

Commercial Hood Cleaning Call Checklist

Use the same questions for every estimate. This planning sheet does not verify a provider or replace current authority, insurer, or property requirements.

SCOPE

- ☐ Hood canopy, filters, plenum, accessible ducts, fan, and containment are addressed.
- ☐ Inaccessible, excluded, optional, and separately priced areas are identified.

ACCESS

- ☐ Roof entry, gates, alarms, parking, panels, and fan hinges are discussed.
- ☐ Landlord or property-manager approval and after-hours instructions are clear.

DOCUMENTATION

- ☐ Dated report, matched before-and-after photos, service label, and invoice are included.
- ☐ The report names completed work, limitations, findings, and recommended follow-up.

TIMING

- ☐ Closing, cooling, protection, active work, cleanup, handoff, and reopening are discussed.
- ☐ Conditions that could extend the service window are explained.

PRICE AND APPROVAL

- ☐ The estimate states assumptions, exclusions, and conditions that can change price.
- ☐ Additional work requires approval before the amount changes.

FINAL CONFIRMATION

- ☐ Credentials and insurance are confirmed directly.
- ☐ Final scope, price, service window, and availability are confirmed before scheduling.

CALL NOTES

Restaurant / address	
Hoods / fans / cooking	
Last service / requested timing	
Estimate notes	