

**MAYOR**  
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Scott Davis  
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**CITY ADMINISTRATOR**  
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## FOOD INSPECTION PLAN REVIEW CHECKLIST

Plan specifications shall include the proposed layout, arrangement, construction materials, and type of proposed fixed equipment (with elevations), menu, and site plan. The following checklist includes a partial listing of requirements for food establishments plans.

### 1. EQUIPMENT:

- ☐ Multi-use equipment and utensils designed and constructed corrosion-resistant, nonabsorbent, smooth, easily cleanable, durable under conditions of normal use. Indicate equipment meets the requirements of Sec. 42-138(b). *Example of meeting the requirement: equipment NSF or equivalent or custom-made equipment specifications attached meeting design and fabrication requirements.*
- ☐ Locate equipment in a way that facilitates cleaning the establishment and prevents food contamination.
- ☐ Seal floor-mounted equipment to the floor unless readily movable, installed on a raised platform of concrete, or elevated on legs to provide at least a six-inch clearance between floor and equipment.
- ☐ Seal space between adjoining equipment and adjacent walls unless sufficient space is provided for easy cleaning between and behind each unit of floor-mounted equipment.
- ☐ Equipment that is placed on tables or counters, unless portable, shall be sealed to the table or counter or elevated on legs to provide at least a four-inch clearance
- ☐ Aisles and working spaces between units of equipment and walls shall be unobstructed and of sufficient width to permit employees to perform their duties without contamination of food or food contact surfaces by clothing or personal contact.

### 2. PLUMBING:

- ☐ Install a potable water system to preclude the possibility of backflow.
- ☐ A hose shall not be attached to a faucet unless a backflow prevention device is installed.
- ☐ Except properly trapped open sinks; there shall be no direct connection between sewage system and any drains originating from equipment in which food or utensils are placed.

### 3. CLEANING AND SANITIZING:

- ☐ Install a three-compartment sink for manual washing, rinsing, and sanitation of equipment or utensils.
- ☐ Sinks shall be large enough to permit the complete immersion of the utensils and equipment. Each compartment of required sink shall have all rounded internal angles and corners.
- ☐ Provide a drain board or similar equipment of adequate size to handle soiled and cleaned utensils.

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**4. HANDWASHING SINKS:**

- ☐ Install and locate hand washing sinks to permit convenient use by employees in the food preparation, food dispensing, and utensil washing areas. *NOTE: Convenient use guidance - provide hand sinks no further away than 20 feet travel distance without having to go through a door from these areas.*
- ☐ Accessible to employees at all times.
- ☐ Locate hand sinks in toilet room or the vestibule.
- ☐ Provided with water at least 100°F through a mixing valve or combination faucet.
- ☐ Self-closing, slow closing, or metered faucet providing a continuous flow for at least 20 seconds without reactivation of the faucet.

**5. FLOORS:**

- ☐ Floors in food preparation areas, food storage areas, utensil washing areas, dressing areas, locker rooms, and toilet rooms shall be constructed of smooth, durable materials.
- ☐ Sealed, smooth concrete, terrazzo, ceramic tiles, or similar construction materials and shall be graded to drain.
- ☐ In all new or remodeled establishments where water flush cleaning methods are used, the junctures between walls and floor shall be covered and sealed.
- ☐ In any new or remodeled establishment, installation of exposed utility lines and pipes on the floor is prohibited.

**6. WALLS AND CEILINGS:**

- ☐ Walls and ceilings of food preparation areas, food storage areas, equipment and utensil washing areas, toilet rooms and vestibules: smooth, nonabsorbent, easily cleanable, and light colored (specify color).
- ☐ Wall protection: within water closet compartments, within two feet of the front and sides of urinals, hand-washing sinks, utensil-washing sinks, food sinks, and mop sinks, and walls subject to damages from moisture – provide to a height of at least four feet above the finished floor with a smooth, light-colored impervious surface not adversely affected by moisture or grease. such as FRP (Fiberglass reinforced polyester), stainless steel, ceramic tiles, high-pressure decorative laminate or equal.
- ☐ Studs, joists, and rafters shall not be exposed in the above areas.
- ☐ Utility service lines, pipes, and water heaters shall not be exposed on walls and ceilings in these areas.
- ☐ Ceilings in retail food stores, warehouses where only packaged foods, and/or single use articles are stored or displayed - smooth, nonabsorbent, easily cleanable, and light colored (specify color).
- ☐ If exposed in areas where allowed in previous sentence; HVAC ducts shall be smooth, rigid metal designed with a circular cross-section.

**7. TOILET FACILITIES:**

- ☐ Toilet facilities for employees must be located within the establishment with one or more entrances, have inside access, and be accessible to employees at all times.
- ☐ Toilet rooms shall be completely enclosed and have solid, tight fitting, self-closing doors.
- ☐ Toilet rooms shall not open directly into any room in which food, drinks or utensils are handled.

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#### **8. LIGHTING:**

- ☐ At least 50 foot-candles (540 lux) of light at surface where employees may be working with food, or utensils, or equipment such as knives, slicers, grinders, or saws where employee safety is a factor.
- ☐ At least 20 foot-candles (220 lux) of light at surface where food is provided for consumer self-service such as salad bars/buffets, where fresh produce or packaged foods are sold or offered for consumption and inside equipment such as reach-in and under-counter refrigerators; and 30 inches above the floor in areas for hand-washing, utensil- washing, and equipment/utensil storage, and toilet rooms.
- ☐ At least 10 foot-candles (110 lux) of light shall be provided at a distance of 30 inches above the floor in walk-in refrigeration units and dry food storage areas and in other areas and rooms during periods of cleaning.
- ☐ Shield, coat, or otherwise provide shatter-resistant lights in areas where there is exposed food, clean equipment, utensils, linens, or unwrapped single-service or single-use articles.

#### **9. INSECT AND RODENT CONTROL:**

- ☐ Effectively protect openings to the outside against the entrance of pest by closing holes and other gaps along floors, walls, and ceilings.
- ☐ Tight-fitting, self-closing doors, and windows are kept closed; screening (16 mesh), or properly designed and installed air curtains to control flying insects.
- ☐ Perimeter walls and roofs of a food establishment shall effectively protect the establishment from the weather and the entry of insects, rodents, and other animals.

#### **10. VENTILATION:**

- ☐ Provide sufficient ventilation to keep rooms free of excessive heat, odors, smoke, and fumes.
- ☐ Install ventilation and operate according to all applicable laws.
- ☐ Design and install heating, ventilation, and air conditioning systems to prevent make-up air intake and exhaust vents from contaminating food, food-contact surfaces, equipment, utensils.
- ☐ In all new or remodeled establishments; all rooms from which obnoxious odors, vapors, or fumes originate shall be mechanically vented to the outside. Ventilation resulting in the deposition of particulate matter or liquids within the ventilation system; ventilation hoods and ventilation equipment shall be equipped with effective, easily removable, easily cleanable filters. Install ventilation hoods in in the manner required by all applicable laws.
- ☐ Provide sufficient in number and capacity ventilation hood systems and devices to prevent grease and condensation from collecting on walls and ceilings.
- ☐ Install ventilation hood at commercial dishwashing machines using hot water for sanitization.
- ☐ Provide ventilation hood for all cooking equipment (except microwave ovens, electric convection ovens of approved types, electric rice cookers, and ovens of approved types).

#### **11. UTILITY FACILITIES:**

- ☐ Install in new or remodeled establishment at least one utility sink or curbed cleaning facility with a floor drain provided and used for the cleaning and disposal of mop water and similar liquid waste, and cleaning of maintenance tools

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**12. GARBAGE:**

- ☐ Store garbage and refuse containers, dumpsters, compactor systems, and waste handling units for returnables and recyclables on or above a smooth surface of nonabsorbent material such as concrete or machine laid asphalt.
- ☐ Provide a full enclosure around the dumpster(s).

**13. POISONOUS OR TOXIC MATERIALS:**

- ☐ Store poisonous or toxic materials to prevent contamination of food, equipment, utensils, linens, single-use and single-service articles.
- ☐ Separate poisonous or toxic materials by spacing or partitioning.
- ☐ Locate poisonous or toxic materials in an area that is not above food, food equipment, food utensils, linens, or single-use or single-service articles.

**14. LAUNDRY FACILITIES:**

- ☐ Laundry facilities; if provided, shall be restricted to washing and drying of items necessary to the operation.
- ☐ Provide a separate room for laundry facilities except that laundry operations may be conducted in storage rooms containing only packaged foods and/or packaged single service articles.

**15. DRESSING AREAS AND LOCKER ROOMS:**

- ☐ If employees routinely change cloths within the establishment; rooms shall be designated and used for that purpose.
- ☐ These designated rooms shall not be used for food preparation, food storage or service, or for utensil washing. Lockers may be located in packaged food and/or single service article storage rooms.

**16. ACCESS TO RESTROOMS**

The traffic of unnecessary persons through the food preparation and utensil washing areas is prohibited. All new construction for Food Service Establishments with dining area shall be required to furnish at least one restroom available for use by the public. *Restrooms must be accessible to the public, without the customers passing through the kitchen, food preparation, or utensil-washing areas.*

**17. MENUS**

- ☐ Include a menu of foods served at the establishment
- ☐ The processes below may require a HACCP plan and/or variance or documented procedures. These documents must be submitted to the Health Department for review/approval before the pre-opening inspection is conducted.
  - Smoking foods for preservation
  - Curing foods
  - Custom processing of raw meat in the establishment for personal use
  - Utilizing Time without Temperature as a Public Health control
  - Utilizing Bare hand contact with ready-to eat foods
  - Cook-chill/Sous Vide ROP
  - Reduced Oxygen Packaging
  - Vacuum Packaging
  - Foods pickled or acidified before service
  - Operating a Molluscan Shellfish Life Support System/Display Tank
  - Sprouting seeds or beans