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## SECTION 1: FLOORS

**Floors must be smooth, impervious, non-absorbent, easily cleanable and commercial grade. Quarry tile, commercial vinyl tile or a seamless poured epoxy floor is acceptable.**

| | Material | Finish | Color | |
|---|---|---|---|---|
| **Prep areas** | _____ | _____ | _____ | ☐ |
| **Warewashing** | _____ | _____ | _____ | ☐ |
| **Storage Rooms** | _____ | _____ | _____ | ☐ |
| **Restrooms** | _____ | _____ | _____ | ☐ |
| **Bar** | _____ | _____ | _____ | ☐ |
| **Locker Room** | _____ | _____ | _____ | ☐ |

## SECTION 2: WALLS

**Walls must be smooth, impervious, non-absorbent, light colored, and easily cleanable. All food prep, warewashing, or other areas subject to abuse or splashing must be either FRP, ceramic tile, or stainless steel. Exposed waterlines, wastelines, gaslines, or conduits are prohibited.**

| | Material | Finish | Color | |
|---|---|---|---|---|
| **Prep areas** | _____ | _____ | _____ | ☐ |
| **Warewashing** | _____ | _____ | _____ | ☐ |
| **Storage Rooms** | _____ | _____ | _____ | ☐ |
| **Restrooms** | _____ | _____ | _____ | ☐ |
| **Bar** | _____ | _____ | _____ | ☐ |
| **Locker Room** | _____ | _____ | _____ | ☐ |

**A 4 inch cove molding must be supplied on all walls**

**Indicate type of coving: ☐ vinyl base ☐ quarry tile base** ☐

## SECTION 3: CEILINGS

**Ceilings must be smooth, impervious, non-absorbant, and easily cleanable. Painted sheetrock or vinyl faced suspended ceiling tiles are acceptable. Pourous tiles are acceptable only in customer seating areas. Exposed waterlines, wasteline, gaslines or conduit are prohibited.**

| | Material | Finish | Color | |
|---|---|---|---|---|
| **Prep areas** | _____ | _____ | _____ | ☐ |
| **Warewashing** | _____ | _____ | _____ | ☐ |
| **Storage Rooms** | _____ | _____ | _____ | ☐ |
| **Restrooms** | _____ | _____ | _____ | ☐ |
| **Bar** | _____ | _____ | _____ | ☐ |
| **Locker Room** | _____ | _____ | _____ | ☐ |

## SECTION 4: DOORS AND WINDOWS

**All doors and windows must be tight fitting to exclude the entrance of insects and rodents. Doors and drive-thru windows must be self-closing. Screening material shall not be less than 16 mesh to the inch.**

**Openable windows:** ☐ **screened** ☐ **self-closing**

**Outside doors:** ☐ **screened** ☐ **self-closing** ☐ **air-curtain provided**

## SECTION 5: LIGHTING

**50 foot candles of light must be provided on all working surfaces and equipment in food preparation, food storage, utensil washing, and handwashing areas.** ☐

**20 foot candles of light must be provided in toilet rooms measured at a distance of 30 inches from the floor.** ☐

**Protective shielding must be provided for all light fixtures in food and clean equipment areas. Shatterproof bulbs such a "tuff-skin" or "shat-r-shield" may be used in place of plastic shields.** ☐

## SECTION 6: VENTILATION

**Ventilation must be adequate so that all areas are kept reasonably free from excessive heat, steam, condensation, vapors, fumes or objectionable odors. Ventilation hoods must be designed to prevent grease or condensate from dripping into the food and the filters or baffles must be readily removed for cleaning. Make-up air must be of adequate size, design and properly located. Fire protection equipment must be installed so that it does not create a cleaning problem or compromise the integrity of the original hood design. Intake air ducts must be designed and located to prevent the entrance of dust, dirt, insects, exhausted air, etc.**

**Hoods shall meet National Fire Protection Act Standard # 96 , be constructed of stainless steel, and shall be NSF approved.** ☐

**Cubic feet of air per minute exhausted through hood _____** ☐

**Cubic feet per minute of make-up air_____** ☐

## SECTION 7: TOILET FACILITIES

**Separate facilities for each sex, available to the public, if total occupancy load is greater than 15 ( including employees )** ☐

**Facilities must be available to the public without passing through the kitchen.** ☐

**Must be located within 200 feet if facility is located in multi-purpose building.** ☐

**# of water closets for Men _____ Women_____**
**# of lavatories for Men_____ Women _____**
**# of urinals_____** ☐

**Toilet facilities must be available and accessilbe all times establishment is open.** ☐

**Sanitary napkin receptacles must be provided in female restrooms ( covered waste container )** ☐

**Restrooms vented to outside by mechanical fan.** ☐

**Restrooms must have self-closing doors** ☐

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## SECTION 8: HANDWASHING FACILITIES

Handwashing facilities shall be provided for each food preparation area, utensil washing area, and restroom. ☐

All handwashing facilities provided with hot and cold water under pressure. ☐

Each handwashing station provided with liquid soap dispenser and appropriate hand drying ☐ paper towels ☐ electric dryer ☐

Faucet type to be used _____

Note: Any self-closing or metering faucet must be capable of providing a flow of water for at least 15 seconds. ☐

## SECTION 9: FOOD PREP SINK

If salads are prepared, vegetables or other foods washed, a separate sink shall be provided for food preparation. ☐

## SECTION 10: CHEMICAL STORAGE

All toxic materials including cleaning compounds, pesticides, sanitizers, etc., must be stored in an area away from food preparation, and in a locked cabinet. Location_____ ☐

## SECTION 11: CLEANING EQUIPMENT STORAGE

Cleaning equipment ( mops, brooms, etc. ) shall be stored in a room completely separate from food storage or prep, utensil storage areas or utensil washing. ☐

Slopsink with backflow preventer provided ☐

## SECTION 12: DRESSING ROOMS

Are separate dressing rooms provided? ☐ yes ☐ no

Are lockers provided? ☐ yes ☐ no

If not, describe storage facilities for employees' personal belongings ( purse, coat, shoes, etc. ) _____ ☐

## SECTION 13: LAUNDRY FACILITIES

Are laundry facilities located on premises? ☐ yes ☐ no

If yes, what will be laundered _____

Washing Machine ☐ yes ☐ no Dryer ☐ yes ☐ no

Location of clean linen _____

Location of dirty linen _____ ☐

## SECTION 14: GARBAGE AND REFUSE

Interior

Do all containers have lids? ☐ yes ☐ no

Will refuse be stored inside? ☐ yes ☐ no

If so, where _____

Is there a garbage can cleaning sink or area? ☐ yes ☐ no ☐

Exterior

Will a dumpster be used? ☐ yes ☐ no

Number _____ Size _____

Frequency of pick up _____

Contractor _____ ☐

Will a compactor be used? ☐ yes ☐ no

Number _____ Size _____

Frequency of pick up _____

Contractor _____ ☐

Note: All Dumpster and compactors must be leakproof.

Will garbage cans be stored outside? ☐ yes ☐ no

Describe surface and location where dumpster / compactor / cans are to be stored _____

_____ ☐

Type and location of grease storage receptacle _____

_____ ☐

Is there an area to store recycled containers? ☐ yes ☐ no

Describe _____

_____ ☐

## SECTION 15: DISHWASHING FACILITIES

A 3 compartment sink must be provided with compartments that are large enough to submerse the largest piece of equipment used.

Size of each compartment: L _____ W_____ D _____ ☐

Drainboard at least 24 inches provided at each end of sink. Wall mounted drain shelving may be substituted. ( wire shelves over sink ) ☐

Will a dishwasher be used? ☐ yes ☐ no NSF Approved ☐ yes ☐ no

Make _____ Model_____

Type of machine ☐ high temp ☐ chemical

Hot water requirements: _____ gallons per hour of _____ degree F water

Booster Heater: Make _____ Model _____

Indirect wasteline provided ☐ yes ☐ no Ventilation required ☐ yes ☐ no ☐

## SECTION 16: HOT WATER SUPPLY

Hot water heater: Make _____ Model _____

☐ gas ☐ electric Size _____ gallons

Hot water requirement of establishment is _____ gallons per hour, based on usage requirements of all fixtures. ☐

## SECTION 17: GREASE TRAPS

All new food service establishments having fryolators or which in the opinion of the Health Department will produce significant volumes of grease shall be required to install an exterior grease trap to be sized by the Health Department. In no case shall an exterior grease trap be less than 1000 gallons in capacity.

All other new food establishments must install an interior grease interceptor. The size shall be determined by Health Dept. guidelines.

A maintenance contract shall be signed with a grease pumping contractor prior to obtaining a foodservice license. Copies of all receipts for cleaning and pumping of these grease traps must be submitted to the Health Dept. within 48 hours of pumping.

All new external grease traps shall be provided with manhole covers to grade, shall be easily accessible, and shall be placarded with notification as to the danger of entering the chamber due to the presence of noxious gases.

Type Required: ☐ external ☐ internal ☐ heat assisted grease separator

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## SECTION 18: EQUIPMENT--DESIGN, CONSTRUCTION, INSTALLATION

**All foodservice equipment and utensils must be NSF approved or equivalent** ☐

**Deli case refrigerators must meet CRMA standards** ☐

**Equipment including ice machines and ice storage equipment shall not be located under exposed sewer lines , wastelines or other sources of contamination.** ☐

**Equipment used for food preparation or storage shall be installed so as to facilitate cleaning around and beneath each unit.** ☐

**For all floor mounted equipment, the space between adjoining units, and between a unit and a wall, must be either closed or sealed if exposed to seepage, or sufficient space provided to facilitate easy cleaning between, behind, and beside equipment.** ☐

**Equipment which is placed on tables or counters must either be readily moveable, sealed thereto, or mounted on legs at least 4 inches high to facilitate easy cleaning.** ☐

**Cooking equipment ( ranges, stoves, fryolators, etc. ) shall be mounted on on lockable castors and supplied with a flexible reinforced AGA approved gas connection hose. Spacing requirements listed below are not applicable in this instance )** ☐

**Floor mounted cooking equipment which is not able to be mounted on castors must be installed on and sealed to a non-absorbent masonry pad having a minimum thickness of 6 inches.** ☐

### Space requirements

**If equipment is less than 24 inches wide, the space between equipment and wall must be at least 6 inches.** ☐

**If equipment is more than 24 inches but less than 72 inches wide, the space between equipment and wall must be at least 12 inches.** ☐

**If the equipment is more than 72 inches wide, the space between the equipment and the wall must be at least 18 inches.** ☐

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## SECTION 19: REFRIGERATION AND FREEZER STORAGE

| | WALK IN REFRIGERATORS | | WALK IN FREEZERS | |
|---|---|---|---|---|
| | #1 | #2 | #1 | #2 |
| **Floors** | _____ | _____ | _____ | _____ |
| **Walls** | _____ | _____ | _____ | _____ |
| **Ceilings** | _____ | _____ | _____ | _____ |
| **Size** | _____ | _____ | _____ | _____ |

**Interior finishes must be smooth, non-absorbant, and easily cleanable.** ☐

**Floors can be pre-fabricated from manufacturer or may be quarry tile.**

**A floor drain must be provided in the walk in refrigerator with the floors pitched to the drain. If this is not possible, a drain must be provided immediately outside the walk in door.** ☐

### REACH-IN REFRIGERATORS AND FREEZERS

**# of refrigerators** _____ **capacity** _____ **cubic feet**

**# of freezers** _____ **capacity** _____ **cubic feet** ☐

**Thermometers must be provided in all refrigeration units in a location where they can be seen easily.**

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## SECTION 20: FACILITIES TO PROTECT FOOD

All utensils and equipment must be stored at least 6 inches off the floor, and must be clean, dry and protected from splash and dust. ☐

Hot holding units must be capable of maintaining food at an internal temperature of 140 degrees F or above, during display, service, or holding periods. ☐

If food is transported to another location off premises, food must be protected from contamination and held at proper holding temperatures. List equipment and procedures. _____

_____

_____

_____

_____

Appropriate thermometers required to monitor temperatures. ☐

Are you having a salad bar? ☐ yes ☐ no
Type of foods: ☐ cold ☐ hot
Method of keeping foods cold: ☐ ice ☐ electric cold plates
Method of keeping hot foods _____
Permanent drain installed ☐ yes ☐ no ☐
Adequate sneeze guards provided ☐

Are frozen deserts being portioned and dispensed? ☐ yes ☐ no
Running water dipper provided? ☐ yes ☐ no ☐

Separate food preparation area provided for Sushi bar?
☐ yes ☐ no ☐ not-applicable ☐

## SECTION 21: DRY STORAGE

The dry storage space required depends on menu, number of meals, quantity purchased, and frequency of delivery.

Room free of overhead sewer and wasteline pipes. ☐

Adequate metal shelving provided. (bottom shelves 18 inches above floor ) ☐

Adequate metal or durable dunnage racks provided. ☐

Adequate food containers with tight fitting covers and dollies provided. ☐
Food dispensing scoops provided.

## SECTION 22: PLUMBING AND CROSS CONNECTION CONTROL

**There shall be no cross connections between the potable water supply and any non-potable water supply.**

**The potable water supply shall be installed to preclude the possibility of backflow. Devices shall be installed to protect against backflow and backsiphonage at all fixtures and equipment unless an air gap is provided.**

## DEFINITIONS

**(a) An air gap means the unobstructed vertical distance through the free atmosphere between the lowest opening from any pipe or outlet supplying water to a tank plumbing fixture, or other device, and the flood level rim of the receptacle. The verticle 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.**

**(b) Atmospheric vacuum breakers means a mechanical device which automatically air vents a pipeline to prevent backsiphonage. Installation shall be located beyond the last control valve prior to the first outlet and at an elevation 6 inches higher than any source of contamination. Atmospheric vacuum breakers shall be installed so as not to be subjected to backpressure or continuous operating pressure of more than 12 hours duration.**

**(c) An air break is 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.**

| Equipment | Backflow/Backsiphonage Preventer Required |
|---|---|
| 1. Boiler with chemicals added | Reduced pressure device (RPD) |
| 2. Boiler with no chemical added | Air vent type backflow preventer (e.g., Watts model 9D or equivalent) |
| 3. Carbonators for beverage dispensers | Air vent type backflow preventer which contains 2 spring-loaded check valves plus an atmospheric vent. (e.g., Watts model 9BD, Chudnow model 911 plus 2 check valves, or Carmun Industries part #77-4030 or part #77-6050 plus 1 check valve |
| 4. Ice making equipment | If the inlet to the reservoir is not air gapped an atmospheric breaker is needed |
| 5. Lawn sprinkler system | If no chemicals are added an atmospheric or pressure vacuum breaker. If supply line is under pressure for 12 or more hours a pressure vacuum breaker is needed |
| 6. Flush valve toilets | Atmospheric vacuum breaker |
| Tank toilets | Antisiphon ball-cock |
| 7. Threaded faucets inside and outside of establishments | Hose bibb-type vacuum breaker if a hose may be attached |
| 8. Preflush hose with a nozzle head that may be submerged | Atmospheric vacuum breaker, unless shutoff is downstream from vacuum breaker, in which case a pressure vacuum breaker is needed |
| 9. Coffee urns | A reduced pressure device if chemicals are added to a jacketed urn, otherwise atmospheric vacuum breakers are required |
| 10. Perforated pipe to oriental wok cookers | Atmospheric vacuum breaker |

| | |
|---|---|
| **11. Inlets which are or may become submerged** | |
| **Supply inlet to garbage grinder** | **Atmospheric vacuum breaker** |
| **Supply inlet to dishtable trough** | **Atmospheric vacuum breaker** |
| **Fill line for steam kettle** | **Atmospheric vacuum breaker** |
| **Supply line to mechanical dishwasher** | **Atmospheric vacuum breaker**<br>**Note: drying agents added to the final rinse line must be added on th downstream side of the vacuum breaker and a distance of 3 pipe diameters below the vacuum breaker** |
| **Supply line to soap dispenser on mechanical dishwasher** | **Atmospheric vacuum breaker** |
| **Garbage can washer** | **Atmospheric vacuum breaker** |
| **Soap proportioner on faucet** | **Soap proportioner must contain an internal air gap (e.g., Dema models 153 &154) or have an appropriate vacuum breaker** |
| **Water wash system for kitchen exhaust hood** | **Air vent type backflow preventer installed upstream from the injection point of the detergent pump** |
| **12. Auxiliary sources as for industrial or fire protection.** | **Physically disconnected, independent distribution system and may also require a reduced pressure device** |
| **13. Fire protection systems** | **Reduced pressure device on systems with siamese connections. Reduced pressure device where chemicals are added** |

# DRAINS

**Except for properly trapped open sinks there shall be no direct connection between the sewerage system and any drains originating from equipment in which food, portable equipment or utensils are placed. When a dishwashing machine is located with five feet of a trapped floor drain, the dishwasher waste outlet may be connected directly on the inlet side of a properly vented floor drain trap, otherwise the connection must be indirect.**

**Other examples of required drain line connections:**

| Equipment | Drain Line Connection Required to Sewer Line |
|---|---|
| 1. Air-cooled condenser for ice or other refrigeration system | Air Break |
| 2. Water-cooled condenser for ice machine or other refrigeration system | Air Gap |
| 3. Floor drain inside a walk-in refrigerator | Air Break |
| 4. Ice bin | Air Break |
| 5. Food prep sink | Air Gap |