



Sample Hood Cleaning Company

Austin, TX | 24/7 dispatch

[PDF copy](#)[Action item visible](#)

CUSTOMER-RETAINED COPY

Kitchen Exhaust Cleaning Service Report

Sample Restaurant Group

AUSTIN, TX / APR 24, 2026 / REPORT HDS-SAMPLE-0424

Prepared for restaurant files, manager review, landlord or insurance documentation, and routine kitchen exhaust service records.

Service date **Apr 24, 2026**

Location **Austin, TX**

System **Main cookline hood line**

Today's result **Completed with open access exception**

Report ID **HDS-SAMPLE-0424**

Documentation **Partial photos**

Report type **Access Issue Record**

Documentation support **Partial photo record**

Photo coverage **3 photo areas attached**

What this service covered **Completed work and blocked access stay separated, so the customer can see what was reachable and what still needs action.**

Customer next step **contact the service team after clearing access**

DIRECT LINE
(512) 555-0148

DISPATCH
dispatch@example.com

SERVICE ID
Sample service ID SH-2087

AFTER-HOURS
(512) 555-0192

REPORT IDENTIFICATION

Excluded area listed

Service record for retained files.

Prepared for customer files, manager review, landlord, insurance, or documentation requests. It identifies the property, service provider, service date, completed areas, excluded areas, photo status, label details, and retained-copy trail.

Record type **Kitchen exhaust service report PDF copy**

Report ID **HDS-SAMPLE-0424**

Customer / property **Sample Restaurant Group**

Service location **Austin, TX**

System reference **SYS-01 / Main cookline hood line**

Service date / window **Apr 24, 2026 | 01:10-03:05**

Service provider **Sample Hood Cleaning Company**

Person performing work **Sample technician / Tech ID SH-114**

Result **Completed with documented exception**

Photo status **3 attached photos**

SERVICE SCOPE AND STATUS

Completed areas, exclusions, and documentation stay separated.

Service outcome	Completed with excluded area listed
Areas completed / cleaned	Hood canopy interior, Baffle filters / tracks, Plenum / reachable duct path
Areas not cleaned / excluded	Rear duct access panel
Customer action item	Clear the access path and contact the service team so dispatch can schedule a revisit or close the next window cleanly.
Exception / condition	Stored equipment blocked full access at service time.
Reachable service path	Accessible sections completed, excluded area listed separately
Line served	Main cookline hood line
Duct / access	Reachable cleaned - Accessible path cleaned, rear access remains blocked.
Rooftop fan	Documented - Fan housing, hinge/base, curb, and roof discharge condition recorded for customer file.
Grease path	Documented - Grease trough, drip path, removed buildup, and containment condition recorded for customer file.
Photo status	3 attached photos
Service label / notice	open item photo
Next service window	Jul 18-23, 2026
Reviewer note	Manager, landlord, insurer, or AHJ may apply separate requirements

TECHNICIAN

Sample technician / Tech ID SH-114

COMPANY SERVICE ID

Sample service ID SH-2087

PREPARED BY / SIGNATURE

Sample Hood Cleaning Company | SH-114 - electronically prepared service record

RECORD INDEX

IDENTITY

Provider, worker, customer, location, system, date, report ID

AREAS

Hood, filters, duct/access, fan, grease path, excluded areas

DOCUMENTATION

Photo status, component status, label ref, retained archive

BOUNDARY

Separate from corrective work and outside reviewer requirements

DOCUMENT CONTROL**Identifiers and retained copies.**

Report ID	HDS-SAMPLE-0424
Document title	Kitchen exhaust service report
Prepared date	Apr 24, 2026
Service date / window	Apr 24, 2026 01:10-03:05
Servicing company	Sample Hood Cleaning Company
Person performing work	Sample technician / Tech ID SH-114
System reference	SYS-01 / Main cookline hood line
Service provider archive	Retained
Customer copy	PDF service report copy
Photo archive	Retained by service provider
Service label / sticker ref	open item photo

SUBMISSION USE**What this record can and cannot support.**

Use for	Customer records, manager review, landlord, insurance, or documentation requests
Does not authorize	Separate corrective or follow-up work
Reviewer boundary	Manager, landlord, insurer, or AHJ may apply separate requirements
Record source	Service facts, route status, and attached photos recorded by the service provider
Area limit	Blocked or inaccessible areas are excluded until access is provided
Premises copy	Maintain this record with kitchen exhaust service records

EXCLUDED AREAS**Any area outside completed work.**

Area	service area Rear duct access panel
------	--

CUSTOMER / PROPERTY FIELDS**Fields used for record requests.**

Customer / property	Sample Restaurant Group
Service location	Austin, TX
System	SYS-01 / Main cookline hood line
Line / area served	Main cookline hood line

SERVICE LABEL / STICKER**Field label details tied to the service record.**




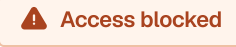
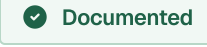
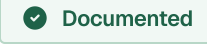
Label / sticker reference	open item photo
Label status	Yes - service date + report reference
Posted location	Kitchen area / serviced hood system
Date cleaned	Apr 24, 2026
Next due	Jul 23, 2026

Reason	Stored equipment blocked full access at service time.
Status	Open
Required action	Clear the access path and contact the service team so dispatch can schedule a revisit or close the next window cleanly.
Revisit condition	After access is clear and customer replies

SERVICE AREAS

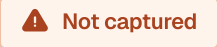



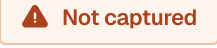


What was handled, what stayed open.

Use this list to see which parts of the exhaust system were cleaned, documented, or left for follow-up.

Hood canopy interior	Work recorded for this section.	
PARTIAL: PHOTO 2		
Baffle filters / tracks	Filters removed, cleaned, checked, and reinstalled. Tracks and nearby grease collection points documented where accessible.	
PHOTO 3		
Plenum / reachable duct path	Accessible path cleaned, rear access remains blocked.	
PHOTO 4		
Rear duct access panel	Stored items blocked access, not represented as cleaned.	
PHOTO 4		
Fan / roof discharge	Fan housing, hinge/base, curb, and roof discharge condition recorded for customer file.	
SERVICE RECORD		
Grease trough / containment path	Grease trough, drip path, removed buildup, and containment condition recorded for customer file.	
SERVICE RECORD		

PHOTOS

Photos attached.

Hood before	PHOTO 1	
Hood after	PHOTO 2	
Filter bank / tracks	PHOTO 3	
Access condition	PHOTO 4	
Rooftop fan	PHOTO 5	
Grease path / containment	PHOTO 6	
Service label / notice	PHOTO 7	

FREQUENCY BASIS

Cooking line type	Main Type I cookline
Observed grease load	Moderate to heavy
Operating pattern	High-volume dinner service
Recommended interval	90-day cycle
Next service window	Jul 18-23, 2026
Interval note	Current grease load and line volume support a 90-day cycle.

PHOTOS

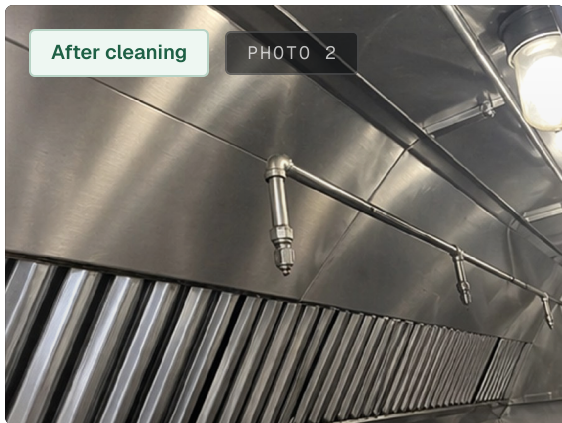
Attached photos stay tied to the record.

Customer sees the service result, attached photos, next action, and a clear PDF copy in one branded service report link.

What you are seeing

This record shows the selected service result and only the attached field photos. Uncaptured areas stay listed as not captured or record-only.

What stays in service records	Raw field photos, technician notes, and the PDF copy stay available for archive, submission, or print copy.
Action items	Reachable sections were completed. The blocked section stays listed separately until access is cleared.
Report type	Access Issue Record
Record source	Vendor-confirmed access issue with service closeout details. The selected result includes a blocked or inaccessible area, so the customer action stays primary.
Photo/documentation note	Attached photos support only the areas shown. Other service areas remain documented by written service notes.
Claim limits	Attached photos support part of the record, areas not photographed stay listed by service notes. Inaccessible areas are listed separately and are not presented as cleaned.
Action boundary	Reachable sections were completed. The blocked section stays listed separately until access is cleared.
Photo coverage	3 photo areas attached
What this service covered	Completed work and blocked access stay separated, so the customer can see what was reachable and what still needs action.
Customer next step	contact the service team after clearing access
Hood before	Before hood photo is not attached to this record.
Rooftop fan	Rooftop fan photo is not attached to this record.
Grease path / containment	Grease path / containment photo is not attached to this record.
Service label / notice	Service label / notice photo is not attached to this record.



Hood interior after clean

Field photo captured after reachable surfaces were cleaned. Local field photo: sample-hood-after.jpg.

AFTER CLEAN CONFIRMATION



Duct access condition

Access, blocked section, or exception condition tied to the report.
Local field photo: sample-access-condition.jpg.

ACCESS-PATH RECORD

NEXT SERVICE / CUSTOMER ACTION



Clear access, then schedule revisit

Move the stored equipment or obstruction away from the access point, then contact the service team so a revisit can be scheduled. Attached photos support part of the record, areas not photographed stay listed by service notes. Inaccessible areas are listed separately and are not presented as cleaned.

Next visit window	Jul 18-23, 2026
Service note	Visible rooftop and containment conditions stay on record so the service team can answer follow-up questions.
PDF copy	The PDF copy is for manager, insurance, or documentation requests. It stays separate from corrective or follow-up work.
Customer action	Move the stored equipment or obstruction away from the access point, then contact the service team so a revisit can be scheduled.

SERVICE LABEL AND CONTACT



Signoff details stay attached.

Service label type	Access exception notice
Label / notice ref	open item photo
Label posted	Yes - service date + report reference
Reviewed on site	Store manager
Record retention	Customer copy and service provider archive retained
Next due	Jul 23, 2026
Prepared by technician	Sample Hood Cleaning Company SH-114
Dispatch	dispatch@example.com
Delivery record	Service report link sent, PDF copy available

NOT INCLUDED IN THIS SERVICE REPORT

This service record covers this kitchen exhaust cleaning visit for one exhaust system. separate corrective or follow-up work are not included unless separately quoted. Attached photos support part of the record, areas not photographed stay listed by service notes. Inaccessible areas are listed separately and are not presented as cleaned.

CUSTOMER FILE NOTE

Customer copy retained with the service report record.

Site contact	Store manager / masked
Customer action	Clear rear access and reply
Record location	Keep with kitchen exhaust service records