CHECK LIST FOR NEW FOOD SERVICE FACILITIES

DATE_________________________
NAME_______________________________________________
(OWNER, BUILDER OR AGENT)
PHONE______________________________

ADDRESS____________________________________________
CITY_______________________________________________
STATE___________ZIP______________________
FACILITY TYPE______________________________________
WASTE DISPOSAL_________________________
LOCATION OF FACILITY_______________________________

I. PLAN REVIEW
   – An appointment must be made with the Environmental Supervisor to review plans.

II. PLANS
   – Floor plans must be neat and drawn to scale. Plumbing must be indicated on floor plans. Example: 3 compartment sink, dishwasher, hand wash sinks, mop sinks, curved washing units, bathroom sinks, and commodes.

III. RESTROOMS – FAC 64E-11 governs the number of receptacles according to the capacity of the facility.
   1. Self Closing Doors
   2. Properly vented-vent fan/window
   3. Hot & cold water under pressure
   4. Soap & paper towels/hand drying machine
   5. Covered waste container in women’s restroom

IV. FOOD PREPARATION, STORAGE AND DINING AREA
   1. Dishwasher/3 compartment sink
   2. Hot & cold water under pressure
   3. Vented hood system needed for frying/grease laden vapors
   4. Hand wash sink in food preparation area
   5. Mop sink or curbed facility required
   6. Vacuum breaker required on all threaded hose bibs
   7. Grease trap, if required, shall not be located in food prep or food storage and shall connect to sewer or septic tank.
   8. Lighting in food prep & food storage shielded.
   9. Floor drains required where flush type floor cleaning occurs and carpet not allowed in food prep or food storage areas.
   10. A 20 BC or greater portable fire extinguisher in cooking area and a 2A 10BC or greater required in the dining area.
   11. Sneeze guards required on salad bars and buffet lines.
   12. Floors, walls and ceilings in food prep/storage smooth and easily cleanable
   13. Utensils, cooking equipment and single service items stored correctly
   14. All rooms well ventilated.

V. OUTSIDE AREA
   1. Facility on community sewer or an approved septic tank
   2. Storage for garbage cans and dumpsters located properly on pavement or concrete pad which is sloped to drain properly and not create a sanitary nuisance.
   3. Water from a community water system or and approved well

FINAL APPROVAL
   1. Completed sign off sheet
   2. Completed application
   3. Trip to the Health department to pay fee and finalize paperwork.