



Poor air quality is known to be a contributory factor in ill-health, while clean air promotes wellbeing. Good indoor air quality also aids concentration, helps increase productivity and reduces sickness and absence rates. Healthy indoor air relies on sufficient fresh air changes and clean ductwork, so it is vital to ensure that ventilation ductwork is cleaned and maintained regularly, even in times of crisis.

YOUR RESPONSIBILITY

If your property has a mechanical ventilation system, you have a duty under The Workplace (Health, Safety & Welfare) Regulations (L24 second edition 2013) to ensure that it is clean, hygienic and well maintained. If you have a commercial kitchen, your kitchen extract ventilation system must also be cleaned regularly to minimise your fire risk.

You must comply with the guidelines in TR19® for ventilation ductwork and TR19® Grease for kitchen extract ductwork. These are the leading industry guidance documents, issued by the Building Engineering Services Association (BESA). As the responsible person, you could be prosecuted for negligence if you don't comply.

WHAT YOU NEED TO DO

We have compiled a handy checklist on the next page to help you.

If you are in any doubt about your responsibilities, your current state of compliance, your system classifications or how to maintain your ventilation system, we are happy to advise you.

1. If you delayed scheduled ventilation cleaning work due to the Coronavirus crisis, try to reschedule it as a matter of urgency. If you didn't have work scheduled before the crisis, but are still due or overdue for ventilation cleaning, schedule this as soon as you can.
2. Ensure that you have classified your ventilation ductwork as high, medium or low, in accordance with TR19® guidelines and British Standard BSEN15780. This classification may vary in different parts of your building.
3. Have your kitchen extract ductwork cleaned in compliance with TR19® Grease, removing all traces of fat, oil or grease deposits, which represent a significant fire risk. You are required to control your grease layer so that it does not exceed an average of 200 microns – about half the thickness of a business card. How often you need to do this will depend on usage. TR19® Grease contains guidance on frequency.
4. Appoint a specialist cleaning provider – this is not something a general cleaning company can tackle. We recommend using a member of the BESCA Vent Hygiene Elite (VHE) Scheme.
5. If the worst were to happen, you may need to prove your compliance to your insurers, or any investigating authorities. Make sure you receive post-clean certification. VHE Scheme members will be able to provide certification through BESCA, which is a compliance requirement of TR19® Grease. This should include before and after photography.
6. Consider having your ventilation system deep cleaned, especially for clinically sensitive areas.
7. If your ventilation ductwork is fitted with fire dampers – usually found inside the ductwork at the point where it goes through a fire-retardant interior wall – these must be drop tested, cleaned and maintained every 12 months, in accordance with BS:9999, as part of your fire safety measures.
8. Compliance is needed for the entire lifecycle of your ventilation and extraction systems, so set in place an ongoing programme of maintenance including condition testing that will ensure your compliance.

COMPLETE THE CHECKLIST

Fill in the answers as far as you can with the information that you have. If you have any gaps in that information, or you can't answer some of the questions, you probably need some expert help or advice.

Please feel free to call us on 0800 243 471, or email info@swiftclean.co.uk for some no obligation guidance.

NB: If you aren't sure of the answer to the first question, our handy compliance checkers will help you determine how compliant your systems are. Visit <https://www.swiftclean.co.uk/compliance-checkers/>.

| | |
|---|-------------------|
| IS YOUR DUCTWORK CURRENTLY COMPLIANT? | YES / NO / UNSURE |
| DO YOU KNOW WHEN YOUR NEXT VENTILATION DUCTWORK CLEAN IS DUE? | YES / NO / UNSURE |
| HAS YOUR VENTILATION SYSTEM BEEN GIVEN A CLASSIFICATION OF HIGH, MEDIUM OR LOW? | YES / NO / UNSURE |
| WOULD YOUR VENTILATION SYSTEM BENEFIT FROM DEEP CLEANING? | YES / NO / UNSURE |
| DO YOU KNOW WHEN YOUR NEXT KITCHEN EXTRACT FIRE SAFETY CLEAN IS DUE? | YES / NO / UNSURE |
| DO YOU KNOW WHEN YOUR NEXT EXTRACT FAN CLEAN IS DUE? | YES / NO / UNSURE |
| DO YOU KNOW WHEN YOUR NEXT CANOPY CLEAN IS DUE? | YES / NO / UNSURE |
| DO YOU MONITOR YOUR EXTRACT SYSTEM'S GREASE LAYER FOR COMPLIANCE? | YES / NO / UNSURE |
| DO YOU HAVE ROBUST EVIDENCE OF COMPLIANCE AFTER EACH CLEAN? | YES / NO / UNSURE |
| DO YOU HAVE PRE- AND POST-CLEAN PHOTOGRAPHIC RECORDS OF EACH CLEAN? | YES / NO / UNSURE |
| DO YOU HAVE A PROGRAMME OF PLANNED MAINTENANCE FOR VENTILATION SYSTEMS? | YES / NO / UNSURE |
| DO YOU HAVE A REGULAR SPECIALIST DUCTWORK CLEANING PROVIDER? | YES / NO / UNSURE |
| DOES YOUR DUCTWORK CLEANING PROVIDER OFFER BESCA POST-CLEAN CERTIFICATION? | YES / NO / UNSURE |

We are founder members of the VHE Scheme, our MD is Chair of the VHE Scheme user group, and we have been providing expert ventilation cleaning for almost four decades, so why not give us a call?

You can reach us on 0800 243 471 or info@swiftclean.co.uk. You can read more about our award-winning services at www.swiftclean.co.uk.