

## **“VIRO” exhaust vent cleaning picture requirements-2011**

Please take the following CLEAR digital pictures in the following order, the first 3 to be taken before job start. Remember that the pictures must tell the story of the job and should clearly walk an inspector through the entire system. In case of camera failure, disposable or poloroid pictures may be substituted. Make sure to have the date correct on the camera.

**Pictures required are as follows.**

- 1: Clear shot of this work order showing entire top of work order. You must be able to read the Work order number and date. (take w/o flash)**
- 2: Complete before pictures showing outside of hood(s).**
- 3: Complete before pictures of entire roof area around exhaust fans (including fans) from at least 2 opposite sides. including any and all preexisting conditions and/or problems.**
- 4: Any additional before shots you would like to include(not required)**
- 5: Shot of the intakes and outlets of all fans cleaned.**
- 6: Shot of the back of the fan blades for all fans cleaned using close-up mode.**
- 7: Shot down the stacks from the roof (if roof mounted) for all systems cleaned.**
- 8: If Viroguard is installed on fan, after shot of Viroguard showing valve closed and roofclean. (OR shot of existing grease containment and rooftop under and around it)**
- 9: Outside of all ductwork if it has a horizontal (include top of hood to show if duct leaks or not and any access plates from the outside).**
- 10: Shots from the access plates. First shot toward fan with next picture showing toward hood for each access plate.**
- 11: Shots up the stacks for each vertical from the hood(or down any horizontals from the hood) that clearly see the all sides of the entire run from the hood(not just an angle shot)**
- 12: Shot of the access plate after it is put back on with all screws/fasteners installed showing current certification sticker dated and initialed.**
- 13: Close setting on camera of the inside chambers of any power-wash hoods. (if applicable)**
- 15: Complete pictures of the back of the filter rails top and bottom.**
- 16. Pictures for the completed hoods with filters out and another with the filters properly in place showing current certification sticker in place.**

**NOTE: The simplest system requires at least 12 pictures, the simplest system with any horizontal requires at least 15 pictures.**