



Food Service Operation / Retail Food Establishment Planning Guidelines

Facility review is required when planning to build or significantly alter a food facility. This packet contains information and forms for facility review. The requirements that follow are based on the Ohio Uniform Food Safety Code. This code may be found online at <http://www.vanwertcountyhealth.org> under the Environmental Division-Food Service Operations and Retail Food Establishments. Facility review is necessary to ensure compliance with the Ohio Uniform Food Safety Code.

Plans must be approved prior to any work being started.

Please read this entire packet, fill out the forms, and submit them with the facility review fee to the Health Department at least 30 days before the construction begins.

The following information must be submitted to the Health Department.

- ❖ The Facility Review Application page and the Facility Review fee.
- ❖ Listing of Food (Appendix A)
- ❖ Surface Finishes Chart (Appendix B)
 - A lighting plan is also required
- ❖ Equipment list (referencing floor plan) (Appendix C)
- ❖ Floor plan showing the general layout of fixtures and equipment
 - Storage areas, restrooms, countertops, shelving, worktables, entrances, exits, cleaning supplies, fume hoods, location of dumpsters, etc.
 - Give the total area of the facility
 - Make to scale

Once the information is submitted, the Health Department has 30 days to approve or disapprove the plans. If disapproved the necessary changes must be made in writing. Once approved the construction may begin. Once construction is complete a sanitarian must do a pre-licensing inspection and the risk level of the operation will be determined.

All required construction permits such as building, plumbing, electrical, ventilation, etc. will need to be obtained and final inspections approved before the health department may issue a Food Service or Retail Food License. No local permitting agencies are available in Van Wert County; therefore the State of Ohio Department of Commerce must be contacted for permits. Provide a file copy of final approval sign off sheets by each aforementioned inspector. The contact number for the Department of Commerce is (800) 523-3581.

All newly licensed food facilities must have at least one person on site while open who is certified in food safety through a Level One Certification in Food Protection Course, an equivalent course, or higher. Please provide the names of certified individuals and the course taken.

Facility Review Application

Fee: (May be determined when application is requested or returned)

Risk Level 1-2-\$100.00

Risk Level 3-4-\$300.00

Date _____

Is the operation: New _____ Remodel or Conversion _____

Name of operation _____

Address _____

Phone number _____

Name of operator or buyer _____

Mailing address _____

Phone number _____

Projected date for start of construction _____

Projected date for completion of project _____

Hours for operation Sunday _____

Monday _____

Tuesday _____

Wednesday _____

Thursday _____

Friday _____

Saturday _____

Meals served Breakfast _____

Lunch _____

Supper _____

Type of service Dine In _____

Buffet _____

(Check all that apply) Carry out _____

Catering _____

Deli _____

Grocery _____

Other (Explain) _____

Water Source Public Supply _____ Private _____

Sewage Disposal System Municipal Sewer _____ Private _____

Ohio EPA approval is required for Private well or sewage treatment system.

Total Square Feet of Facility _____

General requirements and regulations

General rule of thumb for FSO / RFE equipment and surfaces: Smooth, non-absorbent, durable, and easily cleanable. Wood is not an acceptable surface for food contact or storage of food, dry goods, or food equipment.

Plumbing Requirements (per food safety code only)

1. Three compartment sink – The dishwashing sink must have compartments that are capable of submerging the largest equipment or utensils. The sink must also have one drain board on each end. Drain boards must be adequately sized for proper handling of soiled utensils prior to washing and clean utensils following sanitization. Sink should be National Sanitation Foundation rated (NSF) and freestanding. A commercial dishwasher must also meet NSF requirements.
 - a. If a dishwasher is installed it is not required to also install a three-compartment sink, but it is highly recommended. All equipment must fit through the dishwasher.
 - b. The dishwasher must have a visual means to verify that detergents and sanitizers are delivered and there must be a visual or audible alarm to signal if these items are not being dispensed.
 - c. There must be a prewash sink and/or spray hose before the dishwasher.
2. Handwash sink – There must be a separate sink used solely for washing hands. This unit can be a small wall mounted porcelain unit, as long as it is adequate for proper handwashing.
 - a. Sink must be supplied with warm water (100°F), hand soap, disposable towels, and a sign instructing employees to wash their hands.
 - b. Shall be convenient and accessible to employees in food preparation and dishwashing areas.
 - c. In a large facility a sink in food preparation areas, dishwashing areas, and kitchen entrances and exits may be required.
3. Food prep sink – In an establishment that will use large amounts of foods that must be washed, a sink used solely for food washing is needed. For example, produce area of grocery store, or an operation that serves subs or salads. Sink must be free standing, contain one drain board, and be NSF rated.
4. Service sink – A service sink or curbed cleaning facility shall be provided for the cleaning of mops or similar wet floor cleaning tools and for the disposal of mop water and similar liquid waste. The faucet or hose used to fill the mop buckets must have a backflow prevention device to prevent contamination of the water source. An area to hang mops and keep cleaning supplies and chemicals away from exposed food or utensils is also required.

Lighting

1. Provide a minimum of 10 foot candles at thirty inches above floor in walk-in coolers and dry storage.
2. Provide 20 foot candles at buffets, salad bars, retail areas, reach-in coolers.
3. Provide 20 foot candles at thirty inches above floor in areas used for: handwashing, warewashing, or restrooms.
4. Provide 50 foot candles in an area where employees work with knives, grinders, etc... when safety is a factor.
5. **Shielding or shatter-resistant bulbs shall be provided for all lighting in storage, preparation and service areas (except in dining and packaged food areas).**

Flooring, Walls, and Ceiling

1. Flooring, walls, and ceilings in all food preparation and food storage areas of the facility, must be smooth, durable and easily cleanable. Wood is not an acceptable surface.
2. Suggestions: Quarry tile, FRP board, or plastic coated tile.
3. Cove base must be installed at all floor-to-wall junctures in kitchen, dishwashing areas, etc.

Equipment

1. All equipment must be rated by NSF or like agency.
 - a. This includes all coolers, ranges, ovens, grease hoods, sinks etc....
 - b. Exceptions to this rule are few: handwash sink, freezers, very small appliances.
2. Equipment should be:
 - a. Easily moveable (for cleaning purposes) or
 - b. Fixed in a position
 - i. that allows for cleaning on all sides and underneath
 - ii. sealed to adjoining equipment and walls
3. All cold holding units must maintain 41°F or lower at all times and be equipped with a thermometer. There will be no homestyle refrigerators.
4. All hot holding units must maintain 135°F or higher at all times.
5. Cabinets and shelves may not be wood or wood based. Home-style cabinets are prohibited.

Food Contact Surfaces

1. Definition: A surface of equipment or a utensil with which food normally comes into contact or a surface of equipment or a utensil which food may drain, drip, or splash
2. Characteristics: smooth, non-absorbent, easily cleanable, free of difficult-to-clean corners, and free of breaks and seams.

Non-Food Contact Surfaces

1. Definition: Surfaces of equipment not intended for contact with food but which are exposed to splash and food debris. Area shall be designed so that it is free from unnecessary ledges, projections, or crevices. Shall be made of such material and in such repair that facilitates cleaning to keep in sanitary condition.

Plumbing, Building, and Electrical Approvals

1. All other inspections must be completed and approvals in hand. These will be required during your pre-licensing inspection.
2. Anytime the facility makes structural changes or a change in the number of occupants a building permit is needed.
3. Plumbing permits are required when new fixtures are added or any other plumbing changes are made.
4. Electrical permits are required when making any changes regarding electric.

The contact number for the Department of Commerce is (800) 523-3581. This is the general number for all permits. They will direct your call accordingly.

Listing of Food

Please list the foods that are going to be cooked, sold, served, etc.

Suppliers of Food:

Items that may be reheated:

Items that may be made on site and cooled. Examples include potato salad, macaroni salad, large batches of soup, etc.

Surface Finishes Chart

Please indicate what material is used in these areas and the kind of lighting used. Examples for materials include stainless, Fiber Reinforced Plastic (FRP), quarry tile, etc.

Area	Surface	Finish on particular surface
Kitchen	Walls	
	Ceiling	
	Floors	
	Lighting	
Dishwashing Room	Walls	
	Ceiling	
	Floors	
	Lighting	
Store room	Walls	
	Ceiling	
	Floors	
	Lighting	
Restrooms	Walls	
	Ceiling	
	Floors	
	Lighting	
Other area (explain)	Walls	
	Ceiling	
	Floors	
	Lighting	
Other area (explain)	Walls	
	Ceiling	
	Floors	
	Lighting	

Equipment List

Please list the equipment from the drawing and include all items in the table

Equipment			Make	Model No.	Item id on plans	New (N) or used (U)	Installation Methods							
							At Floor			At Wall		Adjacent Equipment		
							Masonry Island	Approved legs	Casters	Attached	Separation	Attached	Separation	Portable