

Plan Review Checklist

Name of Establishment:

Address:

Contact:

Proposed number of seats: = Class: Certified Food Safety Training?: Non-smoking?: Pest Control?:

- Review proposed food menu, consider potentially hazardous food storage (refrigeration) and preparation (work flow)
- There is a convenient handsink located within 15-20 feet of all food preparation areas
- There is a convenient handsink located within 15-20 feet of all dishwashing areas
- There is a mop sink located on the same floor as the kitchen equipped with a backflow preventer
- There is a 3-bay sink for manual dishwashing with dual drain boards. Bays of sink will be able to accommodate largest equipment or utensil to be washed
- There is a separate preparation sink for extensive food preparation with indirect waste line
- Bars have: indirect waste drains on all ice bins, a handsink and at least a bar-size 3-bay sink
- There is a bathroom in the establishment
- All equipment is commercial-grade (NSF or equivalent)
- Equipment chosen will be appropriate for its proposed uses (i.e. Coca-cola coolers)
- Floors, walls, ceilings, ventilation, lighting – material, color, sealant, coving, caulking, drainage, shielding
- Municipal water and sewer or private water source and septic? Alert to water testing requirements and septic plan approval if needs be
- Employee changing area, laundry, office space separate from food storage, preparation
- Approved outer storage units: coolers, freezers, storage rooms, trash receptacles, grease holding bins, fenced-in areas
- The hot water tank is large enough to service all sinks and appliances. Compute hot water demand, recovery rate and BTU/KW for all sinks or equipment requiring hot water:

Equipment Type	Gallons Per Hour*	# (x)	Demand (=)
Hand Sink (incl. bathrooms)	5		
3-Bay Sink	45		
Vegetable Sink	15		
Mop Sink	15		
Dishwasher	60		
Bar 3-Bay Sink	20		
General or Dump Sink	5		
Pre-rinse (shower head)	45		
Small Clothes Washer	45		
Garbage Can Washer	50		
Water Heater Capacity + Recovery Required =	TOTAL	=	

*Gallons per hour estimates based on low demand and a standard size sink. Use Build It Right, FDA Food Establishment Plan Review Guide, or alternate reference for hot water demand estimates for a particular sink size or a higher hot water demand

British Thermal Units (gas heaters)

Total Demand

$$\frac{\quad \times 70 \Delta \times 8.33}{.70} = \quad \text{BTU}$$

Kilowatts (electric heaters)

Total Demand

$$\frac{\quad \times 70 \Delta \times 8.33}{3412} = \quad \text{KW}$$

Total Demand is water heater capacity/recovery required

Assuming an incoming water temperature of 40°F, 70 is the change in degrees for the temperature rise to hot water (110°F)

8.33 lbs is equal to 1 gallon of water
 .70 is operating efficiency for gas
 3412 is BTU's per 1 KW

NOTES:

Pre-Opening Inspection Checklist

Name of Establishment:

Address:

Contact:

Number of seats:

= Class:

Certified Food Safety Training?:

Non-smoking?:

Pest Control?:

- Everything was built and located according to the last plans stamped by the Health Department
- Hot water is 100-120°F at all handsinks
- Every handsink has filled liquid soap and papers towel dispensers in close proximity.
- Mechanical Dishwasher Dispenses 50-200 ppm Chlorine or has 180°F final rinse temp
- There are sanitizer and test strips available on-site (and they know how to make it and when to use it)
- There is enough refrigeration on-site for intended food storage
- All refrigerators have an internal thermometer reading 38°F
- All freezers have an internal thermometer reading 0°F
- A stem-type thermometer is available
- All coffee urns, expresso machines and ice machines have backflow preventers
- All ice machine and soda fountain drains have an indirect waste
- Dry goods are appropriately stored (not under sewer pipes, 6" off floor)
- Light bulbs are all shatterproof if in food storage and preparation areas (including bar), walk-ins, refrigerators and freezers, and dishwashing/air drying areas
- Chemical storage areas are away from food and food preparation areas
- Ceilings and walls are light in color and easily cleanable
- Space between sinks and walls is caulked (kitchen, bar and bathrooms)
- Cove-base moulding will line the kitchen, dishwashing and bar areas (or equivalent means will be in place to prevent wicking up walls and facilitate cleaning)
- Floors are easily cleanable and drainable (especially in dishwashing areas)
- All thresholds have a transition plate (front and back doors, dining room to bar and dining room to kitchen)
- All windows and doors intended to be open in warmer months are tightly screened
- Bathrooms are mechanically ventilated, have self-closing doors and ladies room has a covered waste basket
- There is adequate lighting at the bar over ice bins (when lights are off if a night club/bar)
- Means to avoid barehand contact are on-site
- Menu advisories are in place
- Hair restraints are available for employees
- A grease bin exists to dispose of fryelator grease and located on a non-absorbable surface
- A dumpster that can be tightly closed exists

NOTES: