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## **Hood and Duct Checklist**

The information required for a complete plan review of hood and duct systems shall be as follows:

- 1. Applicable codes are 2003 International Mechanical Code, and NFPA standard 96, 2004 edition.
- 2. Provide complete drawings detailing elevations, distance of separation from combustibles (i.e. roof, ceiling, walls).
- 3. Provide complete details of hood and if hood is listed, provide UL listing minimum exhaust CFM required per the UL listing.
- 4. Provide complete details of exhaust and supply fans including their UL listing.
- 5. Show access panels and details of locations where cleaning of ducts will be performed because the code requires a suitable work surface to access and clean fans.
- 6. Show rooftop terminations and minimum of 10' separation between exhaust and supply fans.
- 7. Provide an air balance and specify hood capacity. Anne Arundel County requires a minimum of 85% of exhaust air be provided by the supply fan. An air balance includes CFM for supply fan, exhaust fan, and how the difference will be made-up (~ 15%).
- 8. When the fire extinguishing system discharges, makeup air supplied internally to a hood shall be shut off.
- 9. All paths taken by ductwork shall be shown on plans with dimensions of ductwork detailed.
- 10. A 19-inch clearance from combustibles for hood and ductwork shall be maintained.
- 11. If using UL listed field-applied duct wrap. Provide manufacturer's instructions and installation documentation.

All installations will be evaluated individually and modifications may be required. The above information details the minimum requirements to obtain a complete review of the proposed hood and duct installation.