

## 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:

<b>Equipment Type</b>	<b>Gallons Per Hour.*</b>	<b># (x)</b>	<b>Demand (=)</b>
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		
<b>Water Heater Capacity + Recovery Required =</b>	<b>TOTAL</b>	=	

\*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

<b>British Thermal Units (gas heaters)</b>		
Total Demand	$\frac{x 70 \Delta x 8.33}{.70} =$	BTU
<b>Kilowatts (electric heaters)</b>		
Total Demand	$\frac{x 70 \Delta x 8.33}{3412} =$	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

<i>Name of Establishment:</i>	<i>Address:</i>	<i>Contact:</i>		
<i>Number of seats:</i>	<i>= Class:</i>	<i>Certified Food Safety Training?:</i>	<i>Non-smoking?:</i>	<i>Pest Control?:</i>

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, espresso 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:**