

Hours of Operation: Sun_____ Thurs_____

Mon_____ Fri_____

Tues_____ Sat_____

Wed_____

Number of Seats:_____

Number of Staff:_____

(Maximum per shift)

Number of Floors on which operations are conducted:_____

Maximum Meals to be Served: Breakfast_____

Lunch_____

Dinner_____

Projected Date for Start of Project:_____

Projected Date for Completion of Project:_____

Type of Service: Sit Down Meals_____

Take Out_____

Caterer_____

Grocery_____

Other_____

Please enclose the following documents:

- _____ Proposed Menu (including seasonal, off-site and banquet menus)
- _____ Manufacturer Specification sheets for each piece of equipment shown on the plan
- _____ Site plan showing location of business in building; location of building on site including alleys and streets, and location of any outside equipment (dumpsters, well, septic system – if applicable)
- _____ Plan drawn to scale of food establishment showing location of equipment, plumbing, electrical services and mechanical ventilation

Equipment schedule, see Appendix A-1

CONTENTS AND FORMAT OF PLANS AND SPECIFICATIONS

1. Provide plans that are a minimum of 11x14 inches in size including the layout of the floor plan accurately drawn to a minimum scale of ¼ inch = 1 foot. This is to allow for ease in reading plans.
2. Include: proposed menu, seating capacity, and projected daily meal volume for food service operations.
3. Show the location and when requested, elevated drawings of all food equipment. Each piece of equipment must be clearly labeled on the plan with its common name. Submit drawings of self-service hot and cold holding units with sneeze guards.
4. Designate clearly on the plan equipment for adequate rapid cooling, including ice baths and refrigeration, and for hot-holding potentially hazardous foods.
5. Label and locate separate food preparation sinks to preclude contamination and cross-contamination of raw and ready-to-eat foods.
6. Clearly designate adequate handwashing lavatories for each toilet fixture and in the immediate area of food preparation.
7. Provide the room size, aisle space, space between and behind equipment and the placement of the equipment on the floor plan.
8. On the plan represent auxiliary areas such as storage rooms, garbage rooms, toilets, basements and/or cellars used for storage or food preparation. Show all features of these rooms as required by this guidance manual.
9. Include and provide specifications for:
 - a. Entrances, exits, loading/unloading areas and docks;
 - b. Complete finish schedules for each room including floors, walls, ceilings and coved juncture bases;
 - c. Plumbing schedule including location of floor drains, floor sinks, water supply lines, overhead waste-water lines, hot water generating equipment with capacity and recovery rate, backflow prevention, and wastewater line connections;
 - d. Lighting schedule with protectors;
 - i. At least 110 lux (10 foot candles) at a distance of 75 cm (30 inches) above the floor, in walk-in refrigeration units and dry food storage areas and in other areas and rooms during periods of cleaning;

- ii. At least 220 lux (20 foot candles):
 - (a) At a surface where food is provided for consumer self-service such as buffets and salad bars or where fresh produce or packaged foods are sold or offered for consumption;
 - (b) Inside equipment such as reach-in and under-counter refrigerators;
 - (c) At a distance of 75 cm (30 inches) above the floor in areas used for handwashing, warewashing, and equipment and utensil storage, and in toilet rooms; and
- iii. At least 540 lux (50 foot candles) at a surface where a food employee is working with food or working with utensils or equipment such as knives, slicers, grinders, or saws where employee safety is a factor.
- e. Food Equipment schedule to include make and model numbers and listing of equipment that is certified or classified for sanitation by an ANSI accredited certification program (when applicable), see Appendix A-1.
- f. Source of water supply and method of sewage disposal. Provide the location of these facilities and submit evidence that state and local regulations are complied with.
- g. A color coded flow chart demonstrating flow patterns for:
 - i. Food (receiving, storage, preparation, service);
 - ii. Food and dishes (portioning, transport, service);
 - iii. Dishes (clean, soiled, cleaning, storage);
 - iv. Utensil (storage, use, cleaning);
 - v. Trash and garbage (service area, holding, storage);
- h. Ventilation schedule for each room.
- i. A mop sink or curbed cleaning facility with facilities for hanging wet mops.
- j. Garbage can washing area/facility.
- k. Cabinets for storing toxic chemicals.
- l. Dressing rooms, locker areas, employee rest areas, and/or coat rack as required;
- m. Completed Section 1.
- n. Site plan (plot plan).

FOOD PREPARATION REVIEW

Check categories of Potentially Hazardous Foods (PHF's) to be handled, prepared and served.

<u>CATEGORY</u>	YES	NO
1. Thin meats, poultry, fish, eggs (hamburger, sliced meats, filets)	()	()
2. Thick meats, whole poultry (roast beef, whole turkey, chickens, hams)	()	()
3. Cold processed foods (salads, sandwiches, vegetables)	()	()
4. Hot processed foods (soups, stews, rice/noodles, gravy, chowders, casseroles)	()	()
5. Bakery goods (pies, custards, cream fillings & toppings)	()	()
6. Other _____ _____		

PLEASE CIRCLE/ANSWER THE FOLLOWING QUESTIONS

FOOD SUPPLIES:

1. Are all food supplies from inspected and approved sources? **YES** **NO**
2. What are the projected frequencies of deliveries for Frozen foods _____, Refrigerated foods _____, and Dry goods _____.
3. Provide information on the amount of space (in cubic feet) allocated for:
Dry storage _____
Refrigerated Storage _____
Frozen storage _____
4. How will dry goods be stored off the floor? _____

COLD STORAGE:

1. Is adequate and approved freezer and refrigeration available to store frozen foods frozen, and refrigerated foods at 41°F (5°C) and below? **YES NO**

2. Will raw meats, poultry and seafood be stored in the same refrigerators and freezers with cooked/ready-to-eat foods? **YES NO**

If yes, how will cross-contamination be prevented?

3. Does each refrigerator/freezer have a thermometer? **YES NO**

Number of refrigeration units: _____

Number of freezer units: _____

4. Is there a bulk ice machine available? **YES NO**

THAWING FROZEN POTENTIALLY HAZARDOUS FOOD:

Please indicate by checking the appropriate boxes how frozen potentially hazardous foods (PHF's) in each category will be thawed. More than one method may apply. Also, indicate where thawing will take place.

THAWING METHOD	*THICK FROZEN FOODS	*THIN FROZEN FOODS
Refrigeration		
Running Water Less than 70°F (21°C)		
Microwave (as part of cooking process)		
Cooked from Frozen state		
Other (describe)		

*Frozen foods – approximately one inch or less = thin, and more than an inch = thick.

COOKING:

1. Will food product thermometers be used to measure final cooking/reheating temperatures of PHF's? **YES** **NO**

What type of temperature measuring device: _____

Minimum cooking time and temperature of product utilizing convection and conduction heating equipment:

Beef roasts	130°F (121 minutes)
Solid seafood pieces	145°F (15 seconds)
Other PHF's	145°F (15 seconds)
Eggs:	
Immediate service	145°F (15 seconds)
Pooled*	155°F (15 seconds)
(*Pasteurized eggs must be served to a highly susceptible population)	
Pork	145°F (15 seconds)
Comminuted Meats/Fish	155°F (15 seconds)
Poultry	165°F (15 seconds)
Reheated PHF's	165°F (15 seconds)

2. List types of cooking equipment: _____

HOT/COLD HOLDING:

1. How will hot PHF's be maintained at 135°F (60°C) or above during holding for serving? Indicate type and number of hot holding units.

2. How will cold PHF's be maintained at 41°F (5°C) or below during holding for service? Indicate type and number of cold holding units.

COOLING:

Please indicate by checking the appropriate boxes how PHF's will be cooled to 41°F (5°C) within 6 hours (135°F to 70°F in 2 hours and 70°F to 41°F in 4 hours). Also, indicate where the cooling will take place.

COOLING METHOD	THICK MEATS	THIN MEATS	THIN SOUPS/GRAVY	THICK SOUPS/GRAVY	RICE/NOODLES
SHALLOW PANS					
ICE BATHS					
REDUCE VOLUME OR SIZE					
RAPID CHILL					
OTHER (describe)					

REHEATING:

1. How will PHF's that are cooked, cooled, and reheated for hot holding be reheated so that all parts of the food reach a temperature of at least 165°F for 15 seconds. Indicate type and number of units used for reheating foods.

2. How will reheating food to 165°F for hot holding be done rapidly and within 2 hours?

PREPARATION:

1. Please list categories of food prepared more than 12 hours in advance of service.

2. Will food employees be trained in good food sanitation practices? **YES NO**

Method of training:

Number(s) of employees: _____

Dates of completion: _____

3. Will disposable gloves and/or utensils and/or food grade paper be used to prevent handling of ready-to-eat foods? **YES NO**

4. Is there a written policy to exclude or restrict food workers who are sick or have infected cuts and lesions? **YES NO**

Please describe briefly:

Will employees have paid sick leave? **YES NO**

5. How will cooking equipment, cutting boards, counter tops and other food contact surfaces which cannot be submerged in sinks or put through a dishwasher be sanitized?

Chemical type: _____

Concentration: _____

Test Kit **YES NO**

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6. Will ingredients for cold ready-to-eat foods such as tuna, mayonnaise and eggs for salads and sandwiches be pre-chilled before being mixed and/or assembled? **YES NO**

If not, how will ready-to-eat foods be cooled to 41°F?

-
7. Will all produce be washed on-site prior to use? **YES** **NO**
Is there a planned location used for washing produce? **YES** **NO**

Describe _____

8. Describe the procedure used for minimizing the length of time PHF's will be kept in the temperature danger zone (41°F - 135°F) during preparation.
-
-
-

9. Provide a HACCP plan for specialized processing methods such as vacuum packaged food items prepared on-site or otherwise required by the regulatory authority.

10. Will the facility be serving food to a highly susceptible population? **YES** **NO**

If yes, how will the temperature of foods be maintained while being transferred between the kitchen and service area?

A. FINISH SCHEDULE

Applicant must indicate which materials (quarry tile, stainless steel, 4" plastic covered molding, etc.) will be used in the following areas:

See Appendix A-2

B. INSECT AND RODENT CONTROL

APPLICANT: Please check appropriate boxes.

	YES	NO	NA
1. Will all outside doors be self-closing and rodent proof?	()	()	()
2. Are screen doors provided on all entrances left open to the outside?	()	()	()
3. Do all openable windows have a minimum #16 mesh screening?	()	()	()
4. Is the placement of electrocution devices identified on the plan?	()	()	()
5. Will all pipes & electrical conduit chases be sealed; ventilation systems exhaust and intakes protected?	()	()	()
6. Is area around building clear of unnecessary brush, litter, boxes and other harborage?	()	()	()
7. Will air curtains be used? If yes, where? _____	()	()	()

C. GARBAGE AND REFUSE

Inside

8. Do all containers have lids?	()	()	()
9. Will refuse be stored inside? If so, where? _____ _____	()	()	()
10. Is there an area designated for garbage can or floor mat may cleaning?	()	()	()

YES **NO** **NA**

Outside

11. Will a dumpster be used? () () ()
Number_____ Size_____ () () ()
Frequency of pickup_____ () () ()
Contractor_____ () () ()

12. Will a compactor be used? () () ()
Number_____ Size_____ () () ()
Frequency of pickup_____ () () ()
Contractor_____ () () ()

13. Will garbage cans be stored outside? () () ()

14. Describe surface and location where dumpster/compactor/garbage cans are to be stored.

15. Describe location of grease storage receptacle.

16. Is there an area to store recycled containers? () () ()

Describe_____

Indicate what materials are required to be recycled:

- () Glass
- () Metal
- () Paper
- () Cardboard
- () Plastic

17. Is there an area to store returnable/damaged goods? () () ()

D. PLUMBING CONNECTIONS

	AIR GAP	AIR BREAK	*INTEGRAL TRAP	* P TRAP	VACUUM BREAKER	CONDENSATE PUMP
18. TOILET						
19. URINALS						
20. DISHWASHER						
21. GARBAGE GRINDER						
22. ICE MACHINES						
23. ICE STORAGE BIN						
24. SINKS a. Mop b. Janitor c. Handwash d. 3 Compartment e. 2 Compartment f. 1 Compartment g. Water Station						
25. STEAM TABLES						
26. DIPPER WELLS						
27. REFRIGERATION CONDENSATE/ DRAIN LINES						
28. HOSE CONNECTION						
29. POTATO PEELER						
30. BEVERAGE DISPENSER WITH CARBONATOR						
31. OTHER:						

***TRAP:** A fitting or device, which provides a liquid seal to prevent the emission of sewer gases without materially affecting the flow of sewage or wastewater through it. An integral trap is one that is built directly into the fixture, e.g., a toilet fixture. A “P” trap is a fixture trap that provides a liquid seal in the shape of the letter P. Full “S” traps are prohibited.

32. Are floor drains provided & easily cleanable, if so, indicate location:

E. WATER SUPPLY

33. Is water supply public () or private ()?
34. If private, has source been approved? Yes () No () Pending ()
Please attach copy of written approval and/or permit.
35. Is ice made on premises () or purchased commercially ()?
If made on premises, are specifications for the ice machine provided? Yes () No ()
Describe provision for ice scoop storage: _____

Provide location of icemaker or bagging operation: _____

36. What is the capacity of the hot water generator? _____
37. Is the hot water generator sufficient for the needs of the establishment? **YES NO**
38. Is there a water treatment device? **YES NO**
If yes, how will the device be inspected & serviced?

39. How are backflow prevention devices inspected & serviced?

F. SEWAGE DISPOSAL

40. Is building connected to a municipal sewer? **YES NO PENDING**
41. If no, is private disposal system approved? **YES NO PENDING**
Please attach copy of written approval and/or permit.
42. Are grease traps provided? **YES NO**
If so, where? _____
Provide schedule for cleaning & maintenance _____

G. DRESSING ROOMS

43. Are dressing rooms provided? **YES NO**
44. Describe storage facilities for employee's personal belongings (i.e.,
purse, coats, boots, umbrellas, etc.)_____
-

H. GENERAL

45. Are insecticides/rodenticides stored separately from **YES NO**
cleaning & sanitizing agents?
Indicate location_____
-
46. Are all toxics for use on the premises or for retail sale **YES NO**
(this includes personal medications), stored away from
food preparation and storage areas?
47. Are all containers of toxics including sanitizing spray **YES NO**
bottles clearly labeled?
48. Will linens be laundered on site? **YES NO**
If yes, what will be laundered and where?_____
-
- If no, how will linens be cleaned?_____
49. Is a laundry dryer available? **YES NO**
50. Location of clean linen storage:_____
-
51. Location of dirty linen storage:_____
-
52. Are containers constructed of safe materials to store **YES NO**
bulk food products?
Indicate type:_____
-

53. Indicate all areas where exhaust hoods are installed:

LOCATION	FILTERS AND/OR EXTRACTION DEVICES	SQUARE FEET	FIRE PROTECTION	AIR CAPACITY CFM	AIR MAKEUP CFM

54. How is each listed ventilation hood system cleaned?

I. SINKS

55. Is a mop sink present? **YES NO**
If no, please describe facility for cleaning of mops and other equipment:

56. Is a food preparation sink present? **YES NO**

J. DISHWASHING FACILITIES

57. Will sinks or a dishwasher be used for warewashing?

Dishwasher ()
Three compartment sink ()

58. Dishwasher
Type of sanitization used:

Hot water (temperature provided) _____
Booster heater _____
Chemical type _____

Is ventilation provided? **YES NO**

59. Do all dish machines have templates with operating instructions? **YES NO**

60. Do all dish machines have temperature/pressure gauges are required that are accurately working? **YES NO**

61. Does the largest pot and pan fit into each compartment of the pot sink? **YES NO**
If no, what is the procedure for manual cleaning and sanitizing?
-
-

62. Are there drain boards on both ends of the pot sink? **YES NO**

63. What type of sanitizer is used?
- | | |
|---------------------|-----|
| Chlorine | () |
| Iodine | () |
| Quaternary ammonium | () |
| Hot water | () |
| Other | () |

64. Are test papers and/or kits available for checking sanitizer concentration? **YES NO**

K. HANDWASHING/TOILET FACILITIES

65. Is there a handwashing sink in each food preparation and warewashing area? **YES NO**

66. Do all handwashing sinks, including those in the restrooms, have a mixing valve or combination faucet? **YES NO**

67. Do self-closing metering faucets provide a flow of water for at least 15 seconds without the need to reactivate the faucet? **YES NO**

68. Is hand cleanser available at all handwashing sinks? **YES NO**

69. Are hand-drying facilities (paper towels, air blowers, etc.) available at all handwashing sinks? **YES NO**

70. Are covered waste receptacles available in each restroom? **YES NO**

71. Is hot and cold running water under pressure available at each handwashing sink? **YES NO**

72. Are all toilet room doors self-closing? **YES NO**

73. Are all toilet rooms equipped with adequate ventilation? **YES NO**

74. If required, is a handwashing sign posted in each employee restroom? **YES NO**

L. SMALL EQUIPMENT REQUIREMENTS

75. Please specify the number, location, and types of each of the following:

Slicers _____

Cutting boards _____

Can openers _____

Mixers _____

Floor mats _____

Other _____

STATEMENT: I hereby certify that the above information is correct, and I fully understand that any deviation from the above without prior permission from this Health Regulatory Office may nullify final approval.

Signature(s) _____

Owner(s) or Responsible Representative(s)

Date: _____

Approval of these plans and specifications by this Regulatory Authority does not indicate compliance with any other code, law or regulation that may be required – federal, state, or local. It further does not constitute endorsement or acceptance of the completed establishment (structure or equipment). A pre-opening inspection of the establishment with equipment in place and operational will be necessary to determine if it complies with the local and state laws governing food service establishments.