

# ORDERS & INSTRUCTIONS

DEPARTMENT OF TRANSPORTATION  
FEDERAL AVIATION ADMINISTRATION  
BUREAU OF NATIONAL CAPITAL AIRPORTS

5-2-1

8 July 1970

SUBJ: CLEANING, FIRE PREVENTION AND SAFETY PROCEDURES FOR EXHAUST SYSTEMS

1. PURPOSE. This instruction establishes criteria for periodic cleaning of ducts used to exhaust the air from food preparation areas, spray booths, and any other areas where volatile vapors are exhausted. This instruction is issued under the authority delegated by the Administrator of the Federal Aviation Administration to the Director, Bureau of National Capital Airports.
2. CANCELLATION. O&I NA 5-2-4, Cleaning, Fireproofing and Safety Procedure for Exhaust Systems Handling Volatile Vapors, dated 7/29/60.
3. PROCEDURE. All tenants and/or concessionaires having exhaust ducts from kitchens, spray booths, etc., shall:
  - a. Clean and flameproof exhaust system ducts each 60 days, or more frequently if required. The contractor or cleaner shall attach a visible decal or tag indicating cleaning date.
  - b. Have at least two complete sets of U.L.-approved industrial-type metal filters on hand at all times.
  - c. Be responsible for cleaning and changing all filters at least once each week or more often if so directed by the airport fire inspector.
  - d. Ensure that all personnel working in the vicinity of an exhaust system be thoroughly trained on the following:
    - (1) Location of exhaust fans.
    - (2) Location of exhaust fan switches.
    - (3) Location of fire alarms in the area.
    - (4) Location and operation of any permanently installed exhaust duct fire extinguishing system.
    - (5) Location of fire extinguishers.
    - (6) Proper use of all types of fire extinguishers in the general vicinity.
    - (7) Importance of turning off exhaust fans if fire occurs in the vicinity of the exhaust duct system.

*Arven H. Saunders*

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Distribution: WCA-3/Tenants/Concessionaires/  
Air Carriers

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