EXHAUST HOOD MAINTENANCE LOG

(Form 219-4)

KEEP ON FILE ON PREMISES FOR NO LESS THAN 2 YEARS.

"Think before you put it down the Sink"

INSTRUCTIONS: To be filled out by the Food Service Establishment and filed in the FSE On-Site Compliance Binder. Use this form to record cleaning and maintenance of exhaust hoods and ducts, by contracted cleaning services or by regularly scheduled in-house maintenance.

Business Name:

Address:

MANAGER: Your signature on this form acknowledges that the service establishment has performed proper maintenance on its exhaust hoods.

Date	Serviced by	Manager	Comments

City Code Section 13-101-6B. Documents must be kept on file for no less than two years. It shall be unlawful to make any false statement, representation, record, report, plan or other document that is filed with the City.