



City of Medford

Board of Health

MaryAnn O'Connor
Director

City Hall – Room 311
85 George P. Hassett Drive
Medford, Massachusetts 02155

Telephone (781) 393-2565
Fax: (781) 393-2562
TDD (781) 393-2516

Plan Review Application

Review Type:

- Initial
- Re-review

Fee (Payable by Check Only):

- Initial - \$150.00 Check#: _____
- Re-review - \$50.00 Check#: _____

Type of Plan: Food Establishment

- Include:
- Copy of Complete Plan, including the scale, a legend, all mechanical, surface types, plumbing, electrical, etc.
 - Check made payable to City of Medford
 - Completed Appropriate Application

Location of Establishment: _____

Owner Information

Name: _____

Address: _____

Contractor Information (if applicable)

Name: _____

Address: _____

Pursuant to M.G.L., C. 62C, S. 49A, I _____ certify that under the pains and penalties of perjury that I have filed all Massachusetts tax returns and paid all Massachusetts tax returns and paid all taxes required under law. I further certify that all Medford taxes, whether real estate property or private property, fines, fees and penalties have been paid.

Signature of Owner/Agent

Date

CITY OF MEDFORD BOARD OF HEALTH FOOD ESTABLISHMENT PLAN REVIEW

INTRODUCTION

This food establishment Plan Review document has been developed for the purpose of assisting both regulatory and industry personnel in achieving greater uniformity in the plan review process.

Plan review of food service establishments, retail food stores, and all other food operations, must be maintained as a high priority by all regulatory food agencies for both new and existing facilities.

This document has been developed to serve as a guide in facilitating greater uniformity and ease in conducting plan review whether your position is a regulator or an industry person wishing to build or to expand. You need not be an expert to effectively complete this process.

A good review of plans helps to avoid future problems. By listing and locating equipment on floor plans and diagramming specifications for electrical, mechanical and plumbing systems, potential problems can be spotted while still on paper and modifications made BEFORE costly purchases, installation and construction.

Medford Food Plan Regulation: The Plan Review Application must be reviewed, stamped, and signed by a third party who either holds a Registered Sanitarian or a Certified Food Safety Professional (CP-FS).

Questions to Consider:

1. *Will the menu offer food that requires extensive preparation (washing, cutting, mixing, etc.)?

The number and placement of hand sinks becomes more important with more complex food preparation. A culinary sink is needed for washing fruits and vegetables and for other preparation.

2. *What hours will the food service be open? lunch and dinner?... 24 hours per day?

Increased equipment capacity and storage space should be considered for establishments with extended hours of operation. Highly durable floor, wall and ceiling finishes should be considered.

3. *How much food will be cooked and immediately served, or prepared in advance for later service?

Preparing food in advance requires more refrigeration space for thawing foods, cooling hot foods, and storing of cold foods.

4. *How often will supplies be delivered?

The delivery frequency is important in determining the amount of refrigerated, frozen and dry food storage space.

5. *What is the maximum number of employees working on one shift?

The number of employees is necessary to determine work/aisle space and the number of lockers to provide.

6. *Have you or any of your employees been trained in food safety or Hazard Analysis Critical Control Point (HACCP) concepts?

Training in both food safety principles and HACCP principles provides you and your employees with insight into the numerous hazards encountered in a food establishment.

Specific Instructions to Applicants:

1. Thoroughly fill out plan review application with the appropriate information.
2. Provide blueprints & equipment specification sheets.
3. Include proposed menu.
4. Provide site plan.
5. Keep copy for personal records.
6. Submit to Regulatory Authority for review.

DEFINITIONS

“Acceptable food equipment” means food equipment that is deemed to be in conformance with Food Code provisions such as equipment that is certified or classified for sanitation by an American National Standards Institute (ANSI)-accredited certification program. Such equipment is deemed to comply with Parts 4-1 and 4-2 of the Food Code.

Under ANSI document CA-1 ANSI Policy and Criteria for Accreditation of Certification Programs, it has been stipulated that:

“For food equipment programs, standards that establish sanitation requirements shall be specified government standards or standards that have been ratified by a public health approval step. ANSI shall verify that this requirement has been met by communicating with appropriate standards developing organizations and governmental public health bodies.”

The term “certified” is used when an item of food equipment has been evaluated against an organization’s own standard. The term “classified” is used when one organization evaluates an item of food equipment against a standard developed by another organization.

“Air Break” means a piping arrangement in which a drain from a fixture, appliance, or device discharges indirectly into another fixture, receptacle or interception at a point below the flood level rim. The connection does not provide an unobstructed vertical distance and is not solidly connected but precludes the possibility of backflow to a potable water source

“Air Gap” means the unobstructed vertical distance through the free atmosphere between the lowest opening from any pipe or outlet supplying fixture, or other device, and the flood level rim of the receptacle. The vertical physical separation shall be at least two times the inside diameter of the water inlet pipe above the flood rim level but shall not be less than one inch.

Approved means acceptable to the regulatory authority based on a determination of conformity with principles, practices, and generally recognized standards that protect public health.

Backflow means the flow of water or other liquids, mixtures, or substances into the distributing pipes of a potable supply of water from any source or sources other than its intended source. Back-siphonage is one type of backflow.

Backflow Preventer means a device or means to prevent backflow.

Back-siphonage means the flowing back of used, contaminated, or polluted water from a plumbing fixture or vessel or other sources into a potable water supply pipe due to a negative pressure in such pipe.

Corrosion-resistant material means free of cracks or other openings that allow the entry or passage of moisture.

Easily Disassembled Equipment means equipment that is accessible for cleaning and inspection by:

- (a) Disassembling without the use of tools, or
- (b) Disassembling with the use of handheld tools commonly available to maintenance and cleaning personnel such as screwdrivers, pliers, open-end wrenches, and Allen wrenches.

Easily Movable means:

- (a) Weighing 14 kg (30 pounds) or less; mounted on casters, gliders, or rollers; or provided with a mechanical means requiring no more than 14 kg (30 pounds) of force to safely tilt a unit of equipment for cleaning; and
- (b) Having no utility connection, a utility connection that disconnects quickly, or a flexible utility connection line of sufficient length to allow the equipment to be moved for cleaning of the equipment and adjacent area.

Equipment

- (a) **"Equipment"** means an article that is used in the operation of a food establishment such as a freezer, grinder, hood, ice maker, meat block, mixer, oven, reach-in refrigerator, scale, sink, slicer, stove, table, temperature measuring device for ambient air, vending machine, or warewashing machine.
- (b) *"Equipment" does not include items used for handling or storing large quantities of packaged foods that are received from a supplier in a cased or overwrapped lot, such as hand trucks, forklifts, dollies, pallets, racks, and skids.*

Facility See **Physical facilities**

Food Employee means an individual working with unpackaged food, food equipment or utensils, or food-contact surfaces

Food Establishment

(a) "**Food establishment**" means an operation that stores, prepares, packages, serves, vends, or otherwise provides food for human consumption:

(I) Such as a restaurant; satellite or catered feeding location; catering operation if the operation provides food directly to a consumer or to a conveyance used to transport people; market; vending location; conveyance used to transport people; institution; or food bank; and

(ii) That relinquishes possession of food to a consumer directly, or indirectly through a delivery service such as home delivery of grocery orders or restaurant takeout orders, or delivery service that is provided by common carriers.

(b) "**Food establishment**" includes:

(i) An element of the operation such as a transportation vehicle or a central preparation facility that supplies a vending location or satellite feeding location *unless the vending or feeding location is permitted by the regulatory authority*; and

(ii) An operation that is conducted in a mobile, stationary, temporary, or permanent facility or location; where consumption is on or off the premises; and regardless of whether there is a charge for the food.

(c) "**Food establishment**" *does not include*:

(i) *An establishment that offers only prepackaged foods that are not potentially hazardous;*

(ii) *A produce stand that only offers whole, uncut fresh fruits and vegetables;*

(iii) *A food processing plant;*

(iv) *A kitchen in a private home if only food that is not potentially hazardous is prepared for sale or service at a function such as a religious or charitable organization's bake sale if allowed by law and if the consumer is informed by a clearly visible placard at the sales or service location that the food is prepared in a kitchen that is not subject to regulation and inspection by the regulatory authority;*

(v) *An area where food that is prepared as specified in Subparagraph (c)(iv) of this definition is sold or offered for human consumption;*

(vi) *A kitchen in a private home, such as a small family day-care provider; or a bed-and-breakfast operation that prepares and offers food to guests if the*

home is owner occupied, the number of available guest bedrooms does not exceed 6, breakfast is the only meal offered, the number of guests served does not exceed 18, and the consumer is informed by statements contained in published advertisements, mailed brochures, and placards posted at the registration area that the food is prepared in a kitchen that is not regulated and inspected by the regulatory authority; or

(vii) *A private home that receives catered or home-delivered food.*

HACCP Plan means a written document that delineates the formal procedures for following the Hazard Analysis Critical Control Point principles developed by The National Advisory Committee on Microbiological Criteria for Foods.

Highly susceptible population means a group of persons who are more likely than other populations to experience foodborne disease because they are immunocompromised or older adults and in a facility that provides health care or assisted living services, such as a hospital or nursing home; or preschool age children in a facility that provides custodial care, such as a day care center.

Linens means fabric items such as cloth hampers, cloth napkins, table cloths, wiping cloths, and work garments including cloth gloves.

Physical facilities means the structure and interior surfaces of a food establishment including accessories such as soap and towel dispensers and attachments such as light fixtures and heating or air conditioning system vents.

Plumbing fixture means a receptacle or device that:

- (a) Is permanently or temporarily connected to the water distribution system of the premises and demands a supply of water from the system; or
- (b) Discharges used water, waste materials, or sewage directly or indirectly to the drainage system of the premises.

Plumbing system means the water supply and distribution pipes; plumbing fixtures and traps; soil, waste, and vent pipes; sanitary and storm sewers and building drains, including their respective connections, devices, and appurtenances within the premises; and water-treating equipment.

Premises means:

- (a) The physical facility, its contents, and the contiguous land or property under the control of the permit holder; or
- (b) The physical facility, its contents, and the land or property not described under Subparagraph (a) of this definition if its facilities and contents are under the control of the permit holder and may impact food establishment personnel, facilities, or operations, if a food establishment is only one component of a larger operation such as a health care facility, hotel, motel, school, recreational camp, or prison.

Refuse means solid waste not carried by water through the sewage system.

Regulatory Authority means the local, state, or federal enforcement body or authorized representative having jurisdiction over the food establishment.

Time/Temperature Control for Safety Foods (TCS) *Note: TCS foods were previously referred to as Potentially Hazardous Food (PHF):*

- (a) "**Time/Temperature Control for Safety Food**" means a food that is natural or synthetic and that requires temperature control because it is in a form capable of supporting:
 - (i) The rapid and progressive growth of infectious or toxigenic microorganisms;
 - (ii) The growth and toxin production of *Clostridium botulinum*; or
 - (iii) In raw shell eggs, the growth of *Salmonella enteritidis*.
- (b) "**Time/Temperature Control for Safety Food**" includes an animal food (a food of animal origin) that is raw or heat-treated; a food of plant origin that is heat-treated or consists of raw seed sprouts; cut melons; and garlic and oil mixtures that are not acidified or otherwise modified at a food processing plant in a way that results in mixtures that do not support growth as specified under Subparagraph (a) of this definition.

(c) "**Time/Temperature Control for Safety Food**" *does not include:*

- (i) *An air-cooled hard-boiled egg with shell intact;*
- (ii) *A food with an a_w value of 0.85 or less;*
- (iii) *A food with a pH level of 4.6 or below when measured at 24°C (75°F);*
- (iv) *A food, in an unopened hermetically sealed container, that is commercially processed to achieve and maintain commercial sterility under conditions of nonrefrigerated storage and distribution; and*
- (v) *A food for which laboratory evidence demonstrates that the rapid and progressive growth of infectious or toxigenic microorganisms or the growth of **S. enteritidis** in eggs or **C. botulinum** cannot occur, such as a food that has an a_w and a pH that are above the levels specified under Subparagraphs (c)(ii) and (iii) of this definition and that may contain a preservative, other barrier to the growth of microorganisms, or a combination of barriers that inhibit the growth of microorganisms.*
- (vi) *A food that may contain an infectious or toxigenic microorganism or chemical or physical contaminant at a level sufficient to cause illness, but that does not support the growth of microorganisms as specified under Subparagraph (a) of this definition.*

Safe material means:

- (a) An article manufactured from or composed of materials that may not reasonably be expected to result, directly or indirectly, in their becoming a component or otherwise affecting the characteristics of any food;
- (b) An additive that is used as specified in 409 or 706 of the Federal Food, Drug, and Cosmetic Act; or
- (c) Other materials that are not additives and that are used in conformity with applicable regulations of the Food and Drug Administration.

Sealed means free of cracks or other openings that allow the entry or passage of moisture.

Sewage means liquid waste containing animal or vegetable matter in suspension or solution and may include liquids containing chemicals in solution.

Smooth means:

- (a) A food-contact surface having a surface free of pits and inclusions with a cleanability equal to or exceeding that of (100 grit) number 3 stainless steel;
- (b) A nonfood-contact surface of equipment having a surface equal to that of commercial grade hot-rolled steel free of visible scale; and
- (c) A floor, wall, or ceiling having an even or level surface with no roughness or projections that render it difficult to clean.

Vacuum Breaker See **Backflow Preventer**

***FOOD ESTABLISHMENT PLAN REVIEW
MUST BE SUBMITTED TO THE
MEDFORD BOARD of HEALTH
DEPARTMENT***

**Medford Food Plan Regulation: The Plan Review
Application must be reviewed, stamped, and signed
by a third party who either holds a Registered
Sanitarian or a Certified Food Safety Professional
(CP-FS).**

Submission Date: _____

FOOD ESTABLISHMENT PLAN REVIEW APPLICATION

____NEW ____REMODEL ____CONVERSION

Category: Restaurant____, Institution (school, hospital, etc.) _____, Daycare _____,

Retail Market _____, Mobile Food Establishment/Pushcart/Food Truck _____,

Residential Kitchen/Convenience Store____,

Catering Operation _____, Catering Feeding Location____,

Contact Information

Name of Establishment: _____

Establishment Address: _____

Establishment Telephone if available: _____

Name of Business Owner: _____

Business Owner's Mailing Address: _____

Owner's Telephone: _____

Applicant's Name (if other than owner): _____

Title (owner, manager, architect, food consultant, etc.):

Applicant's Mailing Address:

Applicant's Telephone: _____

Business Plan Information

Hours of Operation: Sun _____ Thurs _____
Mon _____ Fri _____
Tues _____ Wed _____ Sat _____

Number of Seats: _____

Number of Staff: _____
(Maximum per shift)

Total Square Feet of Facility: _____

Number of Floors on which
operations are
conducted _____

Maximum Meals to be Served: Breakfast _____
(approximate number) Lunch _____
Dinner _____

Projected Date for Start of Project: _____
Projected Date for Completion of Project: _____

Type of Service: Sit Down Meals _____
(check all that apply) Take Out _____
Caterer _____
Mobile Food Truck _____
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, 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

CONTENTS AND FORMAT OF PLANS AND SPECIFICATIONS

1. Provide plans that are a minimum of 11 x 14 inches in size including the layout of the floor plan accurately drawn to a minimum scale of 1/4 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 when the menu dictates 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:
 - (1) At least 110 lux (10-foot candles) at 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;
 - (2) 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
 - (3) 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).
 - 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:
 - food (receiving, storage, preparation, service);
 - food and dishes (portioning, transport, service);
 - dishes (clean, soiled, cleaning, storage);
 - utensil (storage, use, cleaning);
 - 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 Application
- n. Site plan (plot plan)

FOOD PREPARATION REVIEW

Check categories of **Time/Temperature Control for Safety Food** (TCS's) to be handled, prepared, and served.

<u>CATEGORY</u> *	<u>(YES)</u>	<u>(NO)</u>
1. Thin meats, poultry, fish, eggs (hamburger; sliced meats; fillets)	()	()
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
(Please provide a list of the approved sources proof of regulatory permit/licensure of the food source)
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
Provide the method used to calculate cold storage requirements.
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 **Time/Temperature Control for Safety Food (TCS's)** in each category will be thawed. More than one method may apply. Also, indicate where thawing will take place.

Thawing Method	*Large or Bulk Frozen Foods	*Portioned 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 TCSs? YES / NO

What type of temperature measuring device:_____

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

beef roasts	130° F (121 min)
solid seafood pieces	145° F (15 sec)
other TCSs eggs:	145° F (15 sec)
Immediate service	145° F (15 sec)
pooled*	155° F (15 sec)
(*pasteurized eggs must be served to a highly susceptible population)	
pork	145° F (15 sec)
comminuted meats/fish	155° F (15 sec)
poultry	165° F (15 sec)
reheated TCSs	165° F (15 sec)

2. List types of cooking equipment.

HOT/COLD HOLDING:

1. How will hot TCSs be maintained at 140°F (60°C) or above during holding for service? Indicate type and number of hot holding units.

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

COOLING:

How TCSs will be cooled to 41 °F (5 °C) within 6 hours (140 °F to 70 °F in 2 hours and 70 °F to 41 °F in 4 hours). Also, indicate where the cooling will take place. Please indicate by checking the appropriate boxes (X).

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 TCSs 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 foods 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

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 _____

If not, describe the procedure for cleaning and sanitizing multiple use sinks between uses.

8. Describe the procedure used for minimizing the length of time TCSs will be kept in the temperature danger zone (41 °F - 140 °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.

	FLOOR	COVING	WALLS	CEILING
Kitchen				
Bar				
Food Storage				
Other Storage				
Toilet Rooms				
Dressing Rooms				
Garbage & Refuse Storage				
Mop Service Basin Area				
Warewashing Area				
Walk-in Refrigerators and Freezers				

B. INSECT AND RODENT CONTROL

APPLICANT: Please check appropriate boxes (X).

	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 cleaning?	()	()	()

YES **NO** **NA**

Outside

11. Will a dumpster be used? () () ()
 Number _____ Size _____
 Frequency of pickup _____
 Hauler _____

12. Will a compactor be used? () () ()
 Number _____ Size _____
 Frequency of pick up _____
 Hauler _____

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 any area to store returnable damaged goods?

() Yes () No () Not Applicable

D. PLUMBING CONNECTIONS- Please indicate by checking the appropriate boxes (X).

	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. Hand wash 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 w/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 waste water 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 premise, are specifications for the ice machine provided? YES () NO ()

Describe provision for ice scoop storage: _____

Provide location of ice maker 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?

Provide calculations for necessary hot water (see Part 5 & Part 9 Under Section III in this manual)

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 ()

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 employees' personal belongings (i.e., purse, coats, boots, umbrellas, etc.) _____

H.

GENERAL

45. Are insecticides/rodenticides stored separately from cleaning & sanitizing agents?

YES () NO ()

Indicate location: _____

46. Are all toxics for use on the premise or for retail sale (this includes personal medications), stored away from food preparation and storage areas? YES () NO ()

47. Are all containers of toxics including sanitizing spray bottles clearly labeled?

YES () NO ()

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 bulk food products?

YES () NO ()

Indicate type: _____

53. Indicate all areas where exhaust hoods are installed:

LOCATION	FILTERS &/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. If the menu dictates, is a food preparation sink present?

YES () NO ()

J. DISHWASHING FACILITIES

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

- Dishwasher ()
- Two compartment sink ()
- Three compartment sink ()

58. Dishwasher

Type of sanitization used:

- Hot water (temp. 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 as 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) _____

Food Establishment Owner

Signature(s) _____

RS or CP-FS Food Consultant/ 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 preopening inspection of the establishment with equipment in place & operational will be necessary to determine if it complies with the local and state laws governing food service establishments.

Board of Health Review Approval/Denial

Board of Health Reviewer: _____

Reviewer Signature

Date

Reviewer Title

APPROVAL: _____

DATE: _____

DISAPPROVAL: _____

DATE: _____

REASON FOR DISAPPROVAL:
