



FOOD SERVICE FACILITY PLAN REVIEW REQUIREMENTS

The following requirements pertain to any situation where a food service facility is constructed or materially altered, or when an existing structure is converted for use as a food service facility. The Office of Plan Review **MUST** review and approve **prior to work starting**: properly prepared plans and specifications for the construction, remodeling or alterations, showing layout, arrangement, and construction materials, and including information on equipment, scope of operation and, in some instances, specific details or proposed methods of food processing.

A. **Classification of Facility:** In order for this Department to evaluate the potential risk for a foodborne illness to occur in the proposed food service facility, the following information is required:

- 1) Describe the clientele to be served
- 2) Submit a proposed menu or a written description of foods that will be prepared and served
- 3) Indicated the type of food service system(s) proposed, i.e., cook-serve, cook-hot-hold-serve, cook-chill-reheat-hot-hold-serve, etc.
- 4) After reviewing the above information, a priority assessment (high, moderate or low) will be assigned to your facility. If your facility is assigned to low priority, proceed to Section D.

B. **Hazard Analysis:** For each type of food service system proposed, (cook-chill-serve, cook-hot-hold-serve, etc.) submit a flow process diagram which includes the following:

- 1) Identify the critical control points for each flow process. A critical control point is the step or steps involved in the preparation of food where the potential for the introduction or the growth of pathogenic microorganisms exists.
- 2) Indicate how each critical control point will be controlled and monitored.
- 3) Submit written procedures as to how the food will be handled if the critical control point is not under control due to:
 - a) Employee error
 - b) Equipment Malfunction
 - c) Power Failure, etc.
- 4) Provide written procedures for training employees

C. **Layout of Facility:**

- a) Submit a floor plan showing that the flow of food through the facility allows for temperature control, product integrity and minimal potential for cross contamination.
- b) Indicate that adequate preparation and storage space is provided

c) Position equipment to allow for easy cleaning and maintenance

D. **Finish Schedule:** Specify by areas. Finishes must, in general be smooth, easily cleanable, durable, grease resistant. (Refer to the Regulations for specific requirements.)

- 1) Floors – specify material. Sample may be required.
- 2) Base – specify covering for concrete, quarry tile or ceramic tile floors. Specify all other floor/wall juncture to be closed.
- 3) Walls – specify materials and finish. Samples of vinyl or wood wall coverings may be obtained.
- 4) Specify that all piping, conduit, box cable and similar construction will be either located inside a wall, sealed to the wall, or installed with a minimum $\frac{3}{4}$ inch space from the wall.

E. **Doors:** Specify that all doors to the outside are self-closing and rodent proof. Include a statement that there will be no opening of $\frac{1}{4}$ inch or greater, in or around the doors. During hours of non-operation, all access to facilities located in shopping malls must be rodent-proof.

F. **Lighting:** Specify that a minimum of 20 foot-candles of shielded light will be provided at all work surfaces in storage areas. Ten foot-candles of light must be provided in dining areas.

G. **Cooking Exhaust Ventilation:** Submit, complete scaled shop drawings of each exhaust hood showing position of cooking equipment and indicate rating of exhaust fan in cubic feet per minute. Cooking exhaust ventilation systems must conform to the requirements of the State Ventilation Guidelines.

H. **Toilet Facilities:**

- 1) Location: Restrooms shall be adequate and conveniently located and shall be accessible to employees at all times.
- 2) Toilet facilities shall be installed in accordance to all applicable State and local laws, ordinances and regulations.
- 3) Office-site restrooms within 300 feet of the food service facility which are accessible without going outside, are acceptable for food service facilities with a gross floor area of 500 square feet or less.
- 4) Public restrooms are required when customer seating is provided for more than five customers
- 5) Restroom doors must be self-closing.
- 6) Provide mechanical exhaust ventilation sized at a minimum of 2 cubic feet per minute per square foot of floor area.
- 7) Provide waste receptacles in each toilet room. - receptacle(s) in the women's toilet room must be covered.

I. Handwashing Facilities:

- 1) Indicate location(s) on plans. Handwashing facilities are required in the following locations:
 - a) In, or adjacent to, toilet facilities
 - b) In each food preparation, utensil washing and food handling area
- 2) Provide a mixing valve for hot and cold water or combination faucet.
- 3) Provide splashguards, as necessary, when handsink is installed adjacent to any food preparation or storage area.
- 4) Scrap, paper towels and trash receptacles must be provided at all handsinks.

J. Equipment:

- 1) Complete list of manufacturer and model number. Must be National Sanitation Foundation (NSF) approved or the equivalent.
- 2) For custom-built equipment by a NSF listed manufacturer, specify "Custom". To be built to all applicable NSF standards and specify the manufacturer's name. Shop drawings are required for exhaust hood installation.
- 3) For custom-built equipment by a non-NSF listed manufacturer, submit complete shop drawings showing intended compliance with the applicable NSF standards.
- 4) Floor plan: Show equipment either sealed to adjacent surfaces, placed on NSF approved casters or space for easy cleaning.
- 5) Specify that all floor mounted equipment will be either placed on NSF approved 6-inch legs or properly spaced from adjacent equipment or walls, or placed on NSF approved casters, or properly sealed to the floor.
- 6) Indicate that all counter equipment weighing in excess of 80 pounds will be placed on NSF approved 4-inch legs, or properly sealed to the counter and all adjacent surfaces.
- 7) Shelving intended for storage or holding of open foods or utensils must be a minimum of 18 inches from the floor.
- 8) The floors of the walk-in boxes are to be graded to drain to the outside through a waste pipe, doorway, or other opening when flushing with water is the method of cleaning.
- 9) No overselves or salamanders are allowed above cooking surfaces.
- 10) Submit shop drawings for all food guards.
- 11) All equipment must be adequate for operational need and sized accordingly.

K. Utensil Washing:

- 1) Three compartment sink.

- a) Must be equipped with integral left and right drainboards or approved dish carts
- b) Indicate that sink will be sufficient in size to accommodate the largest pot, pan or utensil
- c) If a two-compartment sink is proposed, submit the name of the United States Department of Agriculture approved detergent sanitizer and indicate that no-grease-producing foods are prepared in the establishment.

2) Dishwasher:

- a) A pressure gauge is required immediately upstream from the final rinse control valve and downstream from a line strainer. The pressure gauge must read between 15 psi and 25 psi. The gauge must be installed on a ¼ inch IPS petcock.
- b) If a hose spray is used for scraping operation, indicate that it will be equipped with a Watts N9 or equivalent atmospheric type backflow preventer.
- c) Under-counter dishwashers must be installed on NSF approved 6-inch legs or NSF approved casters.

L. Plumbing: Must conform to requirements of the State and/or local plumbing authority.

- 1) Indirect connections are required for the following: dishwashing machines, multi-compartment and food preparation sinks, refrigerators, steam kettles, potato peelers, ice machines, walk-ins, and all food service equipment.
- 2) Indirect open site drain with a minimum one-inch air gap.
- 3) Indicate separate drains from each compartment of multi-compartment sink to an open site drain
- 4) All submerged water inlets and hose bibb connections must be protected by a properly installed vacuum breaker or other backflow prevention device as approved by the plumbing authority.

M. Storage: Specify shelving, dunnage racks, etc. by manufacturer and model number. Must be NSF approved, or the equivalent.

N. Utilities: Specify –

- 1) Water-public or private supply
- 2) Sewage – public sewer or septic tank

O. Dressing Rooms and Lockers: Specify location and type.

P. Refuse Storage: Note type of facilities on plans. Specify that outside storage of refuse will be in rodent proof containers located on a paved surface.

Q. **Mop Sink:** Specify location. Indicate location for the hanging storage of mops and brooms.

R. **Chemical Storage:** Specify type of facility and location.