE BY FOREMAN, PLEASE PROVIDE YOUR NAME, AND PLEASE CHECK OUT WITH FOREMAN THAT THIS WAS DONE _____

FOREMAN MUST MAKE SURE THAT PICTURES ARE TAKEN PRIOR TO DEPARTURE.