# MECHANICAL EXHAUST VENTILATION SYSTEM PLAN CHECK DATA FORM

<table>
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<tr>
<th>Name of Facility</th>
<th>Address (job site)</th>
<th>Date</th>
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<tbody>
<tr>
<td>Contractor/Representative</td>
<td>Mailing Address</td>
<td>Phone</td>
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<tr>
<td>Email Address</td>
<td>Plan Checker</td>
<td>Contact Information</td>
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**DRAWINGS (Please provide in triplicate):**
- 1. An elevation drawing of the complete hood and duct system
- 2. A floor plan showing the hood, makeup air registers and kitchen equipment

**HOOD**
System number ______ of ______ system(s) proposed (Please submit a separate data sheet for each ventilation system)
Equipment proposed to be installed beneath the ventilation hood:

Type and design of hood (please check applicable categories):
- Type I ______
- Type II ______
- Canopy ______
- Noncanopy ______

Dimensions:
- Length ______ feet
- Width ______ feet

Maximum distance from the lip of hood to the cooking surface: ______ feet
Minimum overhand of inner lip of hood beyond the cooking surface: ______ inches
Formula utilized in determining airflow requirements: \( Q = \) __________
Show calculations using this formula:

Required volume of air to be exhausted through the hood system: ______ CFM
* Number of vapor proof light fixtures to be installed within hood: ______
* Number of readily accessible grease collecting receptacles: ______

**DUCTING**
Number of ducts: ______
Dimensions: ______
Proposed air velocity: ______ FPM

**GREASE FILTER OR EXTRACTORS**
Type: __________
Number: ______
Rating: ______ CFM
Dimensions: ______ inches by ______ inches
Minimum distance between the lowest edge of the grease filter and the surface of the cooking equipment is: ______ inches

**MAKEUP AIR**
Required volume of air to be returned to the room, connected with the hood exhaust system by an interlocking electrical switch: ______ CFM
Number and location of makeup air registers (i.e. ceiling, wall and/or via compensating hood):
______ registers located in ______________________________________________________________

*not applicable to Type II hood systems

11/09