



## CONTENTS AND FORMAT OF PLANS AND SPECIFICATIONS

### Please enclose the following documents:

#### \_\_\_\_\_ **Proposed Menu**

- Include seasonal, off-site and banquet menus

#### \_\_\_\_\_ **Site Plan**

- Show the location of business in building; location of building on site including alleys, streets; and location of any outside equipment (dumpsters, well, septic system-if applicable)
- Show the location of outside equipment (dumpster, garbage rooms, grease traps, trash cans, sewage disposal, water supply- if applicable)
- On the plan represent auxiliary areas such as storage rooms, garbage rooms, toilets, basement and/or cellars used for storage or food preparation. Show all features of these rooms as required by this guidance manual.
- Entrances, exits, loading/ unloading areas and docks;

#### \_\_\_\_\_ **Plan Drawn to Scale of Food Establishment**

- Provide plans that are a minimum of 11 x 14 inches in size including the layout of the floor plan accurately drawn to a minimum scale of 1/4 inch = 1 foot. This is to allow for ease in reading plans.
- Show the location of all food equipment labeled on the plan with its common name. (Submit drawings of self-service hot and cold holding units with sneeze guards)
- Label and locate separate food preparation sinks when the menu dictates to preclude contamination and cross-contamination of raw and ready-to-eat foods.
- Provide the room size, aisle space, space between and behind equipment and the placement of the equipment of the floor plan.
- Clearly designate adequate hand washing lavatories for each toilet fixture and in the immediate area of food preparation.
- Location of mop sink or curbed cleaning facility with facilities for hanging mops are required.

#### \_\_\_\_\_ **Level One Training in Food Protection**

- Is mandated training for the person in charge (PIC) per shift of a risk level I, II, III, and IV food service operation or retail food establishment as of March 1, 2010. The following link provides a list of approved online training courses for the state of Ohio. [http://www.healthspace.com/Clients/Ohio/Ohio\\_Website\\_Live.nsf/FoodCertifications.xsp](http://www.healthspace.com/Clients/Ohio/Ohio_Website_Live.nsf/FoodCertifications.xsp) Choose online in the county drop down box for the list to appear.

#### \_\_\_\_\_ **Plumbing Schedule**

- Plumbing schedules including location of floor drains, floor sinks, water supply lines, overhead waste-water lines, hot water generator equipment with capacity and recovery rate, back flow prevention, and wastewater line connections;

#### \_\_\_\_\_ **Lighting Schedule**

- Include drawings of location of each light fixture with foot candles indicated.

#### \_\_\_\_\_ **Equipment Schedule**

- Include Manufacturer Specification Sheets for all pieces of equipment shown on the plan. Highlight/ circle module numbers and listings of equipment that is certified for sanitation by an ANSI accredited certified program.

**General Information**

List Hours of Operation for the following:

Monday \_\_\_\_\_ Tuesday \_\_\_\_\_ Wednesday \_\_\_\_\_ Thursday \_\_\_\_\_  
Friday \_\_\_\_\_ Saturday \_\_\_\_\_ Sunday \_\_\_\_\_

Number of Seats: \_\_\_\_\_  
Number of Staff (per shift): \_\_\_\_\_  
Number of Floors on which operations are conducted \_\_\_\_\_  
Total Square Feet of Facility: \_\_\_\_\_

Maximum Meals to be Served (approximate number)  
Breakfast \_\_\_\_\_ Lunch \_\_\_\_\_ Dinner \_\_\_\_\_

Type of Service (give percentage expected for each category):  
Sit Down Meals \_\_\_\_\_ Take Out \_\_\_\_\_ Caterer \_\_\_\_\_ Mobile Vendor \_\_\_\_\_

**FOOD PREPARATION REVIEW**

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

<b><u>CATEGORY*</u></b>	<b>(YES)</b>	<b>(NO)</b>
1. Thin meats, poultry, fish, eggs (hamburger; sliced meats; fillets)	( )	( )
2. Thick meats, whole poultry (roast beef; whole turkey, chickens, hams)	( )	( )
3. Cold processed foods (salads, sandwiches, vegetables)	( )	( )
4. Hot processed foods (soups, stews, rice/noodles, gravy, chowders, casseroles)	( )	( )
5. Bakery goods (pies, custards, cream fillings & toppings)	( )	( )
6. Other _____	( )	( )

***PLEASE CIRCLE/ANSWER THE FOLLOWING QUESTIONS***

**FOOD SUPPLIES:**

1. What are the projected frequencies of deliveries for the following:
  - a. Frozen foods \_\_\_\_\_ from \_\_\_\_\_
  - b. Refrigerated foods \_\_\_\_\_ from \_\_\_\_\_
  - c. Dry foods \_\_\_\_\_ from \_\_\_\_\_
  
2. Provide information on the amount of space (in cubic feet) allocated for:
 

Dry storage \_\_\_\_\_ Refrigerated Storage \_\_\_\_\_ Frozen Storage \_\_\_\_\_

3. How will dry goods be stored off the floor?

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**COLD STORAGE**

1. Is adequate and approved freezer and refrigeration available to store frozen foods frozen, and refrigerated foods at 41F(5C) and below? YES / NO

**Provide the method used to calculate cold storage requirements.**

2. 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?

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4. Is there a bulk ice machine available? YES / NO

**THAWING FROZEN POTENTIALLY HAZARDOUS FOOD:**

Please indicate by checking the appropriate boxes how frozen potentially hazardous foods (PHF's) in each category will be thawed. More than one method may apply. Also, indicate where thawing will take place.

<b>Thawing Method</b>	<b>*THICK FROZEN FOODS</b>	<b>*THIN FROZEN FOODS</b>
Refrigeration		
Running Water Less than 70F		
Microwave (as part of cooking process)		
Cooked from Frozen state		
Other (describe)		

\*Frozen foods: approximately one inch or less = thin, and more than an inch = thick.

**PREPARATION:**

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

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2. Will food employees be trained in good food sanitation practices? YES / NO

Method of Training: \_\_\_\_\_  
\_\_\_\_\_

Number(s) of employees: \_\_\_\_\_

3. Will disposable gloves and/or utensils and/or food grade paper be used to prevent handling of ready-to-eat foods? YES / NO

Check all that apply: Disposable gloves \_\_\_\_\_ Utensils \_\_\_\_\_ Food grade paper \_\_\_\_\_

4. Is there a written policy to exclude or restrict food workers who are sick or have infected cuts and lesions? YES / NO If YES, please describe below or attach written policy. REQUIRED

\_\_\_\_\_  
\_\_\_\_\_

5. 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 sanitized?

\_\_\_\_\_  
\_\_\_\_\_

Chemical Type: \_\_\_\_\_ Concentration: \_\_\_\_\_ Test Kit: YES or NO

6. Will ingredients for cold ready-to-eat foods such as tuna, mayonnaise and eggs for salads and sandwiches be pre-chilled before being mixed and/or assembled? YES / NO

7. Will all produce be washed on-site prior to use? YES / NO

Is there a planned location used for washing produce? YES / NO

Describe \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If not, describe the procedure for cleaning and sanitizing multiple use sinks between uses.

\_\_\_\_\_  
\_\_\_\_\_

8. Describe the procedure used for minimizing the length of time PHF's will be kept in the temperature danger zone (41F – 135F) during preparation.

\_\_\_\_\_  
\_\_\_\_\_

9. Will you be preparing vacuum packed items on-site? YES / NO

If so, do you have a HACCP variance? Please attach

10. Will the facility be serving food to a highly susceptible population? YES / NO

If yes, how will the temperature of foods be maintained while being transferred between the kitchen and service area?

\_\_\_\_\_

**COOKING:**

List types of cooking equipment.

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**HOT/COLD HOLDING:**

1. How will hot PHF's be maintained at 135F or above during holding for service? Indicate type and number of hot holding units.

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2. How will cold PHF's be maintained at 41F or below during holding for service? Indicate type and number of cold holding units.

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**COOLING:**

Please indicate by checking the appropriate boxes how PHF's will be cooled to 41F within 6 hours (135F to 70F in 2 hours and 70F to 41F in 4 hours). Also, indicate where the cooling will take place.

<b>COOLING METHOD</b>	<b>THICK MEATS</b>	<b>THIN MEATS</b>	<b>THIN SOUPS/ GRAVY</b>	<b>THICK SOUPS/ GRAVY</b>	<b>RICE/ NOODLES</b>
Shallow Pans					
Ice Baths					
Reduce Volume or Size					
Rapid Chill					
Other (describe)					

**REHEATING:**

1. How will PHF's that are cooked, cooled, and reheated for hot holding be reheated so that all parts of the food reach a temperature of at least 165F for 15 seconds within 2 hours? Indicate type and number of units used for reheating foods.

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## PHYSICAL FACILITIES

### FINISH SCHEDULE

Applicant must indicate which materials (quarry tile, stainless steel, 4" plastic covered molding, etc.) will be used in the following areas. Please keep in mind the surfaces shall be smooth and easily cleanable.

	FLOOR	COVING	WALLS	CEILING
<b>Kitchen</b>				
<b>Bar</b>				
<b>Food Storage</b>				
<b>Chemical Storage</b>				
<b>Toilet Rooms</b>				
<b>Dressing Rooms</b>				
<b>Garbage &amp; Refuse Storage</b>				
<b>Mop Service Basin Area</b>				
<b>Warewashing Area</b>				
<b>Walk-In Refrigerators and Freezers</b>				

### LIGHTING SCHEDULE

#### Lighting schedule with protectors:

- (1) At least 110 lux (10 foot candles) at a distance of 75 cm (30 inches) above the floor, in walk-in refrigeration units and dry food storage areas & in other areas and rooms during periods of cleaning;
- (2) At least 220 lux (20 foot candles):
  - (a) At a surface where food is provided for consumer self-service such as buffets and salad bars or where fresh produce or packaged foods are sold or offered for consumption;
  - (b) Inside equipment such as reach-in and under-counter refrigerators;
  - (c) At a distance of 75 cm (30 inches) above the floor in areas used for hand washing, warewashing, and equipment and utensil storage, and in toilet rooms; and
- (3) At least 540 lux (50 foot candles) at a surface where a food employee is working with food or working with utensils or equipment such as knives, slicers, grinders, or saws where employee safety is a factor.

AREA	FOOT CANDLES
<b>Walk in Refrigeration Units</b>	
<b>Dry Food Storage</b>	
<b>Food Preparation Area</b>	
<b>Warewashing Area</b>	
<b>Salad Bar or Buffet</b>	

## VENTILATION

Indicate all areas where exhaust hoods are installed.

LOCATION	FILTERS &/OR EXTRACTION DEVICES	SQUARE FEET	FIRE PROTECTION	AIR CAPACITY CFM	AIR MAKEUP CFM

1. How is each listed ventilation hood system cleaned?

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## DISHWASHING FACILITIES

Will sinks or a dishwasher be used for warewashing?

Dishwasher YES ( ) NO ( )  
 Three compartment sink YES ( ) NO ( )

1. Dishwasher

a. Type of sanitization used (choose one that applies):

Hot water (temperature provided) \_\_\_\_\_

Booster Heater \_\_\_\_\_

Chemical type \_\_\_\_\_ Concentration \_\_\_\_\_ Test Kit YES or NO

b. Is ventilation provided? YES ( ) NO ( )

c. Do all dish machines have templates with operating instructions? YES ( ) NO ( )

d. Do all dish machines have temperature/pressure gauges as required that are accurately working? YES ( ) NO ( )

2. Three compartment sink

a. Does the largest pot and pan fit into each compartment of the three compartment sink? YES ( ) NO ( )

b. If no, what is the procedure for manual cleaning and sanitizing?

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c. What are the dimensions (length, width, height) for each bowl in the three compartment sink?

Bowl one: \_\_\_\_\_ Bowl two: \_\_\_\_\_ Bowl three: \_\_\_\_\_

d. Are their drain boards on both ends of the pot sink? YES ( ) NO ( )

e. What type of sanitizer is used?

Chlorine ( ) Hot water ( ) Quaternary ammonium ( )

Iodine ( ) Other, please list \_\_\_\_\_ ( )

i. If using a chemical sanitizer list concentration \_\_\_\_\_ Test Kit YES or NO

ii. If using hot water, please list temperature \_\_\_\_\_ degrees Fahrenheit







- |  | <b>YES</b> | <b>NO</b> | <b>NA</b> |
|--|------------|-----------|-----------|
| 6. Is area around building clear of unnecessary brush and other harborage? | ( )        | ( )       | ( )       |
| 7. Will air curtains be used?<br>If yes, where? _____                      | ( )        | ( )       | ( )       |

**GARBAGE AND REFUSE**

- | <u>Inside</u>   | <b>YES</b> | <b>NO</b> | <b>NA</b> |
|---|------------|-----------|-----------|
| 1. Will refuse be stored inside?<br>If so, where? _____               | ( )        | ( )       | ( )       |
| 2. Is there an area designated for garbage can or floor mat cleaning? | ( )        | ( )       | ( )       |

- | <u>Outside</u>  | <b>YES</b> | <b>NO</b> | <b>NA</b> |
|---|------------|-----------|-----------|
| 3. Will a dumpster be used?<br>Number _____ Size _____<br>Frequency of pickup _____<br>Contractor _____<br>Surface to be stored on _____<br>Location _____  | ( )        | ( )       | ( )       |
| 4. Will a compactor be used?<br>Number _____ Size _____<br>Frequency of pickup _____<br>Contractor _____<br>Surface to be stored on _____<br>Location _____ | ( )        | ( )       | ( )       |
| 5. Will garbage cans be stored outside?   | ( )        | ( )       | ( )       |
| 6. Will a grease storage receptacle be used?<br>Number _____ Size _____ Frequency of Cleaning _____ Company _____   | ( )        | ( )       | ( )       |
| 7. Is there any area to store returnable goods?<br>Location: _____  | ( )        | ( )       | ( )       |

**EMPLOYEE PERSONAL BELONGINGS**

- |   |         |        |
|---|---------|--------|
| 1. Are dressing rooms provided?   | YES ( ) | NO ( ) |
| 2. Are lockers provided?  | YES ( ) | NO ( ) |
| 3. Other storage facilities for employees' personal belongings (ie, purse, coats, boots, umbrellas, etc.) Please indicate location. | _____   |        |

**SMALL EQUIPMENT REQUIREMENTS**

Please specify the number, location, and types of each of the following:

- Slicers \_\_\_\_\_
- Cutting boards \_\_\_\_\_
- Can openers \_\_\_\_\_
- Mixers \_\_\_\_\_
- Floor mats \_\_\_\_\_
- Other \_\_\_\_\_

**This application is complete and if the plans and specifications are approved, I will construct this facility in full compliance with them and in conformance to the Ohio Food Safety Code.**

Signature of Owner	Printed Name of Owner	Date
Signature of Applicant (if different from above)	Printed Name of Applicant (if different from above)	Date



*New Business Owner,*

*Welcome to Darke County! I am looking forward to working together to create a safe environment for the community. If you should have any questions or need assistance with this packet, contact me at the Health Department at 937-548-4196 extension 206. Our office hours are Monday through Friday, 8:00AM to 4:00PM. My email address is [megan.kaiser@odh.ohio.gov](mailto:megan.kaiser@odh.ohio.gov).*

*Sincerely,*

*Megan Kaiser  
Food Sanitarian*

**OFFICE USE ONLY**

Date Received: \_\_\_\_\_

Receipt #: \_\_\_\_\_

Date Approved: \_\_\_\_\_

Date Application Disapproved: \_\_\_\_\_ For reasons see attached sheet.

## Risk Level of Retail Food Establishments & Food Service Operations

The licenser shall determine the risk level based on the highest risk level activity of the retail food establishment or food service operation in accordance with the following criteria:

- (A) Risk level I poses potential risk to the public in terms of sanitation, food labeling, sources of food, storage practices, or expiration dates. Examples of risk level I activities include, but are not limited to, an operation that offers for sale or sells:
- (1) Coffee, self-service fountain drinks, pre-packaged non-potentially hazardous beverages;
  - (2) Pre-packaged refrigerated or frozen potentially hazardous foods;
  - (3) Pre-packaged non-potentially hazardous foods; Or
  - (4) Baby food or formula
- (B) Risk level II poses a higher potential risk to the public than risk level I because of hand contact or employee health concerns but minimal possibility of pathogenic growth exists. Examples of risk level II activities include, but are not limited to:
- (1) Handling, heat treating, or preparing non-potentially hazardous food;
  - (2) Holding for sale or serving potentially hazardous food at the same proper holding temperature at which it was received; or
  - (3) Heating individually packaged, commercially processed potentially hazardous foods for immediate service.
- (C) Risk level III poses a higher potential risk to the public than risk level II because of the following concerns: proper cooking temperatures, proper cooling procedures, proper holding temperatures, contamination issues or improper heat treatment in association with longer holding times before consumption, or processing a raw food product requiring bacterial load reduction procedures in order to sell it as ready-to-eat. Examples of risk level III activities include, but are not limited to:
- (1) Handling, cutting, or grinding raw meat products;
  - (2) Cutting or slicing ready-to-eat meats and cheeses;
  - (3) Assembling or cooking potentially hazardous food that is immediately served, held hot or cold, or cooled;
  - (4) Operating a new treatment dispensing freezer
  - (5) Reheating in individual portions only; or
  - (6) Heating of a product from an intact hermetically sealed package and holding it hot.
- (D) Risk level IV poses a higher potential risk to the public than risk level III because of concerns associated with: handling or preparing food using a procedure with several preparation steps that includes reheating of a product or ingredient of a product where multiple temperature controls are needed to preclude bacterial growth; offering as ready-to-eat a raw potentially hazardous meat, poultry product, fish, or shellfish or a food with these raw potentially hazardous items as ingredients; using freezing as a means to achieve parasite destruction; serving a primarily high risk clientele including immunocompromised or elderly individuals in a facility that provides either health care or assisted living; or using time in lieu of temperatures as a public health control for potentially hazardous food, or performs a food handling process that is not addressed, deviates, or otherwise requires a variance for the process. Examples of risk level IV activities include but are not limited to:
- (1) Reheating bulk quantities of leftover potentially hazardous food more than once every seven days; or
  - (2) Caterers or other similar food service operations that transport potentially hazardous food.