



Development Services Department Building Division - PHONE: 604 527 4580

Fire & Rescue Services - Fire Protection Division - PHONE: 604-519-1004

The attached Kitchen Ventilation Guidelines, check sheets and inspection tags/decals provide guidance for the design, installation and maintenance of kitchen ventilation systems in the City of New Westminster. These guidelines are jointly issued by the New Westminster Fire and Rescue Services, Fire Protection Division and New Westminster Development Services, Building Division to create one standard. They apply to both new and existing installations.

Parties involved in designing, supplying, installing, operating, maintaining and inspecting kitchen systems can benefit from the attached information. The following highlights specific information for a number of these parties:

Permit Submission Requirements: The **K1** checklist (attached) summarizes the professionals and documents required for a building permit. Refer also to Section IV titled "Submission for Building Permit" on page 10.

Owner: The *owner* is responsible to obtain all **permits**, or approvals, prior to commencing work and to ensure all work carried out is in accordance with the New Westminster Building By-law and British Columbia Building Code. For example, if changing one's menu changes the cooking operation to a Class 1 Cooking Operation (see definition page 7), a permit is required.

The *owner*, or an authorized agent of the *owner*, is responsible for carrying out the requirements of the Fire By-law, including **maintenance** and keeping of **records** of inspections. This includes ensuring daily cleaning of the hood filters.

- The **Annual Fire Protection Inspection** checklist on page 16 indicates the minimum required frequency of inspections.
- The **diagram** on page 5 of the Guidelines illustrates where maintenance tags for inspection should be located.
- For existing systems, where a duct cleaner is unable to clean a portion of the duct due to lack of access, **access panels** are required to be installed to enable inspection and cleaning. This includes existing ductwork downstream of an ecology unit. Refer to the section on page 17.

No person is permitted to discharge or allow or cause the discharge of any "**Air Contaminant**" in the course of conducting an industry, trade or business of whatsoever kind or nature, except as permitted by the Metro Vancouver (GVRD) Air Quality Management Bylaw.

Mechanical Engineer: Five Classes of Cooking Operations have been created to clarify when NFPA 96 is required. Refer to page 6 in the Guidelines.

The K2 checklist summarizes the City's minimum design requirements. This document is required to be completed for all Building Permit submissions for Class 1 Cooking Operations.

Architect / Structural Engineer / Electrical Engineer: The K1 and K2 checklists summarize the architectural, structural and electrical requirements.

Kitchen Exhaust Cleaner ("Duct Cleaner"): As part of a kitchen exhaust cleaner's inspection and reporting requirements the cleaner is responsible to note the state of an *ecology unit's* filters and whether they appear to have been by-passed. Refer to the section on Maintenance of *Ecology Units*, page 18.

Contractor: Inspection Checklists are included starting on page 12. These items shall be checked for compliance before calling for a City inspector.

Ecology Unit and UV Maintenance Companies: Inspection tags/decals are attached. These are to be located at the hood's fixed fire suppression container (or attached to the front of the hood) for maintenance inspection, as illustrated on page 5.

Product Manufacturers: For the acceptability of new kitchen equipment, refer to the Contacts section on page 22.

Public Enquiries: Refer to the Contacts section on page 22.

Attachments:

- Kitchen Ventilation Guidelines
- K1, Building Application Submission Requirements
- K2, Kitchen Ventilation Details Checklist
- K3, Commitment Not To Create Grease Laden Vapours
- Ecology Unit inspection tag
- UV inspection tag