



Village of Orland Park

14700 S. Ravinia Avenue

Orland Park, IL 60462

Development Services Department

(708)-403-5300

Owner/Operator Responsibility for Operation and Maintenance of Commercial Kitchen Ventilation Systems:

1. Cooking equipment shall not be operated while its fire extinguishing system or exhaust system is non-operational.
2. Exhaust systems shall be operated whenever cooking equipment is turned on.
3. All filters shall be in proper placement when exhaust system is in operation.
4. Instructions for manually operating the fire extinguishing system shall be posted conspicuously in the kitchen and shall be reviewed with employees by the management.
5. The entire suppression system shall be inspected by a properly trained, qualified and certified person or company, semi-annually. A copy of the report shall be kept on-site.
6. Inspection and / or repair of the suppression system shall be conducted whenever the system has been damaged, has discharged or appliances, hood or ducts have been replaced, modified or relocated.
7. Hoods, grease removal devices, ductwork and fans shall be inspected by properly trained owner / operators according to the following schedule:
 - High volume cooking: (Charbroiling, woks or 24 hour cooking) Quarterly.
 - Moderate volume cooking: Semi-annually
 - Low volume cooking: (Churches, senior centers or occasional use) Annually
8. Owner/Operator inspection shall include, but shall not be limited to:
 - Cleanliness of the Exhaust System, especially the filters.
 - Grease filters are in proper position and all exhausted air passes through the filter system.
 - Appliances have not been moved and are clean and in proper working order.
 - Suppression System nozzles are clean and have a protective cover in place.
 - The cylinders of the Suppression System and any portable fire extinguishers shall display a tag dated within the last six months (within the last 12 months for portables) and an approved licensed contractor shall sign the tag.
 - All Suppression Systems and portable fire extinguishers shall be fully charged which is indicated by its pressure gauge.
9. If hood, grease removal devices, ductwork or fans are found to be damaged or non-operational, the system shall be taken out of service until proper cleaning and repairs are completed.
10. Hoods, grease removal devices, fans ducts must be cleaned to bare metal at frequent intervals prior to surfaces becoming heavily contaminated with grease or oily sludge.