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Grease Lock Filter System Instruction Guide Exhaust Hood Measurement Worksheet

This instruction guide is provided to assist you with properly recording various measurements of the Exhaust Hood so that the proper components are provided for installation.

The Grease Lock Filter System is installed within the hood canopy of your cook line exhaust hood. When properly installed and maintained, the Grease Lock system will reduce grease build-up in your exhaust plenum and ducts. The Grease Lock system will proactively work to capture grease on the disposable, all natural and biodegradable, fiber filters prior to entering the plenum and ducts.

In order for the Grease Lock system to be installed properly, certain measurements of the hood plenum need to be recorded so that the correct type and size mounting brackets can be provided. The accompanying excel spreadsheet named "Hood Measuring Worksheet - blank form" will be used to record the measurements and return the file electronically via e-mail. Following are the step-by-step instructions, which should assist you in properly taking and recording the various measurements needed.

Let's get started:

1. Open excel file "Hood Measuring Worksheet - blank form"
2. Print the worksheet (Note: two pages should print out).
 - a. The 1st page of the print out is the page that you will use to record the measurements that you take. Note: the cells that are shaded "Blue" are the only which you can input information.
 - b. The 2nd page of the print out is used to provide illustrations and examples of what measurements need to be taken. Note: this page is for illustration purchases only; no input into this page is required.
3. With the pages now printed, let's review the headings in the columns that require input of information or measurements. Following is a definition of each column heading on the chart:
 - a. **Hood Location** – input here a description of the location for the hood section you are measuring. Use the field to describe the hood section for which you are recording measurements. (Note: Many exhaust hoods are made up of multiple sections. For instance, a 20' long hood canopy may be split into 2 or more separate sections containing the removable metal baffle filters). Each line on the worksheet can be used to record a separate hood section, therefore the input form has five (5) lines (lines 10 thru 14) which are shaded in "Blue" that would allow you to record measurements for 5 different hood sections. Use multiple worksheet input forms if you have more than 5

different hood sections to record measurement. Note: the measurements requested are needed for each hood section under the canopy, individually. The total hood dimensions are not recorded as a single hood, unless the hood consists of only 1 section. Otherwise, record each section as a separate line on the worksheet (lines 10 thru 14).

- b. **Aperture Size of the baffle opening** - this is the measurement, in inches; of the area within the hood section that holds the metal baffle filters. Illustration "AI 2008" reflects the area of the hood canopy for the Height (H) and Width (W) measurement that is needed for the actual opening that holds the metal baffle filters. Note: all measurements can be rounded to the nearest inch increment.
- c. **Profile Style:** - Input "a", "b" or "c" in the cell location under this column heading to let us know what the "profile" of the hood intake area is. Illustrations AI 2010 ("a"), AI 2088("b"), and AI 2089 ("c") provide a guide to show you how to determine what determines a hood profile. In short we want to know what angle the area above and below the aperture opening is on compared to the angle of the opening that holds the metal baffles. This is important, as it will determine the bracket design style that will be installed to hold the Grease Lock filters.
- d. **"V"-Style Hood** – Input "Y" for Yes or "N" for No. We want to know if the hood is an "V"-style hood, which means that it is not mounted to a wall, but rather hung from the ceiling and would have two sets of baffles located on each side of the "V". Answer "N" if the hood is mounted up against a wall section. "V" Style hoods are typically located in the front of the house and are typically "show hoods". Most traditional hoods are located in the kitchen area and mounted adjoining a wall and are NOT considered a "V" Style Hood.
- e. **Clearances**– in this area we want the measurements of the surface area around the hood aperture opening that was measured in "b" above.
 - i. **LH** – this is the measurement of the left-hand side of the hood section. This is the space between the left side of the aperture opening to the end of the left side of the hood section.
 - ii. **RH** - this is the measurement of the right-hand side of the hood section. This is the space from the right side of the aperture opening to the end of the right side of the hood section.
 - iii. **TOP** - this is the measurement of the Top-side of the hood section. This is the space between the top of the aperture opening to the top of the hood section **or** the first change of angle above the aperture opening, whichever occurs first.
 - iv. **BOT** - this is the measurement of the Bottom-side of the hood section. This is the space between the bottom of the aperture opening to the bottom of the hood section **or** the first change of angle below the aperture opening, whichever occurs first.
- f. **Number of Filters Above Each Type of Equipment** – In each of the columns under this section we are requesting that you estimate how many filters will be installed above each type of cooking equipment. Note: Each Grease Lock filter is 20" wide.

