

# FOOD ESTABLISHMENT PLAN REVIEW APPLICATION TO BE COMPLETED BY THE OPERATOR AND SUBMITTED TO THE RANDOLPH COUNTY HEALTH DEPARTMENT

Date:	

# FOOD ESTABLISHMENT PLAN REVIEW APPLICATION

NEW	REMODEL	CONVERSION
Name of Establishment:		
Category: Restaurant, Institution Other	, Daycare, Reta	il Market,
Address:		
Phone if available:		
Name of Owner:		
Mailing Address:		
Telephone:		
Applicant's Name:		
Title (owner, manager, architect, etc.):		
Mailing Address:		
Telephone:		
I have submitted plans/applications to the	e following authorities on	the following dates:
Governing Board of Council		_Plumbing
Zoning		_Electric
Planning		_Police
Building		_Fire
Conservation		_Other (

Hours of Operation:	Sun Mon Tues	_ Fri _ Sat	
Number of Seats:	Wed	_	
Number of Staff: (Maximum per shift)			
Total Square Feet of Fa	cility:	-	
Number of Floors on who			
Maximum Meals to be S (approximate number)	erved:	Lunch	
Projected Date for Start	of Project:		
Projected Date for Com	oletion of Proje	ot:	
Type of Service: (check all that apply)		Sit Down Meals Take Out Caterer Mobile Vendor Other	
Please enclose the following Proposed Menu (	_		nquet menus)
Manufacturer Spe plan	ecification shee	ts for each piece of	equipment shown on the
· .	streets; and loca	<b>O</b> .	ocation of building on site equipment (dumpsters, well,
		blishment showing I mechanical ventila	location of equipment, ition
Equipment sched	lule		

#### **CONTENTS AND FORMAT OF PLANS AND SPECIFICATIONS**

- 1. Provide plans that are a minimum of  $11 \times 14$  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 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;

- (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;
- Garbage can washing area/facility;
- k. Cabinets for storing toxic chemicals;
- I. 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.

	CATEGORY *	( <u>Y</u>	<u>'ES</u> )	( <u>N</u>	<u>O</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, casserd	•	) s)	(	)
5.	Bakery goods (pies, custards, cream fillings & toppings)	(	)	(	)
6.	Other			-	
author	neric HACCP plan for each category of food may be avoity for reference.  PLEASE CIRCLE/ANSWER THE FOLLOWING SUPPLIES:				
	all food supplies from inspected and approved source	s?	YES	S / N	NO
	at are the projected frequencies of deliveries for Frozen erated foods, and Dry goods				
Dry : Refr	vide information on the amount of space (in cubic feet) storage, igerated Storage, and sen storage	all	loca	ted	for:
4. Hov	w will dry goods be stored off the floor?				

#### **COLD STORAGE:**

- Is adequate and approved freezer and refrigeration available to store frozen foods frozen, and refrigerated foods at 41EF (5EC) 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 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 70EF(21EC)		
Microwave (as part of cooking process)		
Cooked from Frozen state		
Other (describe)		

<sup>\*</sup> Frozen foods: approximately one inch or less = thin, and more than an inch = thick.

temperatures of PHF's? YES What type of temperature mean Minimum cooking time and tem conduction heating equipment:	suring device:	convection and
	beef roasts	130EF (121 min)
	solid seafood pieces	145EF (15 sec)
	other PHF=s eggs:	145EF (15 sec)
	Immediate service	145EF (15 sec)
	pooled*	155EF (15 sec)
	(*pasteurized eggs must susceptible population)	be served to a highly
	pork	145EF (15 sec)
	comminuted meats/fish	155EF (15 sec)
	poultry	165EF (15 sec)
	reheated PHF=s	165EF (15 sec)
2. List types of cooking equipment	i.	

2. How will cold PHF's be maintained at 41EF (5EC) 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 41EF (5EC) within 6 hours (140EF to 70EF in 2 hours and 70EF to 41EF 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 165EF for 15 seconds. Indicate type and number of units used for reheating foods.
2. How will reheating food to 165EF 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 41EF?
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 PHF's will be kept in the temperature danger zone (41EF - 140EF) 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 coved 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.

1 Will all autoide deere be self closing	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			
<u>Inside</u>			
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?	( )	( )	( )

<u>Outside</u>	YES	NO	NA
11. Will a dumpster be used?  Number Size  Frequency of pickup  Contractor	( )	( )	( )
12. Will a compactor be used?  Number Size  Frequency of pick up  Contractor	( )	( )	( )
13. Will garbage cans be stored outside?	( )	( )	( )
14. Describe surface and location where dustored	impster/compactor/ga	arbage cans	are to be
15. Describe location of grease storage rec	eptacle		
16. Is there an area to store recycled conta	iners?	( )	( )
Describe			
Indicate what materials are required ( ) Glass ( ) Metal ( ) Paper ( ) Cardboard ( ) Plastic	to be recycled;		
17. Is there any area to store returnable da	maged goods?		
	( )	( )	( )

# D. PLUMBING CONNECTIONS

	AIR GAP	AIR BREAK	*INTEGRA L TRAP	* AP≅ 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 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 AP≅ trap is a fixture trap that provides a liquid seal in the shape of the letter AP.≅ Full AS≅ 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. <u>SEWAGE DISPOSAL</u>
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. <u>DRESSING ROOMS</u>
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 (
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 ea	ach listed ventila	ation hood syste	em cleaned?		
I. <u>SINKS</u> 55. Is a mop sink present? YES ( ) NO ( )					
ii no, piea			g of mops and ot	ner equipment.	
56. If the mer	nu dictates, is a	food preparatio	on sink present? YES	( ) NO( )	
J. <u>DISHWAS</u>	HING FACILITI	<u>ES</u>			
57. Will a dishwasher be used for warewashing? All establishments must have a 3-compartment sink, even when using a dishwasher.  Dishwasher ( )					
	Three co	ompartment sin	k ( )		
58. Dishwasher Type of sanitization used: Hot water (temp. provided) Booster heater Chemical type					
Ventilation must be provided over a dishwashing machine. YES ( )					
59. Do all disl	h machines hav	e templates wit	h operating instr YES() N	uctions? O()	

60. Do all dish machines have temperature/p accurately working?	ressure gauges as required that are YES ( ) NO ( )
61. Does the largest pot and pan fit into each  If no, what is the procedure for manual cl	YES() NO()
62. Drain boards are required on both ends of	of the 3-compartment sink. YES ( )
63. What type of sanitizer is used? Chlorine ( ) lodine ( ) Quaternary ammonium ( ) Hot water ( ) Other ( )	
64. Are test papers and/or kits available for c	hecking 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 combination faucet?	e in the restrooms, have a mixing valve or YES ( ) NO ( )
67. Do self-closing metering faucets provide the need to reactivate the faucet?	a flow of water for at least 15 seconds without YES ( ) NO ( )
68. Is hand cleanser available at all handwas	hing sinks? YES() NO()
69. Are hand drying facilities (paper towels, a sinks?	rir blowers, etc.) available at all handwashing 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? ES ( ) NO ( )
72. Are all toilet room doors self-closing?	YES() NO()
73. Are all toilet rooms equipped with adequate ve	entilation? YES() NO()
74. A handwashing sign must posted in each em	ployee restroom? ES ( )
L. SMALL EQUIPMENT REQUIREMENTS	
75. Please specify the number, location, and type Slicers Cutting boards Can openers Mixers Floor mats Other	
*****	***
STATEMENT: I hereby certify that the abounderstand that any deviation from the aboundable County Health Department may null	ove without prior permission from the
Signature(s)	
owner(s) or responsible rep	presentative(s)
Date:	
********* Approval of these plans and specification	

Approval of these plans and specifications by the Randolph County Health Department 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.

# Randolph County Health Department 1319 East Highway 24 Moberly, MO 65270 660-263-6643

# **PLAN REVIEW INVOICE**

Upon completion of the plan review form, return to the RCHD with the \$100.00 plan review fee. This is a separate fee from your operators permit.

ame of Establishment	
ame of Owner/Corporation	_
stablishment Address	
wner/Corporate Address	
stablishment Manager	
stablishment Telephone	
wner/Corporate Telephone	
stablishment FAX	
wner/Corporate FAX	
mail Address	
pate	
heck Number	

# WATER HEATER REQUIREMENTS FOR RESTAURANTS, CONVENIENCE STORES, GROCERY STORES

A critical factor in preventing foodborne illnesses in a food facility is the provision of an adequate supply of hot water for the washing of hands, utensils, equipment, and the facility itself. The installation of a properly sized water heater will ensure that a sufficient amount of hot water will be available at all times.

#### **General Requirements:**

- 1. A **commercial** hot water is required which is <u>capable</u> of generating an adequate supply of hot water, at a temperature of at least 120° Fahrenheit, to all sinks, janitorial facilities, and other equipment and fixtures that use how water, at all times.
- 2. Water heaters and their installation must be in compliance with all local building code requirements.
- 3. Water heaters that use reclaimed heat from equipment to heat water must be evaluated on a case by case basis.

#### Sizing requirements

- 1. For food facilities that utilize multiservice eating and drinking utensils, the water heater shall have a recovery rate equal to or greater than 100% of the computed hourly hot water demand, in gallons per hour (GPH).
- 2. For food facilities that use only single-service eating and drinking utensils, or don't use utensils at all, the water heater shall have a recovery rate equal to or greater than 80% of the computed hourly hot water demand, in GPH.
- 3. For food facilities that handle and sell **only** prepackaged foods, a water heater with a minimum storage capacity of 10 gallons must be provided.
- 4. The hourly hot water demand for the food facility, in GPH, is calculated by adding together the estimated hot water demands for all sinks and other equipment, such as dishmachines, which utilize hot water. The estimated hot water demands for sinks and other equipment that utilize hot are listed below. The hot water demands for automatic warewashers are found in NSF listings or listings established by other nationally recognized testing laboratories.

#### HOURLY HOT WATER DEMAND TABLE

Utility sinks

18" x 18" 14 gallons/ compartment 24" x 24" 25 gallons/ compartment

Custom size sinks- Length x Width x Average Depth x 7.5 =gallons/ compartment

Bar Sinks 6 gallons/ compartment

<u>Food Preparation Sinks</u>
Janitorial Sinks

5 gallons/ sink
15 gallons/ sink

Garbage Can Wash Facility
Hand Sinks
Pre-rinse Units

Clothes Washers

Employee Shower Other Fixtures

15 gallons/ facility 5 gallons/ sink 45 gallons

9-12 lb. washers-45 gallons 16 lb. washers-60 gallons

20 gallons/shower Manufacturer's specs

# **EXAMPLE**

A food facility utilizes multiservice eating & drinking utensils:

1-	18" x 18" three compartment sink	42 gph
2-	Automatic dishwasher	80 gph
3-	Pre-rinse sprayer	45 gph
4-	1-food preparation sink	5 gph
5-	2-handwashing sinks	10 gph
6-	1 janitor sink	<u>15 gph</u>
	<u>Total</u>	197 gph

As this is a multiservice eating and drinking establishment, 100% of the computed hourly hot water demand must be provided, so you would need a unit that has at least a 197 gph recovery rate.