

1. Information on premises

The following information should be supplied:

- the number of meals to be served per day;
- the method(s) of preparation and cooking;
- the types of meal served, e.g., fish and chips, Chinese food, Indian food, pizzas or Italian dishes etc;
- proposed hours of operation of the business and any ventilation plant; and
- a risk assessment for the premises

2. Plans and drawings

Provide a scaled plan showing the internal arrangement of the premises and the dimensions/location of the ventilation system. The plan must contain external elevations of the buildings showing,

- dimensions;
- route; and
- exhaust characteristics of the ductwork in relation to the building.

The location of **all** filters and the fan must be clearly marked. Where the location of a filter is shown the type must be clearly identified and cross-referenced to the detailed product specification.

3. Pre-filters

A copy of the manufacturer's product data sheet should be supplied clearly showing:

- manufacturer's name;
- filter name and product code;
- dimensions of the pre-filter;
- nature of the filter media; and
- manufacturer's recommendations on the frequency and type of maintenance of the pre-filter having regard to the conditions that it will be used under.

4. Electrostatic precipitators (where proposed)

A copy of the manufacturer's product data sheet should be supplied clearly showing:

- manufacturer's name;
- ESP name and product code;
- dimensions of the ESP; and
- flow rate rating.

Manufacturer's recommendation on the frequency and type of maintenance of the ESP having regard to the conditions that it will be used under.

5. Carbon filters (where proposed)

The details and type of carbon filter units should be identified. A copy of the manufacturer's product data sheet should be supplied that clearly shows:

- manufacturer's name;

- filter name and product code;
- dimensions of the filter panel; and
- the total number of filter panels in the filter bed.

The following information should also be included:

- the nature of the carbon (including product type);
- the frequency of replacement of the carbon units having regard to the conditions that it will be used under. The assumptions to this calculation must be clearly stated, including the frequency and duration of use. The manufacturer should provide recommendations on the frequency and type of maintenance required;
- total volume of carbon expressed in cubic metres;
- total mass of carbon expressed in kilograms;
- total surface area of the panels exposed to the exhausted air; and
- dwell time of the gases in the filter compartment and the control setting at which this is achieved. The assumptions to this calculation must be clearly stated and should include the air change rate for the setting quoted.

6. Odour counteractant or neutralising system (where proposed)

The details and type of counteractant or neutralising system should be identified. A copy of the manufacturer's product data sheet should be supplied that clearly shows:

- manufacturer's name;
- name of delivery system and product code;
- counteractant or neutralising chemical to be used;
- COSHH data sheets for chemical to be used; and
- anticipated counteractant or neutralising delivery rate.

7. UV-C system (where proposed)

A copy of the manufacturer's product data sheet should be supplied clearly showing:

- manufacturer's name;
- UV-C name and product code;
- dimensions of the UV-C unit;
- anticipated level of ozone being generated;
- anticipated residence time; and
- anticipated level of residual ozone likely at stack exit; and
- manufacturer's recommendation on the frequency and type of maintenance of the UV-C having regard to the conditions that it will be used under.

8. Odour counteractant or neutralising system (where proposed)

The details and type of counteractant or neutralising system should be identified. A copy of the manufacturer's product data sheet should be supplied that clearly shows:

- manufacturer's name;
- name of delivery system and product code;
- counteractant or neutralising chemical to be used;

- COSHH data sheets for chemical to be used; and
- Anticipated counteractant or neutralising delivery rate.

9. Cooker hood

The following information on the characteristics of the cooker hood should be supplied that clearly shows the:

- length that the cooker hood overhangs the appliances;
- face velocity at the cooker hood, expressed in metres per second; and
- dimensions of the opening of the cooker hood.

10. System operation

In addition to the specification of the components the following must be provided about the system:

- extract rate (expressed as m^3/s) at the proposed rate of extract;
- dwell time of the gases in the carbon filtration zone;
- volume of the kitchen; and
- efflux velocity.

Note: The system performance is dependent upon the extract rate of the air. Where the rate can be adjusted by the used of dampers or a variable speed fan, then the conditions under which the extract rate can be achieved must be described.

11. Flue design

The height and velocity of the final discharge are the two important factors. Generally, the greater the flue height, the better the dispersion and dilution of odours.

The discharge of air should be at a minimum height of 1m above the roof ridge, especially if there are buildings nearby that may affect odour dispersion and dilution.

Where this is not possible (e.g., because of ownership or structural constraints), additional techniques will be required in order to reduce odours, such as an increase in efflux velocity and additional filters, etc.

The final discharge should be vertically upwards, unimpeded by flue terminals. The number of bends in the ducting should be minimised and the ducting should have a smooth internal surface.

12. Noise

Data on the noise produced by the system as a whole should be provided including:

- sound power levels or sound pressure noise levels (dB) at given distances (the assumptions to this calculation must be clearly stated);
- an octave band analysis of the noise produced by the system should also be provided, where possible; and
- hours of operation of the ventilation system (where this differs from the hours of opening)

13. Maintenance

A schedule of maintenance must be provided including details for:

- cleaning of washable grease filters;
- frequency of inspection and replacement of all filters (grease filters, pre-filters and carbon filters where proposed);
- inspection and servicing of fans; and
- if schedule is not based on manufacturer's instructions include the reason why.