

# FOOD FACILITY NEW CONSTRUCTION OR REMODEL CHECKLIST

<b>FACILITY TYPE</b>	<p>A = Full restaurant service - Full menu food preparation</p> <p>B = Modified food preparation - All vegetables pre-packaged</p> <p>C = Limited food preparation - Scooped ice cream, espresso or beverage service, hot dogs, ice machine, etc.</p> <p>D = All prepackaged food sales - No food preparation (i.e.: Market)</p>
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REQUIREMENTS:		FACILITY TYPE:			
		A	B	C	D
<b>PLANS</b>	Plans are required for remodel or construction of any food facility.	X	X	X	X
	Permit to Operate is required after construction is completed and prior to operating. Permit is issued by this Department. (Those with a current Permit to Operate an existing facility may be exempt from this requirement.)	X	X	X	X
<b>SINKS</b>	Three compartment sink with dual integral drainboards and backsplash. Hot and cold running water through a mixing faucet. Waste water drains to a floor sink.	X	X	X	
	Minimum one compartment vegetable preparation sink. Hot and cold running water through a mixing faucet. Waste water drains to a floor sink.	X			
	Hand wash sink with hot and cold running water through a mixing faucet. Wall mounted soap and paper towel dispenser.	X	X	X	X
	Janitorial sink. Hot and cold running water through a mixing faucet. Backflow prevention device on faucet. Adequate mop and chemical storage facilities.	X	X	X	X
	Automatic dishwash machine.	Optional			
<b>FLOORS</b>	Floors (except in sales and dining areas) must be durable, smooth and impervious to water, grease and acid. (Ex: quarry tile, seamless epoxy pour, commercial grade sheet vinyl, etc. are approved.)	X	X	X	X
	Floor drains required in floors that are water flushed for cleaning or where pressure spray methods of cleaning are used.	Optional			
<b>BASES</b>	Flooring must extend up the wall at least four (4) inches and be covered at the wall juncture with a 3/8 inch minimum radius. <b>No rubber, ceramic, wood, or similar topset base is accepted.</b> Exceptions: Display and storage areas where food is stored only in unopened bottles, cans, cartons, sacks, or other original shipping containers.	X	X	X	X
<b>WALLS &amp; CEILINGS</b>	Walls and ceilings of all rooms (except bar areas, rooms where food is stored in unopened containers, and in dining areas) must be smooth, non-absorbent, and easily cleanable.	X	X	X	
	Walls and ceilings in food preparation, service, and utensil washing areas must be light colored. This requirement also applies to self-serve food and beverage counters.	X	X	X	
	Walls behind sinks and dish tables must be covered with a durable waterproof material (Ex: FRP, ceramic tile, stainless steel) and extend from the top of the coved base to at least twelve (12) inches above the backsplash.	X	X	X	X
<b>RESTROOMS</b>	Provide an employee restroom area, with a lavatory supplied with hot and cold running water through a mixing faucet. Installed soap dispensers, single service hand towel dispensers, and toilet paper dispensers are required. Self-closure device required on door. Public restrooms may meet this requirement.	X	X	X	X
	Public restrooms required in all food facilities greater than 20,000 square feet. Requirements for all other food facilities are determined by the local building departments. Restrooms must be located to prevent patrons from walking through the food preparation, food storage, or utensil washing areas. Self-closure device is required on door.	X	X	X	X
	Restrooms must be vented to the outside air by means of an openable, screened window, an air shaft, or light-switch activated exhaust fan.	X	X	X	X

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FACILITY TYPE:  
A    B    C    D

Continued...

<b>LIGHTING</b>	Lighting in food preparation and utensil washing area must be at least twenty (20) foot candles of light, measured thirty (30) inches from the floor.	X	X	X	
	Lighting in bars, food and utensil storage rooms, refrigerated storage, restrooms and dressing rooms must be at least ten (10) foot candles of light, measured thirty (30) inches from the floor.	X	X	X	X
	Light fixtures in areas where food is prepared, opened food is stored, or utensils are cleaned shall be of shatterproof construction or protected with shatterproof shields.	X	X	X	
<b>EQUIPMENT</b>	All equipment must meet or be equivalent to National Sanitation Foundation (NSF) standards.	X	X	X	X
	All floor mounted equipment must be either: a) on casters b) light enough to be moved by one person, c) installed on six (6) inch or higher round metal legs or d) sealed to a four (4) inch or higher raised curb. The equipment should overhang the curb by at least two (2) inches.	X	X	X	X
	All equipment must be spaced apart and out from the wall at least six (6) inches or sealed to adjacent piece of equipment or wall.	X	X	X	X
	Dipper well with running water is required at ice cream and other frozen dessert scooping operations. Waste water drains to a floor sink.	X	X	X	
<b>FOOD PREPARATION</b>	Designate an outside garbage disposal area.	X	X	X	X
	A room, area or cabinet separated from any food preparation or storage area, or utensil washing or storage area, shall be provided for storage of all cleaning equipment, supplies and poisonous substances.	X	X	X	X
	All openable windows shall be screened, delivery doors shall be self-closing and weather and vermin proof.	X	X	X	X
	Service windows shall be self-closing, have self-closing screens or be equipped with fly fans. Cargo roll-up doors require fly fans.	X	X	X	X
	Cafeteria, buffet and salad bar self-service, food preparation equipment, food preparation area, etc., shall be protected by approved sneeze guards (fifty four (54) - sixty (60) inches from the floor).	X	X	X	
	Bulk food displays must be dispensed from mechanical dispensers or from containers with tight fitting lids.	X	X	X	
<b>MISCELLANEOUS</b>	Mechanical exhaust ventilation equipment is required above high temperature dishwashing machines and cooking equipment.	X	X		
	Adequate space for the storage of food, utensil and food packaging materials. Shelves must be of smooth, cleanable construction.	X	X	X	X
	Conduits or pipelines shall not be installed across any aisle, traffic area or door opening. All openings in walls and ceilings must be sealed.	X	X	X	X
	Wet steam tables, ice machines, refrigerators, steam kettles, dipper wells, food preparation sinks, 3-compartment sinks, etc., must drain to a floor sink or similar approved indirect waste connection.	X	X	X	

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Water supply must be potable. General purpose hot water at least 120° F.