



## STANDARD OPERATING PROCEDURE KITCHEN EXTRACT

### ***Governing standards and regulations:***

- Regulatory Reform (Fire Safety) Order 2005
- The Workplace (Health, Safety and Welfare) Regulations 1992
- IGEM/UP/19: Design and application of interlock devices and associated systems used with gas appliance installations in commercial catering establishments
- TR19® (BESA) - Guide to Good Practice - Internal Cleanliness of Ventilation Systems
- TR19® (BESA): Grease Specification for Fire Risk Management of Grease Accumulation within Kitchen Extraction Systems

**SOP Number 017**

**SOP Title Kitchen Extract**

	NAME	TITLE	SIGNATURE	DATE
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## Acronyms:

BS: British Standard

CPT: Corporate Property Team

FM: Facilities Management

HSE: Health & Safety Executive

HVCA: Heating and Ventilation Contractors Association

NCC: Norfolk County Council

SOP: Standard Operating Procedure.

UK: United Kingdom

## 1. PURPOSE & SCOPE

Kitchen Extract Systems are systems & equipment designed to remove unwanted smells, vapours, and smoke/steam from a cooking area. The installation, repair and maintenance of these systems should be limited to those who have been trained and qualified to do so. This SOP will set out how we will ensure this equipment is in an operable condition, safe to use and any possible issues are, as best as possible, negated. This can be achieved by way of good regular maintenance and regular inspections carried out daily, monthly, and annually, as per United Kingdom (UK) standards and any regulations related in UK law.

The purpose of this SOP is to establish clear and comprehensive guidelines for the inspection, maintenance, and repair of Kitchen Extract Systems in commercial and domestic buildings managed by Norfolk County Council (NCC) Corporate Property team (CPT). It ensures compliance with UK and Health and Safety Executive (HSE) regulations, detailing the frequency and procedures for these tasks. By following this SOP, we aim to maintain fully functional and reliable Kitchen Extract Systems, thereby ensuring the safety and well-being of building occupants.

## 2. RESPONSIBILITIES

### 2.1 Responsible or Accountable Person

The owner or person in control of the premises is the responsible person. The responsible person is defined as **Norfolk County Council** for the purpose of this SOP. The duties of the responsible person can be delegated, however, ultimately the responsible person, NCC, will remain accountable.

### 2.2 Responsibility by Proxy

The Responsible person, NCC, can appoint one or more competent persons to assist in undertaking the preventative and protective measures. A competent person is defined as someone with sufficient training, knowledge, and experience. This will be determined and recorded by NCC CPT using the NCC training log. NCC CPT FM Operations Managers assigned to a specific portfolio in collaboration with the appointed Premises Manager for the individual



properties and or portfolios will undertake duties to assist the responsible person.

### **3. OPERATIONAL PROCEDURE & ACTIVITIES**

#### **3.1 Kitchen Extract System Installation & Setup**

The NCC CPT FM Operations Manager will ascertain if an Extract System will be required for each property within their care according to building regulations part F (Ventilation). For all buildings with a food preparation area the FM operations manager will instruct the assessment of the kitchen extract system by a competent supplier. This will be achieved using the Appointed Supplier Database (Internal Reference 1).

Once the assessment is complete, and a report is forthcoming, or the site request installation of such equipment, the NCC CPT FM Operations Manager will instruct a suitably qualified Extraction Equipment supplier to design, deliver, and install required items to site. This will be achieved using the Appointed Supplier Database (Internal Reference 1). Suitably qualified is deemed as registered with Heating and Ventilation Contractors Association (HVCA) or similar governing body.

The NCC CPT FM Operations Manager will liaise with the Premises Manager to ensure an asset list is created. The NCC CPT FM Operations Manager is ultimately responsible for ensuring all asset lists are kept up to date. The asset list will be used by the premises manager to complete any daily, weekly or monthly visual inspections as set out in NCC's Premises Manager Handbook, (Internal Reference 2). This is a premises manager obligation and the NCC CPT FM Operations Manager is there only to monitor completion and assist.

#### **3.2 Kitchen Extract System Service & Inspection Schedule**

Under the Regulatory Reform (fire safety) Order 2005 (External Reference 1) the extract systems need to be included in the fire risk assessment, with action taken to minimise any potential fire risk to buildings and occupants.

Once the Kitchen Extraction systems have been installed as set out in the Fire Risk Assessment or brief, the NCC CPT FM Operations Managers will arrange an annual Clean and Service 12 Months from the installation date.

NCC CPT will adopt this annual schedule as a standard across all sites managed by Norfolk County Council.

This Clean & Service will be implemented Annually and can be brought forward to reduce cost, such as in line with other sites but cannot be put back to ensure system will not be out of date.

The NCC CPT FM Operations Manager will set this schedule up on the CAFM System using the Asset Naming Convention (Internal Reference 3) to set the asset and the scheduled tasks as per the CAFM System training.



Scheduled Task	Task ID	Frequency
NCC-TASK-05-11	Kitchen extract annual clean and service	Annual

### 3.3 Kitchen Extract System Reactive & Remedial actions

If during any visual inspection or Annual Clean & Service inspection, any defect is found, the article in question will be identified and a repair shall be scheduled. The repair will be achieved through the CAFM reporting system by raising a Follow-on Work Order.

Once the defect has been raised either by Premises Manager, Inspection engineer or NCC CPT FM Operations manager through the helpdesk or direct on the CAFM System and a work order raised, the NCC CPT FM Operations manager or Admin will instruct a suitable repairer to carry out maintenance. This may be the same as the installer.

The NCC CPT FM Operations Manager will select the supplier from the Appointed Supplier Database (Internal Reference 1) and will update the work ticket on the CAFM System.

## 4. FORMS/TEMPLATES TO BE USED

Asset Naming Convention to be used for all assets and scheduled tasks on the CAFM System.

## 5. INTERNAL AND EXTERNAL REFERENCES

### 5.1 Internal Resource References

1. Appointed supplier database
2. Norfolk County Council – Premises Manager Handbook
3. Asset Naming Convention

### 5.2 External Resource References

1. Regulatory Reform Fire Safety Order 2005

## 6. CHANGE HISTORY

Should this SOP require alterations of any kind, they must be recorded as follows:

- **SOP Number:** The current SOP and new version number.
- **Effective Date:** The date the updated SOP becomes effective.
- **Changes:** A brief description of the main changes from the previous version.



- **Previous SOP Number:** The previous SOP and version number.

SOP no.	Effective Date	Changes	Previous SOP no.
017	01/12/24	Rebranding to NCC specifications	111