



Somers Fire & Rescue Department
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HOOD AND DUCT INSPECTION CHECKLIST

- ☐ Have approved plans and permit(s) available
- ☐ Check heat rating of fusible link as per plans
- ☐ Check auto gas shut off is in open position
- ☐ Check return air and make up air are running properly
- ☐ Check that hood unit/A/C power and lights are on
- ☐ Check T pilot light is on
- ☐ Check equipment used is that listed on approved plans
- ☐ Check removable equipment is in place and marked with permanent lines
- ☐ Check pull station is located near an exit
- ☐ Check K extinguisher tag and IS within 30 feet of equipment and hung properly
- ☐ Check activation valve/manifold and test cartridge are installed properly
- ☐ Check that two radios or cell phones are available for test
- ☐ Check alarm tech is ready and at panel for address signal (if alarmed)
- ☐ Notify dispatch of test (if alarmed)

INSPECTION 1:

- ☐ Verbalize test procedure step to inspector
- ☐ Check communications and readiness of alarm tech
- ☐ Contractor/Rep to pull the station
- ☐ Check that hood unit A/C power and lights are off
- ☐ Check return air off/make continues to run
- ☐ Check pilot light is off/auto gas valve closes properly
- ☐ Check alarm strobes work and alarm horns sounds
- ☐ Have alarm tech verbalize panel display

INSPECTION 2:

- ☐ Have alarm tech reset the alarm system and stand by for fusible link test
- ☐ Reset the electrical system
- ☐ Check return/make up air are of
- ☐ Check communications and readiness of alarm tech
- ☐ Cut fusible link
- ☐ Have alarm tech verbalize panel display
- ☐ Have alarm tech reset alarm panel
- ☐ Verify with central station that notification was received
- ☐ Place system in a ready state
- ☐ Notify central station that system is in “service” mode