Ductwork cleaning record

Template to print and fill in by hand · Works to BESA TR19, without quoting it · Check the current edition

Kerova

How often

- **Each clean:** At the frequency agreed for the system: for kitchen extract, it depends on how heavily the kitchen is used.
- **Each access point:** A reading and a photo before and after, with the photo reference written down.
- **Not cleaned:** Anything that couldn't be reached is written down with the reason, and the client told.

Site and system

Site name and address

System (kitchen extract / supply / extract ventilation)

Canopy, filters, fan and discharge: where they are

Drawing or schematic reference

Method used

Cleaned by (name and company)

Date(s)

Access points

One line per access point. Take readings by the method you work to, and write the photo numbers in so the report matches.

Point	Location	Before reading	Before photo	After reading	After photo	Notes

Point	Location	Before reading	Before photo	After reading	After photo	Notes

Not cleaned, and access panels fitted

Location	Not cleaned: why / panel fitted	Client told (name, date)

Next clean due

Engineer's name and signature

Date

Client's name and signature