

# Job Completion Report

**Report Number JCRSAMPLE**  
**Monday 01<sup>st</sup> January 2015**

## **Client Details:**

## **Site Details:**

### **EHS Contact:**

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Exhaust Hygiene Services would like to thank you for providing us with the opportunity to complete your required works at (YOUR PLACE OF BUSINESS). Please find the job completion report for the work fulfilled at the above mentioned site location. The following Job Completion Report details the below listed items:

### **Part 1 – Services Completed**

### **Part 2 – Job Findings**

### **Part 3 – Recommendations**

### **Part 4 – Supporting Digital Images**

#### **Part 1 - Services Completed:**

Components of Kitchen Exhaust System Cleaning:

- Kitchen Exhaust Canopy
- Kitchen Exhaust Collection Gutter
- Kitchen Exhaust Ductwork
- Kitchen Exhaust Fan
- Kitchen Exhaust Fan Shroud
- Atmospheric Discharge

#### **Part 2 – Job Findings:**

Exhaust Hygiene Services completed the requested Kitchen Exhaust Cleaning works dated (DATE OF COMPLETED SERVICES)

All works completed on site were in accordance with the Australian Standard 1851 : 2012. Exhaust Hygiene Services found the following Kitchen Exhaust System components to contain the following levels of contamination.

#### **Kitchen Exhaust System**

- Canopy – Heavy Levels of Grease Accumulation
- Collection Gutter – Heavy Levels of Grease Accumulation

- Ductwork – Heavy Levels of Grease Accumulation
- Exhaust Fan – Heavy Levels of Grease Accumulation
- Fan Shroud – Heavy Levels of Grease Accumulation

Please refer to supporting digital images attached in part 4 of the report.

### **Part 3 – Recommendations:**

During the Kitchen Exhaust cleaning works, Exhaust Hygiene Services discovered the below listed items which are recommended to be undertaken.

- **The Kitchen Exhaust Systems should be accessed and thoroughly inspected at minimum once every 4 months to ensure cleanliness levels are in accordance with the Australian Standard 1851 : 2012 (Maintenance of fire protection systems).**
- **The Exhaust Ductwork is harbouring extremely heavy levels of grease and foreign contaminants and is recommended by Exhaust Hygiene Services that it be accessed and cleaned to eliminate the high fire risk that is being presented by the system.**

### **Part 4: - Digital Supporting Images – Before and After**

**Image 1 – Kitchen Exhaust Canopy  
Before Cleaning Works**



**Image 2 – Kitchen Exhaust Canopy  
After Cleaning Works**



**Image 3 – Kitchen Exhaust Canopy  
Before Cleaning Works**



**Image 4 – Kitchen Exhaust Canopy  
After Cleaning Works**



**Image 5 – Ductwork Before Cleaning Works**



**Image 6 – Ductwork After Cleaning Works**



**Image 7 – Exhaust Fan Before Cleaning Works**



**Image 8 – Exhaust Fan After Cleaning Works**



Hopefully you have enjoyed utilising our specialist Kitchen Exhaust Cleaning services. If there are any queries regarding the recent services completed at your business please don't hesitate to contact the undersigned at your earliest convenience.

Kind Regards,