



**RESOURCE LIBRARY - STEWARDING**  
**Cleaning Hood and Filters 清洁排烟罩和过滤器**

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**Standard:**

Must check daily if automatic cleaning system is working and clean off all excess grease/oil from hood and filters. Thorough cleaning to be done once a week.

**Procedures:**

1. Daily:

- Check daily at 12 a.m. that the auto cleaning system is working. There should be four complete cycles of wash and rinse.
- Clean and wipe off all excess oil by using solution of hot water and detergent.
- Wipe dry with clean rag.
- Report any malfunction immediately.

2. Weekly:

- Check detergent bottles in kitchen hood.
- Replace and top up if necessary.
- All surfaces of hood to be cleaned with solution of hot water including drain on inside edge of hood.
- Wipe dry with a clean rag.
- Apply stainless steel polish to all stainless steel surfaces.

NB: Never spray water on hood and switch off automatic system before cleaning.

**-End-**

**标准:**

每天检查自动清洗系统的工作状况，清洗网罩及过滤器上的油脂，每周做一次彻底清洁。

**程序:**

1. 每天:

- 每天晚上12点检查自动清洗系统的工作状况，洗涤和冲洗应有四个完整的周期。
- 用热水和清洁剂擦掉所有的油脂。
- 用干净的布擦干。
- 发现任何故障立即报告主管。

2. 每周:

- 检查控制箱里的清洁剂是否充足。
- 如需要应添加或更换。
- 网罩里所有的地方都要用热水和清洁剂进行清洁，包括水管等。
- 用干净的布擦干。
- 不锈钢表面可用不锈钢光亮剂上光。

注意：任何时候都不能用水冲洗烟罩。清洁烟罩时要关闭自动清洗系统。

**-完-**