

Convection Oven and Exhaust Hood - Checklist and Troubleshooting

The following are routine, day-to-day ways to verify and check the functionality of your mechanical exhaust hood and convection oven.

Exhaust Hood

- For mechanical exhaust hood: the hood should be clean, in good working order with proper airflow, and should be turned on first-thing in the morning to ensure it is working properly.
 - Indication the hood is in good working order would be the following;
- Locate control panel and put control switch into the on position
- Lights and exhaust should engage at this point
- If there are no lights, and there seems to be no audible evidence that exhaust is taking place, hold a piece of paper up to the hood filter to determine if exhaust suction is taking place
- If the paper is not held up by the exhaust suction when control switch is in the on position, the hood is non-functional
- **If the hood is non-functional, complete a web-based service request selecting “HVAC” as the required craft**
- **Be sure to include as much detail into the issue description as possible when creating a web-based service request**
- Retain your work order number once converted from a service request

Convection Oven

- For convection ovens: the oven should be clean, in good working order and calibrated.
 - Indication it is in working order would be the following;
- Engage the light toggle switch to illuminate the oven compartment to determine if the unit has power and lights are functioning properly
- **If there is an issue with lights inside oven, complete a web-Based service request selecting “Plumbing” as the required craft. Only the Plumbing department can change lightbulbs inside of the oven.**

- Be sure to include as much detail into the issue description as possible when creating a web-based service request
- Retain your work order number once converted from a service request
- To determine if your oven is heating and maintaining temperature properly, set the desired temperature (usually 350 degrees) and allow the oven to heat.
 - **Check the temperature of the oven using the oven thermometer inside the oven. If there is no heat, or the oven does not reach and maintain the selected temperature, or if the oven is too hot and exceeds the set temperature, please complete a web-Based service request selecting “Plumbing” as the required craft.**
- Be sure to include as much detail into the issue description as possible when creating a web-based service request
- Retain your work order number once converted from a service request