

SOP: Deep Cleaning Schedules for Exhaust Hoods, Ovens, and Grills

This SOP establishes **deep cleaning schedules for exhaust hoods, ovens, and grills** to maintain hygiene, ensure equipment efficiency, and comply with health and safety regulations. The procedure outlines the frequency, methods, and responsibilities for thorough cleaning, preventing grease buildup, reducing fire hazards, and extending the lifespan of kitchen appliances in commercial and professional cooking environments.

1. Scope

This procedure applies to all kitchen staff and maintenance personnel responsible for cleaning exhaust hoods, ovens, and grills in the facility.

2. Responsibilities

- **Kitchen Staff:** Perform daily and weekly cleaning as scheduled, report issues to management.
- **Maintenance Team:** Conduct monthly and quarterly deep cleaning, maintain records, and inspect equipment.
- **Management:** Ensure compliance, provide training, and schedule third-party cleaning services as needed.

3. Cleaning Schedule

Equipment	Daily	Weekly	Monthly	Quarterly
Exhaust Hoods	Wipe exterior surfaces	Clean removable grease filters	Deep clean interior surfaces	Inspection & professional cleaning as needed
Ovens	Remove crumbs, wipe spills	Clean racks and trays	Deep clean interior and fan	Calibrate and inspect heating elements
Grills	Scrape grates, empty drip trays	Remove and soak grates	Deep clean burners and components	Inspect for wear and replace parts

4. Cleaning Procedures

4.1 Exhaust Hoods

1. Turn off power and ensure the area is cool.
2. Remove grease filters; soak in hot, soapy water, then rinse and dry.
3. Wipe exterior with degreaser and clean cloth.
4. Deep clean interior surfaces with approved chemicals.
5. Replace filters and restore power.

4.2 Ovens

1. Turn off and cool oven.
2. Remove racks, trays-clean thoroughly.
3. Apply oven cleaner to interior surfaces; let sit as directed.
4. Wipe with damp cloth, ensure no residue remains.
5. Reassemble and test operation.

4.3 Grills

1. Turn off and cool grill.
2. Remove, soak, and scrub grates; empty and clean drip trays.
3. Clean burners and surfaces with degreaser.
4. Inspect for damage or wear; replace if necessary.
5. Reassemble for use.

5. Record Keeping

All cleaning activities must be logged with date, responsible person, and initials. Logs are to be reviewed weekly by management.

6. Safety Precautions

- Wear appropriate PPE (gloves, goggles, aprons).
- Ensure proper ventilation when using chemicals.
- Follow manufacturer's instructions for all cleaning agents.
- Report faulty equipment or hazards immediately.

7. References

- Manufacturer manuals for each appliance
- Health and safety regulations for commercial kitchens

Review and update this SOP annually or as equipment/processes change.