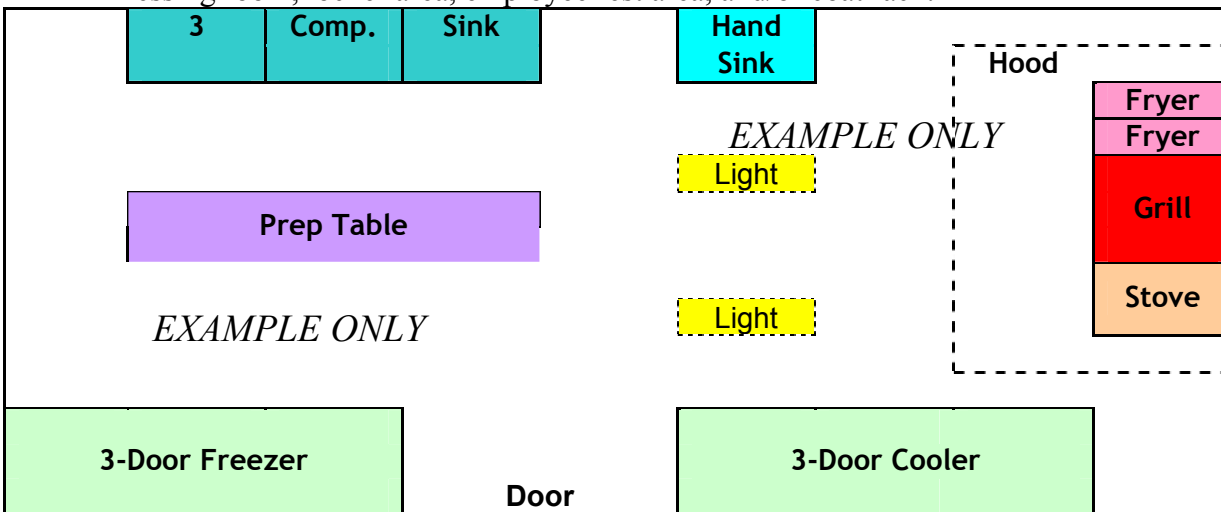


Format Specifications for Plans:

- **Plans are to be to scale** at a minimum of ¼ inch = 1 foot. This is to allow for ease of reading the plans.
- Each piece of equipment is to be clearly labeled on the plan with its common name.
- Clearly designate handwashing facilities for each restroom and in the immediate area of food preparation.
- Provide the room size, aisle space, space between and behind equipment and the placement of the equipment on the floor plan.
- Include entrances, exits, loading and unloading areas as applicable.
- Complete finish schedules for each room including floors, walls, ceilings, and coved juncture bases.
- Lighting schedule describing the amount of light and how lighting is protected.
 - Note:
 - At least 10 foot candles (110 lux) is required in walk-in refrigeration units, dry storage areas, and other rooms during cleaning.
 - At least 20 foot candles (220 lux) is required at self service areas; inside equipment such as reach in coolers and under counter refrigerators; where handwashing, dishwashing, restrooms, and where equipment and utensils are stored
 - At least 50 foot candles (540 lux) is required where food employees work with food, utensils, and equipment (such as knives, slicers, grinders, etc.).
- Source of water supply and method of sewage disposal. (Whether you are on city water/sewer or have an EPA approved system).
- Ventilation schedule for each room.
- Location of mop sink or curbed cleaning facility.
- Garbage can washing area.
- Cabinets/area for storing chemicals.
- Dressing room, locker area, employee rest area, and/or coat rack.



I have submitted plans/applications to the following authorities (as applicable) on the following dates:

_____ Plumbing	_____ Zoning
_____ Electric	_____ Planning
_____ Police	_____ Building
_____ Fire	_____ Other:

FOOD PREPARATION REVIEW

Check categories of Potentially Hazardous Foods (PHF'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. What are the projected frequencies of the deliveries for:

Frozen Foods: _____ Refrigerated Foods: _____

Dry Goods: _____

2. Provide information on the amount of space (in cubic feet) allocated for:

Frozen Storage: _____ Refrigerated Storage: _____

Dry Storage: _____

3. How will dry goods be stored 6 inches off the floor? _____

COLD STORAGE:

1. 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?: _____

2. Is there a bulk ice machine available? YES/NO

If no – What source will you utilize for ice? _____

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)		
Microwave (as part of cooking process)		
Cooked from frozen state		
Other (describe)		

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

COOLING

Please indicate by checking the appropriate boxes how PHF's will be cooled to 41°F within 6 hours (140°F to 70°F in 2 hours and 70°F to 41°F within 2 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 *(if applicable)*

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 within 2 hours. Indicate type of unit used for reheating.

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 # employees _____

Method of training: _____

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 or lesions? YES/NO

Please Describe: _____

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 Sanitizer: _____

Concentration/Strength: _____

Test Kit: YES/NO

6. Will all produce be washed on-site prior to use? YES / NO

Is there a planned location used for washing produce? YES / NO

Describe how and where: _____

7. 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:

8. 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?

GARBAGE/REFUSE

1. Will a dumpster be used? YES / NO

If yes: Number _____ Size _____

Frequency of Pickup _____

Contractor _____

2. Describe surface and location where dumpster/garbage cans are to be stored: _____

GENERAL

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

2. Will linens be laundered on site? YES / NO

If yes, what will be laundered and where? _____

If no, how will linens be cleaned? _____

3. Location of dirty linen storage: _____

4. Are bulk storage containers constructed of a durable and safe material? YES / NO
Indicate material type? _____

5. How are ventilation hood system cleaned? (if applicable): _____

DISHWASHING FACILITIES

1. Does the largest pot and pan fit into each compartment of the sink? YES / NO
If no, what procedure will be used for cleaning and sanitizing those items? _____

2. Are there drain boards on both ends of the three compartment sink? YES / NO

3. What type of sanitizer will be used for each of the following? (as applicable):

- 3 Compartment sink _____
- Dishwashing machine _____
- Tables _____
- Food contact surfaces _____

HANDWASHING/TOILET FACILITIES

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

2. Is hand cleanser available at all handwashing sinks? YES / NO

3. Are hand drying facilities (paper towels, air dryers) available at all handwashing sinks? YES / NO

4. Are covered waste receptacles available in each restroom? YES / NO

5. Are all toilet room doors self-closing? YES / NO

6. Are all toilet rooms equipped with adequate ventilation? YES / NO