

- DETAILED PLAN CHECKLIST -

This checklist is for your own reference to explain what is required in a Food Facility Plan Check. Not all items may be applicable. Please speak with an Environmental Health Specialist if you have any questions regarding required items.

FLOORS (Section 114268) – **SEE FINISH SCHEDULE TEMPLATE**

- Floors shall be smooth, durable, nonabsorbent and easily cleanable.
- Floor surfaces in all food preparation and storage areas, utensil wash and storage areas, janitorial and restroom areas, shall be an approved type that continues up the walls (or toe-kicks) at least 4", forming a $\frac{3}{8}$ " minimum radius cove as an integral unit (vinyl rubber top set base is NOT acceptable) .
Quarry tile or seamless poured epoxy are recommended floor materials. Commercial grade sheet vinyl (no felt backing) with heat welded seams may be suitable for some applications. A sample of the sheet vinyl must be submitted and approved by this Department. Where sheet vinyl is used, a cove backing (cove stick) must be used at the wall/floor and to kick/floor junctures. Vinyl composition tile (VCT) is not acceptable. Anti-slipping floor agents are restricted to traffic areas only (all other areas must be smooth).
- FLOOR DRAINS are required if floors are water flushed or equipment is cleaned in place with pressure spray.
- FLOOR SINKS are required to receive INDIRECT fluid waste (all condensate and liquid waste) from the following equipment: dishwashers, 3 compartment multiservice kitchen and consumer utensil sanitizing sinks, food preparation sinks, ice machines and bins, display cases, refrigerator units, steam tables, drink dispenser units, espresso machines and similar equipment.

WALLS/CEILING/ENTRY DOORS (Section 114271) – **SEE FINISH SCHEDULE TEMPLATE**

- Walls and ceilings must be smooth, durable, non-absorbent, and washable (brick, concrete block, rough concrete, rough plaster or heavily textured gypsum board is not acceptable).
- All cracks and gaps in walls/ceiling created during the installation of the equipment are to be sealed to create a smooth and easily washable finish.
- Walls behind all sinks and dishwashers shall be constructed of a waterproof material (FRP, Formica, stainless steel, or similar surfaces) from top of the coved base to 12" above the sink.
- All unfinished surfaces shall be sealed with a gloss or semi-gloss paint, epoxy, varnish or other sealer approved by this department.
- All entrance doors (leading to the outside) are to be self-closing and trimmed to prevent entrance of vermin.
- Ceiling acoustical tile may be approved if a sample is submitted and approved by this department (must have a non-porous vinyl surface).
- Facilities must be fully enclosed. Walk-in refrigeration units, walk-in freezer units and restrooms must open directly into the establishment.
- Conduit: all plumbing, electrical and gas lines shall be concealed within the building walls, floors and ceiling or within approved conduit runs or chases. When conduit or pipe lines enter a wall, ceiling or floor, the opening around the line(s) shall be tightly sealed and made smooth.

REFRIGERATION (Section 114130)

- All refrigeration shall be specifically constructed for commercial use and conform to ANSI Standards (domestic model refrigeration units will NOT be accepted).
- An accurate, readily visible thermometer shall be provided. (Sec. 114157)
- Condensate waste from reach-in or walk-in units must be drained into a floor sink with an air gap separation or to an approved evaporator unit. (Sec. 114193)

Refrigeration – continued....

- Floor drains and floor sinks must be located outside walk-in units.
- Walk-in shelving must be non-corrodible and at least 6” off the floor with smooth, metal legs or cantilevered from the wall for ease of cleaning. Shelving must be equivalent to applicable ANSI standards. Raw or painted wood is not acceptable.
- The walk-in floor material must extend up the walls at least 4” with a minimum $\frac{3}{8}$ ” radius at wall/floor junctures on both the inside and outside of walk-in refrigerators. (Sec. 114268)

EQUIPMENT (Sections 114130 & 114169) – **SEE EQUIPMENT SCHEDULE TEMPLATE**

- All equipment must meet or be equivalent to applicable ANSI standards.
- All ice machines must be located within the building in an easily cleanable, well-ventilated area and must be drained to a floor sink or other approved indirect connection.
- Equipment that is fixed because it is not easily movable shall be installed so that it is: Spaced to allow access for cleaning along the sides, behind, and above the equipment or very closely spaced to adjoining equipment, walls, and ceilings (<1mm) and sealed to adjoining equipment, floors or walls, if the equipment is exposed to spillage or seepage.
- Table-mounted equipment that is not easily movable shall be installed to allow cleaning of the equipment and areas underneath and around the equipment by being sealed to the table or elevated on legs that provide at least a four-inch clearance between the table and the equipment.

TYPES OF SINKS REQUIRED

- THREE COMPARTMENT SANITIZING SINK:** is required for all multiservice kitchen utensils (pots, pans, spatula’s, tongs, kitchen knives, spoons etc.), and multi service consumer utensils. The sink compartments and dual integral drain boards must be large enough to accommodate the largest utensils to be washed. The three compartment sink **MUST** drain by means of an indirect waste connection to a floor sink. (Sec. 114099)
- Dishwashing machines are recommended where a large volume of eating and drinking utensils are washed. Dishwashing machines may be connected directly to the sewer immediately downstream from a floor drain or they may be drained through an approved indirect connection. (Sec. 114193)
- FOOD PREPARATION SINK:** all food facilities that wash, rinse, soak, thaw or similarly prepare foods shall be equipped with a food preparation sink. The food preparation sink shall drain by means of an indirect connection to a floor sink. Minimum size is 18” x 18” x 12” depth with an integral drain board or adjacent table at least 18” x 18”. (Sec. 114163)
- A HANDWASH SINK** must be located in each food preparation, warewash and cooking area with hand washing cleanser and single service towels provided in permanently installed dispensers adjacent to each hand washing facility. Provide hot and cold water through a mixing faucet. Minimum 100°F. (Sec. 113953)
- A JANITORIAL SINK** or a slab, basin or floor constructed of concrete or equivalent material, curbed and sloped to drain shall be provided. Provide a **BACKFLOW PREVENTION DEVICE** on mop area faucet. Locate the janitorial sink to provide easy disposal of mop water. Install hooks or other suitable retaining device to hold mops, rubber mats, etc. over the janitorial sink. (Sec. 114279)
- All sink compartments must have hot and cold water through a mixing faucet and an approved sewer connection.
- A garbage disposal cannot be installed under a required sink unless an additional scrap sink compartment is provided for the disposal.
- A running cold water dipper well shall be provided if scoops or other reusable serving utensils are stored in water (with an indirect connection to a floor sink).

RESTROOMS (Section 114276)

- Provide well fitted self-closing restroom doors. Provide hand sink with a hot and cold mixing faucet. Provide permanently mounted tissue, soap and paper towel dispensers.
- Public toilet facilities shall be provided in each permanent food facility when there is onsite consumption of food or when the food facility has more than 20,000 square feet of floor space shall provide at least one separate toilet facility for men and one separate toilet facility for women. Contact the Building Department for additional requirements.
- Toilet facilities which are provided for use by patrons, shall be so situated that patrons do not pass through food preparation, food storage or utensil washing areas.
- Restroom floors, walls, and ceiling must be nonabsorbent, smooth, and easily cleanable.
- Provide proper restroom ventilation consistent with the requirements of local building codes.

WINDOW SCREENS

- All windows that open, including restroom windows, shall be screened with not less than 16 mesh screening.

OUT-DOOR PASS-THROUGH WINDOWS

- The pass-through opening must be fitted with an easily cleanable window which must be kept closed when not in use. The size of the window opening should not exceed 216 square inches. Hood exhaust ventilation shall not be compromised when window is open. (Sec. 114259.2)

SNEEZE GUARD OR OPEN FOOD PROTECTION (Sec. 1140610)

- With the exception of displays of whole, raw produce in retail grocery stores, unpackaged foods shall be shielded so as to intercept a direct line between the customer's mouth and the food being displayed or shall be dispensed from approved self-service containers. Provide detailed drawings of proposed sneeze guard.

STORAGE (Sections 114047, 114049)

- Adequate and suitable floor space and approved shelving shall be provided for the storage of food, utensils, supplies, ingredients and refrigeration. Floor plans shall show an adequate quantity of dry storage floor space, dry storage shelving, and walk-in and reach-in refrigeration.
- Restaurant approved chemicals, and all other cleaning agents shall be separated by spacing or partitioning, and located below and stored in a way so they cannot contaminate food, equipment, utensils, or single service articles. (Sec. 114254.2)
- Shelving shall be constructed in an easily cleanable design of smooth metal or wood which has been finished and sealed. Metal shelving units can be installed on rolling casters or shelves installed on a wall shall have at least one inch of open space between the back edge of the shelf and the wall surface. Otherwise, the back edge of the shelf shall be sealed to the wall with caulking type sealant. The lowest shelf shall be at least 6" above the floor, with a clear unobstructed area below or the upper surface shall be completely sealed with a continuously coved base, having a minimum height of four inches.

CLOTHING CHANGE/STORAGE AREA (Section 114256)

- Provide a storage area for employee clothing and personal effects which is entirely separated from food and utensil storage areas.

HOT WATER SUPPLY (Sec. 114192) – **SEE HOT WATER DEMANDS TEMPLATE**

- Indicate water heater make, model, size, BTU or KW rating, and provide manufacturer specification sheets. An adequate, protected, pressurized potable supply of hot water shall be provided. Hot water must be supplied at a minimum temperature of 120°F from all faucets except hand wash sinks. All units must be commercial grade.

LIGHTING (Sec. 114252)

- In every room and area in which any food is prepared, manufactured, processed or packaged, or in which utensils are cleaned, sufficient lighting shall be provided to produce the following light intensity:
 - **10-footcandles:** Walk-in refrigeration units and dry storage areas.
 - **20-footcandles:** In consumer self-service, fresh produce or pre-packaged foods are sold; Inside all equipment such as reach-in refrigerators; Hand washing, ware washing, equipment and utensil storage, and toilet rooms.
 - **50-footcandles:** Where an employee is working with food, utensils or equipment such as knives, slicers, grinders or saws where employee safety is a factor.
- Shatter resistant covers shall be installed over all lights in food preparation, food storage rooms, utensil storage and dishwashing areas.

GARBAGE AND TRASH STORAGE AREA (Sec. 114244)

- All refuse, recyclables and returnables shall be kept in nonabsorbent, durable, cleanable containers. If the trash storage area is located within the facility, then the wall floor and ceiling of the room or area shall be constructed so as to be smooth, impervious and easily cleanable.
- Outside trash storage areas shall be constructed of nonabsorbent material such as concrete or asphalt and sloped to drain. Refuse must be kept in leak proof and rodent proof containers with lids to minimize attracting rodents and insects.

VENTILATION (Sec. 114149)

- Ventilation is required in all areas to facilitate proper food storage and provide a reasonable comfort for each employee.

KITCHEN EXHAUST SYSTEM (HOODS AND DUCTS) (Sec. 114149) - **SEE MECHANICAL EXHAUST VENTILATION TEMPLATE**

- Mechanical exhaust ventilation shall be required at or above all cooking equipment such as ranges, griddles, ovens, deep fat fryers, barbecues and rotisseries and may be required at or above mechanical dishwashing equipment to effectively remove cooking odors, smoke, steam, grease and vapors. An integrated make-up air system is required.
- Complete manufactures exhaust ventilation plans and performance calculations must be submitted and are to include details of make-up air and cut sheets of blowers, motors, and filters. All exhaust hoods and ducts shall be installed in accordance with Chapter 20 of the current edition of the Uniform Mechanical Code.
- Make-up air shall be supplied in a volume equal to the volume of air that is being exhausted and shall be supplied by a mechanical system designed solely for that purpose. The exhaust and make-up air system shall be connected by an electrical interlocking switch. Windows and doors shall not be used for the purpose of providing make-up air. Compensating hoods shall extract at least 20% of their required exhaust air flow from the kitchen area. *(HVAC is not a make-up air system because it recycles 85% of the internal air and only takes 15% of the outside air.)*

GREASE TRAP/INTERCEPTOR (Sec. 114197, 114201)

- Food facilities located in an area served by a public sewage system must contact the appropriate City or County Public Works Department for grease trap/interceptor requirements.
- A facility located in an area not served by a public sewage system must contact the Land Use Division of this department regarding grease trap/interceptor approval requirements.
- Grease traps and interceptors shall be easily accessible for servicing.