

PLAN REVIEW GUIDELINES AND SPECIFICATIONS
FOR FOOD SERVICE ESTABLISHMENTS



GARFIELD COUNTY HEALTH DISTRICT

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CHECKLIST FOR FOOD SERVICE ESTABLISHMENTS

Please include the following information for permitting a new food service establishment in Garfield County. Incomplete applications will be returned. Please return checklist with requested information.

1. Cover Page

- Name and address of food service establishment
- Contact person and phone number with mailing address
- Ownership information (if different from contact person)
- Complete site plan showing building, streets, sidewalks, parking, and neighboring building

2. Menu

- List all food items to be served
- Description of food preparation procedures
- Estimated meal service

3. Equipment Floor Plan

- Make and model of all refrigeration and freezer units
- Make and model of cooking equipment (fryers, stove, ovens, and grills)
- Hot holding equipment
- Work station details (cutting blocks, tables, prep tables, etc.)
- Shelving and storage for food items and equipment
- Equipment certified by the National Sanitation Foundation (NSF). Equipment equivalent to the NSF standards may be allowing following approval of the Health Department.

4. Seating

- Total number of seats
- Maximum occupancy of facility (as determined by Fire Marshal).

5. Finish Schedule

- Floors, walls, ceiling details
- All surfaces must be smooth, durable and easily cleanable

6. Sinks

- Handwashing sinks
- A food preparation sink (indirectly drained).
- 3 compartment sink or mechanical dishwasher (with backflow prevention).
- Mop sink (plumbed to prevent backflow).
- Ice cream dipper well (indirectly drained if required).

7. Restrooms

- Distance to restrooms
- Public
- Employee Only

8. Inspections

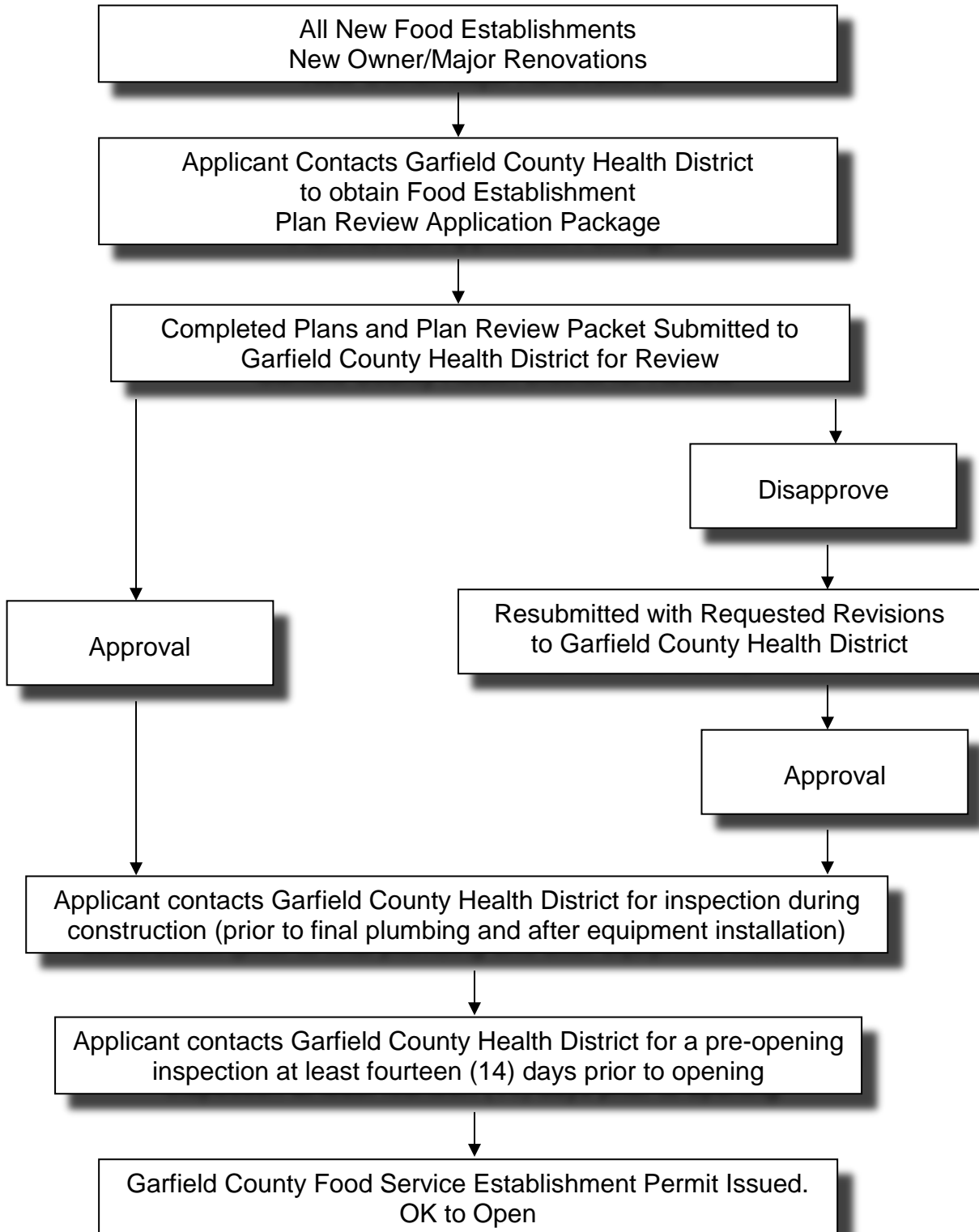
A pre-opening inspection fee as approved by the Garfield County Board of Health will be charged and **is required** before completion of work and prior to opening at

9. Plan Review Fee

- Fee approved by the Garfield County Board of Health will be charged.

“NO CHANGES WILL BE MADE WITHOUT HEALTH DEPARTMENT APPROVAL”

PLAN REVIEW PROCESS FLOW CHART



GENERAL INFORMATION

Prior to construction or extensive remodeling requiring a building permit, a food service establishment in Garfield County must complete and submit plans to the Garfield County Health District. The plan review process allows Garfield County Health District and food service establishment owners a good review of plans helps to avoid future problems. By listing and locating equipment on floor plans and diagramming specifications for electrical, mechanical and plumbing systems, potential problems can be spotted while still on paper and modifications made BEFORE costly purchases, installation and construction.

SUBMITTAL:

Please submit two (2) sets of professional quality plans (drawn to scale) to the Garfield County Health District offices prior to construction or remodel of a food service establishment. Refer to the attached “Checklist for Food Service Establishments” for expected content. The fee for a plan review approved by the Garfield County Board of Health will be charged for the first 2 hours. If additional requirements are needed prior to approval, a rate per hour approved by the Garfield County Board of Health will be charged. Please note: The plan review fee is not refundable.

Additionally, the following information must be returned with the “Application for Food Service Establishment Plan Review”

1. Facility Information
 - (a) Name and physical address of establishment.
 - (b) Name, address, and telephone number of person or persons to contact.
 - (c) Estimated seating capacity
 - (d) Name of water purveyor and type of sewage system serving establishment; public or private, (please specify).
 - (e) Name of refuse service company. Please indicate what type of refuse and/or garbage waste facilities you plan to utilize and what method of cleaning maintenance is planned.
2. Overall view of the interior design showing complete layout of the food establishment drawn to scale.
3. Equipment schedule layout: Provide an equipment schedule listing the manufacturer and model number of each piece of equipment and/or a statement that all equipment meets N.S.F. standards. Show the location where the equipment is to be situated.
4. Finished construction material list: Example—floors, walls, ceilings, counters, etc., throughout the building. Show areas where various types of materials are to be utilized.
5. Plumbing and ventilation schedules: For plumbing and ventilation details, check with your appropriate building codes department. **The local building inspector must sign off on the Plan Review Application.**
6. Food menu Completed plan review checklist.

The final approval of plans for the construction or remodeling of a food service establishment is contingent upon compliance with local requirements and Garfield County Health District food service establishment regulations. Please consult with your local building codes department for details regarding permits and construction matters pertaining to them. The issuance of building permits is contingent upon Health Department approval.

PRE-OPERATIONAL INSPECTION:

BEFORE BEGINNING CONSTRUCTION OR REMODEL OF A FOOD SERVICE ESTABLISHMENT, CHECK WITH THE LOCAL BUILDING INSPECTOR. After a building permit has been issued, construction can begin

Contact Garfield County Health District during the construction phase to arrange for a pre-opening inspection. This inspection must be scheduled at least **fourteen (14) days** prior to the proposed opening date. No food service establishment will be authorized to operate without completing a pre-opening inspection.

Prior to arranging the pre-opening inspection, please ensure:

- ✓ A valid Garfield County Health District Food Service Establishment permit is issued
- ✓ Building and plumbing permits are signed off by appropriate agencies.
- ✓ A completed Application for Food Service Establishment Plan Review is submitted

THIS IS A GENERAL GUIDELINE TO THE BASIC REQUIREMENTS OF A FOOD SERVICE ESTABLISHMENT OPENING IN GARFIELD COUNTY. REQUIREMENTS MAY VARY FOR DIFFERENT ESTABLISHMENTS. CONTACT THE HEALTH DISTRICT FOR SPECIFIC QUESTIONS OR REQUIREMENTS FOR YOUR ESTABLISHMENT.

EQUIPMENT SPECIFICATIONS

SINKS

A food service establishment must have at least:

1. A handwashing facility in the food preparation area.
2. A handwashing sink in each bathroom facility.
3. A utility sink, more commonly known as a mop sink.
4. A three-compartment dishwashing sink. A mechanical dishwasher may be substituted for a three-compartment facility.
5. A two-compartment washing sink if a mechanical dishwasher is utilized.
6. A food preparation sink.

Handwashing sinks are required in all food preparation and ware washing areas. Hand sinks must remain accessible and conveniently located in all areas where food is handled and prepared. **This may require more than one handwashing sink in your food service establishment.** Handwashing sinks must be equipped with hand soap and paper towels (or a mechanical hand dryer) at all times. The minimum hot water temperature allowed at all handwashing sinks is 100 degrees Fahrenheit. A utility sink or prep sink may not be designated for handwashing. It is recommended that the handwash sink be located away from the general food preparation area, but close enough to make it readily accessible. All restrooms (employees and customers) must be equipped with a handwash sink.

If tableware is utilized in the facility, then an approved dishwasher or three-compartment sink with drainboards must be used. Where an acceptable dishwashing machine is provided (please provide the make and model of the dishwasher), the pot and pan sink may have a minimum of two compartments, and a drainboard on each end. This sink is to be large enough to accommodate the largest piece of food preparation equipment normally cleaned by submersion. If a dishwashing machine is not provided, then a three-compartment sink can be utilized both for cleaning tableware and food preparation equipment. When single service utensils are utilized, then all that is necessary is a two-compartment equipment wash sink with drainboards.

Sufficient food preparation sinks may be required in those establishments which normally prepare/wash vegetables and fruit or if meats are thawed. The food preparation sink must have an indirect waste drain line with an air gap or floor drain. It is recommended that the produce/food preparation sink be equipped with drainboards at each end. Produce and meat preparation shall be done in separate compartments.

All sinks must meet NSF (National Sanitation Foundation) specifications.

DISHWASHER

Above-counter dishwashers must have the capacity to adequately wash and sanitize tableware during peak periods of business. It must be equipped with adequately-sized drainboards to handle soiled and clean dishes and a pre-rinse unit with a hot water supply.

A full tray with a scrap trough located between pre-rinse and dishwasher is recommended. A hot water sanitizing dishwasher must have a booster heater, capable of producing and maintaining temperatures in accordance with NSF standards for that particular unit, typically 150-165⁰F wash cycle and 165-195⁰F for final sanitizing rinse cycle. Adequate counter space is needed for assembling soiled dishes and utensils in racks prior to washing, and for receiving clean dishes and utensils after washing. Dishwashers, dish tables, and canopy hoods must be of stainless-steel construction and meet NSF standards. The approval of under counter dishwashers is based the type of establishment and proposed menu.

FUME HOODS

An adequately-sized fume hood must be provided for grills, fryers, ovens, broilers, steam-kettles, stoves, roasters, etc., and must be constructed and installed according to the following requirements:

1. Construction material is to be stainless steel, copper, or other metal providing a smooth, corrosion-resistant, durable, nonabsorbent, and easily cleanable surface. Stainless steel is commonly utilized and recommended. Please note: Painted exterior surface will be considered ONLY when applied by the manufacturer as a “baked” enamel surface.
2. Wall-hung canopy hoods are to be sealed to the supporting wall in order to prevent grease and/or condensation build-up between the wall and hood. All suspended canopy hoods are to be installed in such a manner to provide adequate separation between the exterior hood surface, adjacent walls, and ceiling in order to facilitate easy cleaning.
3. All hood designs and materials must meet building, fire and health codes.

**CONTACT THE LOCAL BUILDING DEPARTMENT TO ENSURE THE PROPOSED
VENTILATION SYSTEM MEETS MINIMUM REQUIREMENTS.**

BUFFET SERVICE

All buffet lines must be equipped with sneeze guards so sized to provide protection of all displayed food items from customer contamination. Hot and/or cold holding equipment must be capable of maintaining food temperatures below 45°F or above 140°F. Recommend hot food items such as prime ribs, beef barons, etc., have heat sources above as well as below the cutting surface. Lamps utilized as the sole source of heating are not acceptable.

Identify other self-service areas and equipment that are equipped with sneeze guards (buffet lines, salad bars, self-service condiments, self-service beverage, etc.).

FOOD HOLDING EQUIPMENT

Adequately sized hot and cold food holding equipment must be provided for both prepared and unprepared food products, such as steam tables and refrigeration units. Please submit make and model of food service equipment, including: walk-in coolers, reach-in refrigerators, sandwich prep refrigerators, refrigerated display cases, freezers, steamers, display cases, etc.).

EQUIPMENT SPACING

All food preparation equipment is to be spaced so as to facilitate cleaning. If it is necessary to abut equipment, the seams are to be capped to prevent entrance of food soil or vermin between equipment.

A final set of plans detailing location of equipment in food service areas must be submitted.

COVERED LIGHT FIXTURES

All bare light fixtures installed in the area of food preparation and storage must be shatter-proof to protect food from possible breakage. Generally, plastic slip tubes are acceptable for fluorescent fixtures; however, decorative or custom light fixtures may require protective covers or coated bulbs.

GARBAGE AREA

As a minimum, the outside garbage storage surface area must be of concrete construction or other smooth, cleanable, impervious surface (e.g., asphalt) and large enough to facilitate all waste generated from the establishment. The pad should also be surrounded on three sides by concrete curbing. The fourth side must be open to allow easy passage of the dumpster or pick-up vehicle. Running water must be provided for the garbage areas. Interior faucets with attached hose may be utilized. All surfaces are to be cleanable. Garbage containers should not be stored near any entry into the food service establishment.

FOOD SERVICE – GENERAL ITEMS

All food service establishments must provide a separate area, away from food preparation and food storage, for their cleaning compounds and toxic materials. Additionally, an area for employees' personal articles is to be provided.

Ice machine scoops are to be stored in a washable container – not in the ice. The container may be mounted on the outside of the machine for convenience of handling.

All permanently located counter tops abutting against a wall must be sealed to the wall. Recommend counter tops be constructed with at least a four-inch lip that is sealed to the wall. Counters that are located close to a wall must be constructed with a splash-back of sufficient height to prevent materials from getting in-between.

Food storage areas and cabinetry must detail construction and identify storage at least six (6) inches off the floor.

FINISHES

A final set of plans detailing finishes of food preparation, service, and storage areas must be provided prior to approval. Please include the following descriptions;

- A. Identify the finish of the floors, walls and ceilings in all areas. Note: floors, walls and ceilings must be non-porous, smooth, and easily cleanable.
- B. Backsplashes must be identified on counter surfaces
- C. All wood surfaces (doors, trim, shelves, cabinets, etc.) must be sealed.
- D. All plumbing or wiring must be covered per building code requirements.
- E. All equipment and cabinetry must be flush mounted to counters, walls or floors, or be raised/located to allow access for cleaning.

RESTROOMS

Please include the following descriptions for restroom facilities;

- A. Location and construction of employee facilities. Employee restrooms are required.
- B. If consumption of food and/or beverages will occur in establishment, a public restroom will be required. These restrooms must be conveniently located while exclude customers from areas of food preparation, service, or storage.
- C. Please note: The local building department has regulatory authority over specific requirements for restrooms. Contact the building department for questions concerning your establishment.

POLICY FOR UPGRADING OF FOOD SERVICE ESTABLISHMENTS

All food service equipment must be National Sanitation Foundation (NSF) approved. Equipment deemed as "of equivalent design" may be approved on an individual basis by the Food Program Coordinator or Environmental Health Director. Residential or in-home use equipment, such as, but not limited to, refrigeration units, dishwashers and freezers are not allowed in any new food service establishment. Residential equipment currently used in existing food service establishments must be replaced with NSF approved, commercial-grade equipment when it fails to hold proper temperature (41°F or less), become uncleanable due to deterioration, or otherwise malfunction. All units incapable of maintain a temperature of 41°F or less, must be replaced no later than July 31, 2010. Units containing only non-potentially hazardous foods, bottled or canned beverages, or foods exempted from permit will be evaluated on a case by case basis. .

Handwashing sinks are required in all food service establishments and are not subject to a variance request. Based on menu items and types, a food preparation sink may also be mandatory with installation that meets the following requirements:

- Hand washing sinks must be conveniently located in all food preparation and scullery areas.
- Establishments may be required to have more than one hand washing sink per establishment, based on the menu items and floor plan of the establishment.
- Food preparation sinks are required in all facilities which handle raw or unprocessed fruits, vegetables, or other types of food products which require washing prior to cooking or serving.
- All food preparation sinks must be indirectly drained.

Neither handwashing sinks nor preparation sinks are subject to "grandfathering" without written approval from Garfield County Public Health.

Any food service establishment using equipment or utensils, other than single service articles, will be required to have a three compartment sink with drain boards, or a commercial dishwashing machine, capable of properly sanitizing, with a single compartment sink for scraping and prewashing.

All newly permitted food service establishments are required to have a mop/utility sink installed with plumbing that prohibits backflow. Existing food service establishments without mop sinks are encouraged to have a mop sink or floor basin installed. Mop water in all facilities must be disposed of into a sanitary sewer system. Disposing of mop water in a food preparation sink or three compartment dishwashing sink is prohibited.

All food and non-food contact surfaces such as shelving, work tables, walls and floors must be replaced or resurfaced when they are no longer in a cleanable condition or when instructed by the Environmental Health Specialist.

Upgrades to a food service establishment should not begin until written approval has been received from Garfield County Public Health. All upgrades must meet current regulations as outlined in the Garfield County Board of Health Food Service Regulations and the Washington State Retail Food Code-Working Document (WAC 246-215). In many cases, a complete Plan Review is necessary. Please refer to the Garfield County Public Health Plan Review Guidelines and Specifications for Food Service Establishments for complete details and requirements.



Restaurant Owners and Managers:

Restaurants employ a wide variety of staff, from front-of-the-house food and beverage service workers and back-of-the-house kitchen and food prep staff to office and administrative staff, and in some cases, delivery drivers. Each of these jobs has hazards that must be addressed in your accident prevention plan. Be sure you know the rules and train your employees.

Key safety and health requirements

You must have a written accident prevention program (APP) that addresses the safety and health hazards specific to your workplace. To see a sample APP for restaurants, go to www.Lni.wa.gov/topics/AtoZ and click on "A" and "Accident Prevention Program."

- If you employ 11 or more employees, you will need to establish a safety committee. See the sample APP for safety committee requirements or see WAC 296-800-13020.
- Schedule regular (at least monthly) safety meetings. See WAC 296-800-13025.
- Post the mandatory L&I Job Safety and Health Law poster in your workplace(s) located where employees can read it.

Protect your workers from chemical hazards

It takes just one accidental splash of a chemical substance, even a common household chemical like bleach, to cause serious or even permanent damage to a worker's eyes or skin. Follow these requirements to protect your workers from chemical hazards:

- Provide eye protection (usually goggles) when using chemical solutions.
- Locate an eyewash station (normally plumbed) without obstructions so that it takes no more than 10 seconds to reach it.

- Train workers on the chemicals used in the workplace and safe handling and storage procedures, presented in a manner the workers can understand.
- Provide Safety Data Sheets for each product, and make them available to workers at all times.
- Make sure workers have hand protection for the type of chemical being used.

For more information

Learn more about chemical hazard prevention and training at www.EmergencyWashing.Lni.wa.gov.

For a full listing of safety and health requirements, further information, and resources, go to www.Lni.wa.gov/Safety.

We can help

Employers: We offer workplace safety and health consultations, risk management assessments, training and technical assistance at no cost. For more information, go to www.SafetyConsultants.Lni.wa.gov.

Employee/employee representatives: You may file a formal complaint when you believe a safety or health hazard exists in your workplace. Go to www.Lni.wa.gov/Safety/Basics/Complaint for information in English and Spanish.

This information is available in alternate formats on request.

 **On the Web:** www.Lni.wa.gov/Safety/Topics/AtoZ

