

Vent Hood Final Checklist for Installers (scheduler will monitor)

Customer: _____

- ___ Hood hung in place
- ___ Filters & grease cup at location? Where _____?
- ___ Filters & grease cup in place
- ___ Electrical control box/ utility box installed
- ___ Vertical panel Left__ Right__
- ___ Pull station in place in wall?
- ___ Exhaust duct complete
- ___ Exhaust duct light test
- ___ Hood sensor installed?
- ___ Room sensor installed
- ___ Exhaust duct wrapped
- ___ Number of times Exhaust duct has been wrapped 1 2 3
- ___ Make up duct/ risers complete & sealed
- ___ Exhaust/ Make up flashings installed on roof & sealed
- ___ Make up nose extension support installed on roof & sealed
- ___ Exhaust fan installed on flashing
- ___ If you have two exhaust or two make up fans, verify the location with the job name plate/label
- ___ Exhaust fan grease catcher, gasket & elbow in place
- ___ Exhaust fan hinge kit installed
- ___ Picture of exhaust fan with hinge kit
- ___ Make up fan installed on flashing
- ___ Make up nose extension installed
- ___ Skirt measured
- ___ Skirt fabricated
- ___ Skirt complete
- ___ Stainless steel wall with divider bars complete
- ___ Silicone done?
- ___ All plastic removed from __hood __skirt __wall
- ___ Ansul valve delivered to plumber
- ___ Ansul valve installed by plumber
- ___ Equipment at location
- ___ Equipment in place
- ___ Equipment connected & working
- ___ Ansul started by GuardMaster
- ___ Electrical complete, tested and working by Electrician
- ___ Ansul complete by GuardMaster
- ___ All trash picked up daily
- ___ Pictures of AC package unit with damper if applicable/ 20% air

- ___ Have we done DOAS control wires? Or by Who?
- ___ Have done Air Balance Test?
- ___ Pictures of everything
- ___ Do you see anything that is concerning?
- ___ Any Issues that came up during the whole hood install?
- ___ What could have been done better
- ___ Final Inspection by the city
- ___ Final inspection by JRS (walkthrough) and educate the customer.
- ___ Do they have a dishwasher hood
- ___ How many bath fans do they have? CFM's___ each