

CONTENTS AND FORMAT OF PLANS AND SPECIFICATIONS

The plans should be a minimum of 11 X 14 inches in size and the layout of the floor plan accurately drawn to a minimum scale of 1/4 inches = 1 foot. This is to allow for ease in reading.

Information accompanying the plans shall include:

1. The proposed menu
2. Seating capacity
3. Projected daily meal volume for food service operation
4. Manufacturer specification sheets for each piece of equipment shown on plans.

The plans shall show:

- 1) The location of all food service equipment, plumbing, electrical service and mechanical ventilation, including electrical panels. (Each piece of equipment shall be clearly labeled on the plan with its common name)
- 2) When menu dictates, separate food preparation sinks should be labeled and located to preclude contamination and cross-contamination of raw and ready to eat foods.
- 3) Adequate hand washing facilities used for no other purpose should be designated for each toilet facility and in the immediate area of food preparation and dishwashing area.
- 4) Room size, space between equipment, and the placement of the equipment on the floor.
- 5) Complete finish schedule for each room to include floors, walls, ceilings and coved juncture bases.
- 6) Auxiliary areas such as storage rooms, garbage rooms, toilets, basements and/or cellars used for storage or food preparation should be represented on the plan and all features of these rooms shown as required by the standards.
- 7) Entrances, exits, loading/unloading areas and docks.
- 8) Plumbing schedule to include location of the floor drains, floor sinks and water supply lines, overhead waste water lines, hot water lines, hot water generating equipment with capacity and recovery rate, backflow prevention, waste water line connections.
- 9) Electrical layout, electrical panels and disconnects.
- 10) Location of water supply and approved sewage disposal system.
- 11) Location of business in building, location of building on site including alleys, streets and location of any outside facility (dumpster pad, walk-ins, grease traps, mop/can wash area etc.).
- 12) Location of grease storage containers.
- 13) Location of cabinets/shelves for storing toxic chemicals.
- 14) Location of dressing rooms, locker area, employee rest area, and/or coat rack as required.

Equipment:

All food service/kitchen equipment is NSF/ANSI listed, Underwriters Laboratories Inc., classified for Sanitation or if not NSF or UL listed/classified, must be constructed to meet NSF standards.

FOOD ESTABLISHMENT PLAN REVIEW APPLICATION

Complete and return this part of the application with the plans.

Type of Construction: NEW ____ EXISTING ____

Name of Establishment: _____

Establishment's Address: _____

City: _____ State: _____ Zip Code: _____

Phone if available: (____) - (____ - ____)

Fax: (____) - (____ - ____)

Name of Owner or Owner's Representative: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Telephone: (____) - (____ - ____)

Fax: (____) - (____ - ____)

E-mail Address: _____

Applicant's Name: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Telephone: (____) - (____ - ____)

Fax: (____) - (____ - ____)

E-mail Address: _____

Title (owner, manager, architect, etc.): _____

Hours of Operation

Sun _____ Mon _____ Tue _____ Wed _____ Thu _____ Fri _____ Sat _____

Number of Seats _____

Number of Staff _____ (Maximum per shift)

Facility Total Sq. Ft. _____

Projected Number of Meals to be Served: _____ (Approximate number)

Breakfast _____ Lunch _____ Dinner _____

Projected Start Date of Construction _____

Type of Service (Check all that applies)	Type of Service (Check all that applies)
Sit Down Meals _____	Mobile Food Unit _____
Take Out _____	Push Cart _____
Caterer _____	Single Service Utensil Only _____
Limited Food Service (Non Profits only) _____	Multi-Use Utensil Service Only _____
Other(Please specify) _____	Both Multi-Use and Single Service Utensils _____

FOOD PREPARATION REVIEW

Check categories of Potentially Hazardous Food (PHF) to be handled, prepared and served.

CATEGORY

	Yes	No
Thin meats, poultry, fish, eggs, (hamburgers, chicken breast, fish filet, etc.)	_____	_____
Thick meats, whole poultry (whole roasts, pork, chicken, meat loaf, etc.)	_____	_____
Hot processed foods (soups, stews, chowders, casseroles)	_____	_____
Bakery goods (pies, custards, creams)	_____	_____
Other: _____	_____	_____

PLEASE ANSWER THE FOLLOWING QUESTIONS

COLD STORAGE

- Adequate and approved freezer and refrigeration shall be available to store frozen foods at 0⁰ F and below, and refrigerated foods at 45⁰ F and below and each refrigerator has a thermometer that is accurate.

Provide total footage of space dedicated to walk-in cold storage _____
 Provide total footage of space dedicated to walk-in freezer storage _____
 Provide total number of reach in coolers _____
 Provide total number of reach in freezers _____

- Will raw meats, poultry and seafood be stored in the same refrigerators and freezers with cooked/ready-to-eat foods? Yes_____ No_____

If yes, how will cross-contamination be prevented? _____

THAWING

Please indicate by checking the appropriate box how PHF (potentially hazardous food) in each category will be thawed. More than one method may apply.

Thawing Process	Thick Meats	Thin Meats	Fish Seafood	Poultry Products	Baked Goods
Refrigeration					
Running Water less than 70 ⁰ F					
Cooked Frozen (indicate wt. lbs.)					
Microwave					

Other (describe): _____

COOKING PROCESS

A food product thermometer (0° – 212° F) shall be used to measure final cooking/reheating temperatures of PHF (potentially hazardous food).

THE FOLLOWING QUESTIONS DEAL WITH FOOD PREPARATION PROCEDURES FOR FACILITIES

HOW WILL THE FOLLOWING FOOD PRODUCTS BE PREPARED?

Food Preparation Procedures				
	Pre-packaged Ready to Serve(Y/N)	Product washed and rinsed prior to use?(Y/N)	Is there a prep sink dedicated to preparation of this food product? (Y/N)	Will this sink be used to prepare other food? (Y/N)
Produce				
Seafood				
Poultry				
Pork and/or Red Meat				

Food preparation procedures are needed to obtain information on how the food is prepared and to help determine that adequate facilities are available. The food preparation procedures should include types of food prepared, time of day and equipment used for service in the facility.

- Attach a Food Item Preparation Worksheet Supplement for additional food items prepared in the facility.
- If your company has food preparation procedures already developed, these can be submitted as part of the plan review approval process.

Preparation Procedures

Please describe the preparation procedures to wash, rinse, thaw, and prep each food item listed below and indicate the location of equipment to support this operation. These procedures should include time of day and frequency of preparation for the food item at this location. The preparation procedure should include dishes (proposed menu items) in which the food will be used.

1. Produce

2. Seafood

3. Poultry

4. Pork and/or Red Meat

Item #2 - Hot Holding

How will hot PHF (potentially hazardous food) be maintained at 135° F or above during holding for service? Indicate type and number of hot holding units.

Item #3 - Cold Holding

How will cold PHF (potentially hazardous food) be maintained at 45° F or below during holding for service? Indicate type and number of cold holding units.

Item #4 - Cooling

Please indicate by checking the appropriate box how PHF (potentially hazardous food) will be cooled to 45° F within 6 hours (135° F to 70° F in 2 hours and 70° F to 45° F in 4 hours).

Cooling Process	Thick Meats	Thin Meats	Fish Seafood	Poultry Products	Baked Goods
Shallow Pans					
Ice Baths					
Rapid Chill					

Other (describe): _____

FOOD PREPARATION

1. Please list categories of food prepared more than 12 hours in advance of service.

2. Will disposable gloves and/or utensils and/or food grade paper be used to minimize handling of ready-to-eat foods? Yes_____ No_____

3. Is there an established policy to exclude or restrict food workers who are sick or have infected cuts and lesions? Yes_____ No_____

Please describe procedure: _____

4. How will cooking equipment, cutting boards, counter tops and other food contact surfaces which cannot be submerged in sinks or put through a dishwasher be cleaned and sanitized?

Please describe procedure: _____

I. DRY GOODS STORAGE

Is appropriate dry good storage space provided based upon menu, meals and frequency of deliveries?

Yes_____ No_____

Provide information on the frequency of deliveries and the expected gross volume that is to be delivered each time. _____

Provide total square footage of shelf space dedicated to dry storage _____sq. ft.

Provide type of approved food storage containers being used to store bulk food products.

II. DISHWASHING FACILITIES (Utensil wash sink)

- Size of pot/utensil sink(s) to be used: _____ Two compartment sink
_____ Three compartment sink
_____ Four compartment sink

Size of sink vats: _____ Length _____ Width _____ Depth
Drainboards size: _____ Right _____ Left
- Does the largest pot, pan or food storage container fit into each compartment of the pot sink?
Yes _____ No _____
- What type of sanitizer is to be used?
____ Chlorine ____ Iodine ____ Quaternary Ammonium ____ Hot Water

DISHWASHING FACILITIES (Dishmachine)

- Is a Dishmachine used in the facility? Yes _____ No _____
 - Dishmachine Make: _____ Model: _____
 - Gallons Per Hour of final rinse _____
 - Type of sanitization used: _____ Chemical type: _____
 - Test papers and/or kits shall be available for checking sanitizer concentration.**
 - Hot water (180⁰ F temperature provided) Yes _____ No _____
 - Size of booster heater: _____
 - Is ventilation required for the dishmachine? Yes _____ No _____
 - All dishmachines shall have templates with operating instructions and all dishmachines shall have temperature/pressure gauges as required that are accurately working.
- Appropriate air drying space shall be available for the air drying of all washed utensils with the use of drainboards, wall or overhead shelves, stationary or portable racks.
Please describe type and location: _____

Provide total square footage of shelf space dedicated to air drying: _____ sq. ft.

III. WATER SUPPLY/ SEWAGE SUPPLY

- Water supply:** Municipal _____ Private Well _____ **Sewer:** Municipal _____ Onsite _____
 - If the Water supply is other than a Municipal supply then it will be required to be registered with Public Water Supply.
- If water supply is a Community Water Supply system, is it registered and approved as public water supply? Yes _____ No _____
- Grease trap approved by: Municipal _____ Onsite Wastewater Section _____ Not required _____
- Please check one: Is the ice made on premises _____ purchased commercially _____

Describe provision for ice scoop storage: _____

IV. INSECT AND RODENT HARBORAGE

1. How is fly protection provided on all outside entrances?
 - A. Screen Doors Yes_____ No_____ N/A_____
 - B. Air Curtains (Fly Fan) Yes_____ No_____ N/A_____
2. All windows that open must have one of the following forms for fly protection?
 - A. Minimum #16 mesh screening Yes_____ No_____ N/A_____
 - B. Air Curtains (Fly Fan) Yes_____ No_____ N/A_____
 - C. Self Closing Yes_____ No_____ N/A_____

All outside doors shall be self-closing with rodent proof flashing and all pipe penetrations, beverage chases & electrical conduit chases sealed; ventilation systems exhaust and intakes protected to prevent insects and other vermin from entering the facility.

3. Indicate/describe location where pesticides are stored. _____

V. MOP CLEANING FACILITIES

Describe where the mop and/or can wash basin is located. _____

VI. GARBAGE AND REFUSE

Inside

1. All garbage containers must have lids.
Describe location of garbage containers in kitchen: _____

A garbage can cleaning facility is required as specified by .15A NCAC 18A .2600, Rule .2600 Disposal of Wastes. Please specify area and size: _____

Outside

2. Will a dumpster be used? Yes_____ No_____
Contractor Service: _____
3. Will the dumpster be cleaned on site? Yes_____ No_____
 - If the dumpster is to be cleaned on site, then the waste water from the cleaning operation will be required to be discharged to a sanitary sewer system.
4. Is the dumpster to be cleaned by the contractor service? Yes_____ No_____

5. Describe surface and location where dumpster/compactor/cans are to be stored: _____

6. Type of recycled cooking grease storage receptacle: _____
7. Location of recycled grease containers? _____

VII. MISCELLANEOUS

1. Describe storage facilities for employee's personal belongings (i.e., purse, coats, boots, umbrellas, etc.): _____
2. Are clean and dirty linen storage provided on premises:
If yes, where? _____

VIII. FINISH SCHEDULE

Applicant must describe materials (i.e., quarry tile, stainless steel, 6" plastic coved molding, etc.)

Area	Floor	Base	Walls	Ceiling
Kitchen				
Bar				
Food Storage				
Other Storage				
Toilet Rooms				
Dressing Rooms				
Garbage & Refuse Storage				
Mop Service Basin Area				
Other				
Other				
Other				
Other				
Other				

IX. PLUMBING

	Indirect Waste			Direct Waste
Plumbing Fixtures	(Floor sink)	(Hub Drain)	(Floor Drain)	
Dishwasher				
Garbage Grinder				
Ice Machines				
Ice Storage				
Food Prep Sinks				
Utensil/Pot Wash				
Handwash				
Steam Tables				
Dipper Wells				
Refrigeration				
Potato Peeler				
Washing Machine				
Other				
Other				

Any sink or equipment in which food or utensils is washed, prepared or stored must be indirectly drained (an air gap between the equipment drain and the fixed plumbing).

XIII. HOT WATER HEATER SIZE AND CAPACITY

The following is the location to access and download the Excel Hot Water Program

<http://www.deh.enr.state.nc.us/ehs/Food/PlanReview/hotwater-Calculator%20for%20NC.xls>

Hot Water Heater Calculation Worksheet					
Equipment	Quantity	Times	Size	Equals	GPH
One-Comp. Sink See Note #2		X	___by__by___	=	
Two-Comp. Sink See Note #2		X	___by__by___	=	
Three-Comp. Sink See Note #2		X	___by__by___	=	
Four-Comp. Sink See Note #2		X	___by__by___	=	
One-Comp Prep Sink		X	5 GPH	=	
Two-Comp Prep Sink		X	10 GPH	=	
Three-Comp Prep Sink		X	15 GPH	=	
Three Comp. Bar Sink See Note #2		X	___by__by___	=	
Four Comp. Bar Sink See Note #2		X	___by__by___	=	
Hand Sink (including restrooms)		X	5 GPH	=	
Pre-Rinse		X	45 GPH	=	
Can Wash		X	10 GPH	=	
Mop Sink		X	5 GPH	=	
**Dishmachine		X	Note #1	=	
Cloth Washer		X	15 GPH	=	
Hose Reels		X	5 GPH	=	
Other Equipment		X		=	
Other Equipment		X		=	
Other Equipment		X		=	
Total 140 ⁰ F GPH (gallons per hour) Recovery Requirements				Total =>	
Note – 140 ⁰ F Hot water heaters are to be sized at the 140 ⁰ F GPH recovery required at a temperature rise of 100 ⁰ F.					

