



The Commonwealth of Massachusetts
Executive Office of Public Safety and Security
Department of Fire Services



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**UNIFORM GUIDELINES FOR NON-COMPLIANCE REPORTS
 UNDER 527 CMR 1.00:50.5.6.14.1**

The purpose of this document is to provide for minimum guidelines for non-compliance reports. Forms that contain more information are acceptable for use in the Commonwealth. The purpose of this form is to establish a minimum set of information to be provided to the Head of the Local Fire Department, as required under 527 CMR 1.00:50.5.6.14.1.

The information below identifies the minimum requirements established by the State Fire Marshal.

**COMMERCIAL COOKING EQUIPMENT
 “NON-COMPLIANCE REPORT”**

- Name of Company
 - Address of Company
 - Telephone Number
 - Certificate of Competency Number for the person who is actually conducting or overseeing the inspection and/or cleaning
 - Date of Service
 - Location of Service
 - Name of Business or Organization
 - Services Conducted: _____
- _____
- _____
- _____

MINIMUM REQUIRED INFORMATION ON NON-COMPLIANCE REPORTS:

Required at the top of the form:

- Header indicating Commercial Cooking Non-compliance Report
- Company name, address, city, state and 24 hr. contract information
- Indicate if an Inspection or Cleaning was conducted
- The business name of the location inspected/cleaned, address, city, state and contact phone number
- Certificate of Competency Number and expiration date

Items to Consider Reporting as Non-Compliance:

- Information pertaining to the filters (approved/cleaning status/in place)
- Entire grease duct cleaned? If not, identify locations not cleaned
- Exhaust system description on site and available
- Fans operating
- Fan/Louvers cleaned
- Grease drip tray cleaned
- Sufficient access panels? If not, identify areas not cleaned
- Proper signage on access panels
- Exhaust system free of obstructions
- Inspection/Cleaning frequency in compliance with 527 CMR 1.00:50.5.4? If not, last service/inspection date