



*Health
District*

"Helping to maintain a healthy community"

**TO: PROPOSED FOOD SERVICE / FOOD ESTABLISHMENT OPERATIONS
RE: FACILITY LAYOUT AND EQUIPMENT SPECIFICATIONS**

1. Type of operation: Food Establishment or Food Service.
2. Floor Plan (to scale) showing all portions where the operation is to be conducted.
3. Menu (tentative, if you don't have full menu made up already).
4. Surface finishes- Floors, Walls, Ceilings, Counters, Base/Cove Molding.
 - All must be non-absorbent, smooth, durable and easy to dean.
 - Walls by cook line need to be stainless steel or similar non-porous material.
 - Walls by sinks need to be maralite, FRP, Formica, stainless steel, aluminum or similar non-porous material.
 - Indicate location of floor drains.
5. Equipment List with makes and model numbers including a cut sheet from the manufacturer.
 - All must be commercial grade, NSF standard or equivalent.
6. Entrances and Exits.
7. Lighting Plan (artificial and natural) Foot candles noted at critical surfaces.
 - Walk-in coolers and dry storage areas 30 inches off floor must be 10 foot candle (110 lux).
 - Customer self-service areas, produce or package foods areas, inside reach-in and under counter refrigerators must be 20 foot candles (220 lux).
 - Hand washing, dishwashing, equipment and utensil storage areas and toilet rooms at a distance of 30 inches off the floor must be 20 foot candles (220 lux).
 - Surface where employee is working with food, utensils or equipment such as knives, grinders, saws or slicers where safety is a factor must be 50 foot candles (540 lux).
 - All lighting must be shielded.
8. General layout of fixtures and equipment.
9. Water supply: City or Well. If source us a well, a safe water sample is needed.
10. Waste disposal – sewage: Sanitary sewer or sewage system.
11. Ware-washing: Requires a three compartment sink and/or commercial dishwasher.
12. Hand sinks must be located for convenient use in the food preparation area, food dispensing areas, ware-washing area and in or immediately adjacent to toilet rooms.
13. Food preparation sink is required where menu dictates the washing of fruits and vegetable, draining of pastas, etc. Sink must have an indirect connection to the waste drain.
14. Utility or mop sink must be present for draining of mop water.
15. Restroom design and location must be noted.
16. Location of dumpsters or trash receptacles must be noted.
17. Adequate ventilation and exhaust systems should be provided and meet building code.
18. A licensed plumber must do all plumbing. Permits are required.

* Building, plumbing, fire, and EPA (when applicable) approvals are required prior to issuing a food service or food establishment license.

* This office has thirty days to review and respond to plan submittals.