

**Routine Action Checklist on Ventilation Systems and Air Purifiers
for reference and follow-up by catering premises operators and
ventilation works contractors
(30 May 2022 version)**

Ventilation system

1. Provide training for restaurant staff to help them acquire the basic knowledge and understanding of the design and operation of the ventilation system;
2. Assign trained restaurant staff to turn on the ventilation system and check the switch indicator light, air outlets, etc., to confirm the normal operation of the system;
3. Always pay attention to the ventilation system and its components, and check whether there are faults and signs of abnormal functioning, such as weakened air output, strange sounds or vibrations, warning lights turned on, etc. It is advisable for a trained staff member to perform at least two checks daily;
4. Hire a qualified contractor for the regular maintenance and repair of the ventilation system to ensure sufficient fresh air supply and even coverage of all zones of the seating areas:
 - ✓ Clean the air outlets and air pipes of the ventilation system regularly;
 - ✓ Clean or replace the air filters regularly;
 - ✓ Check the motor of the system and adjust or replace the belt regularly;
 - ✓ Clean the condensation water pan and related drain pipes regularly;
 - ✓ Check the control and protection devices related to the system regularly;
 - ✓ Measure the distribution of fresh air supply of the ventilation system regularly (preferably at least once every two years), and follow up and make adjustments when necessary to ensure sufficient fresh air supply to all parts of the restaurant;
 - ✓ For a restaurant located in a large shopping mall, fresh air may be supplied by the ventilation system of the shopping mall. The person-in-charge of the premises should pay attention to maintaining a sufficient supply of fresh air, and request the management of the shopping mall to make measurements and adjustments when necessary;

- ✓ Perform regular checks to ensure that the air extraction system of the toilet functions properly. Check the direction of air extraction and measure the air volume to ensure that the air flows into the toilet from a clean area and discharges to the outdoor area, and the air change rate is no less than 15 times per hour;
- ✓ Perform regular checks to ensure that the fresh air system and the air extraction system of the kitchen function properly, and the air change rate is more than 20 times per hour;

Air purifier

5. Provide training for restaurant staff to help them acquire the basic knowledge and understanding of the on/off switch, operation mode and positioning requirements of the air purifier;
6. Assign trained restaurant staff to turn on the air purifier. The device should be placed at a proper location according to the manufacturer's guidelines and the contractor's recommendations. It should be turned on to an appropriate operation mode to ensure its proper functioning and achieve an optimised air-purifying effect;
7. Always pay attention to the air purifier. It should be persistently turned on to an appropriate operation mode. The position of the air purifier should be adjusted in a timely manner according to the seating arrangement, so that it can effectively cover all areas occupied by the users, drive air movement, mitigate the stagnant air problem in dead corners and achieve dilution and cleansing effect;
8. Clean and replace the dust filter regularly. Pay special attention to the HEPA filter and replace it on a regular basis according to the manufacturer's recommendations, or replace it at least once every three to six months to maintain the filtration efficiency.

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