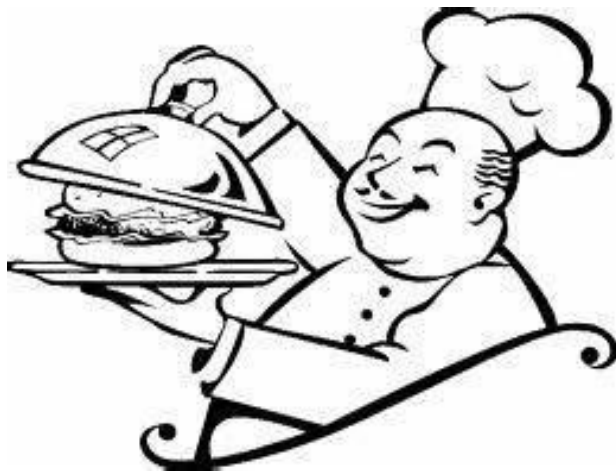




FOOD SERVICE PLAN REVIEW





MADISON COUNTY FOOD INSPECTION STAFF

Jim Jordan, Director, REHS
(740) 852-3065 ext. 1519
jjordan@madisonpublichealth.org

Susie Hyden
Environmental Health
Administrative Assistant
(740) 852-3065 ext. 1527
shyden@madisonpublichealth.org

MADISON COUNTY FOOD OPERATION PLAN REVIEW APPLICATION

According to **OAC 3701-21-03**: Facility layout and equipment specifications are required to be submitted to the local health department for all new or extensively altered food service or food establishment operations.

INSTRUCTIONS

- 1. Complete all applicable sections below.**
- 2. Sign and date the application (page 3 and pages 9-16).**
- 3. Make payment for the appropriate fee(s) payable to: Madison County Public Health Department.**
- 4. Return application, menu and floor plan (page 6 for instructions), and appropriate fees.**



MADISON COUNTY PUBLIC HEALTH

306 Lafayette Street | London, Ohio 43140 | 740-852-3065

Prevent. Promote. Protect.

Is this a:

- New facility (new construction or a facility that has not been licensed in the last year)
- Remodel/extensive alteration of a currently licensed facility
- New Equipment installation of a currently licensed facility

Name of Proposed facility: _____		
Address: _____ City: _____ State _____ Zip _____		
Telephone: (_____) _____ Township: _____		
Name of Owner or Owner's Representative: _____		
Mailing Address: _____ City: _____ State _____ Zip _____		
Telephone: (_____) _____ Fax: (_____) _____		
E-mail Address: _____		
Total Square Feet of Facility: _____		
Seating capacity: _____		
Will Meals be served? YES NO If yes, What type? Breakfast Lunch Dinner		
Will any foods be heated as part of the service? YES NO If yes, What foods? _____		
List hours of operation:	Sunday	Monday
Tuesday	Wednesday	Thursday
Friday	Saturday	
Projected date of completion of project: ____/____/____		

I understand that I must submit plans/applications to the following authorities (as applicable: Plumbing, Zoning, Electric, Building, and Fire). I attest that the information provided is true and accurate to the best of my knowledge.

Applicant Signature: _____ Date: _____

Payment Amount: \$ _____ Received By: _____ Date: _____

Approved by: _____ Date: _____



Flow of Your Food Service Operation: Careful consideration must be given to the flow of foods through a food service operation. Diagram the flow of foods as they are received, stored, prepared, and served. The areas that will be designated for the above activities must be in an order that allows the food to come into the kitchen (often the back door) and be distributed through the kitchen in a sequential manner, which prevents staff from having to carry foods back and forth in a kitchen. (When the food service is busy, saving trips from the back to the front of the kitchen will increase efficiency and help to maintain proper food temperatures.)

Surface Finishes: All floors, walls, shelving, and ceilings must be smooth, easily cleanable, durable, and nonabsorbent. Coving at the floor-wall joint is required to prevent accumulation of foods and dirt. Wood surfaces are **PROHIBITED** in the food preparation and storage areas. Lighting to be indicated on the diagram as well. Shielding or shatter resistant bulbs, to protect against broken glass falling onto foods, must cover all lights in food preparation, storage, display facilities, and where utensils and equipment are cleaned and stored.

Garbage and Refuse Disposal: Garbage and refuse on the premises shall be stored in a manner that prevents insects and rodents. Containers must be durable, cleanable, insect-proof, rodent-proof, non-absorbent, and waterproof. Covers must be kept on containers used in food preparation when containers are not in use. Outside storage areas and enclosures must be large enough to store garbage and refuse containers.

Plumbing: A food service operation requires several different types of sinks to properly prepare foods, wash utensils and equipment, wash employee hands, and dispose of mop water. The following list of sinks will be required and should be designated on food service plans. Location, number and types of plumbing fixtures, and all water supply facilities.

- ***Hand Sink*** (water temperature 100-110DF): Hand sinks (lavatory) must be always accessible to employees. Hand sinks must be in all food preparation areas and restrooms, to allow for convenient use by all employees. Hand sinks are suggested to be located at a maximum distance of 25 feet of all workstations. Cooks at made to order grills must have immediate access to a hand sink.
- ***Three Compartment Sink***: A three-compartment sink must be installed in the food service area for washing (120DF), rinsing, and sanitizing utensils (60 – 90 seconds contact time) to be used and shall be self-draining. Three compartment sinks must have drain boards that are self-draining.
- ***Food Preparation Sink***: All sinks that are used for preparation, thawing, and processing of foods must have drains indirectly connected to the waste system. A food preparation sink must be installed in any food service operation that will be washing produce or processing foods that require the use of a sink.
- ***Mop Sink***: A curbed cleaning facility at floor level with a properly trapped and vented floor drain shall be provided for the cleaning of mops or similar wet floor cleaning tools and for disposal of mop water or similar liquids.
- ***Dishwasher***: A dishwasher must be installed which is capable of either heat (180DF) or chemical sanitization if food service operations will be using non disposable place settings or using large amounts of equipment requiring washing, rinsing, and sanitizing.



• ***Garbage Disposal:*** If using a garbage disposal, it is not to be used in conjunction with any of the above types of sinks. Garbage disposals are not recommended for use in commercial food service operations. If your operation is considering installing a garbage disposal contact The Madison County London City Health District Plumbing Inspector for further information.

Equipment Installation: Whenever possible, equipment should be mounted on approved castors or wheels to facilitate easy moving, cleaning, and provide operational flexibility. If equipment requires utility service, quick-disconnects or flexible, long service lines permit equipment to be moved for cleaning. Floor mounted equipment must be sealed to the floor. Equipment can be elevated on legs to provide clearance for cleaning. A minimum of six inches is required for floor equipment and four inches is required for countertop equipment that is not portable. To provide for easy cleaning behind equipment the following distances from wall or other equipment is recommended.

When sufficient space is not available between walls and other equipment, then all equipment must be sealed to the adjoining equipment or adjacent walls.

Food Safety Certification

The objective of the Ohio Department of Health's certification in food protection rule, 3701-21-25 of the Administrative Code, is to educate and train food personnel on effective food safety practices for preventing foodborne illness. Ohio's Certification program consists of two levels of training: Person-In-Charge (formerly "level one") and Manager (formerly "level two").

Person-In-Charge (PIC) Certification in Food Protection is a mandated training for the designated person in charge for each shift of a risk level I, II, III, and IV food service operation or retail food establishment if any of the following apply:

- A food service operation or a retail food establishment initially licensed after March 1, 2010 unless the individual has successfully completed an equivalent or more comprehensive manager certification in food protection course (Manager Certification).
- A food service operation or retail food establishment has been implicated in a foodborne disease outbreak.
- The licensor has documented a failure to maintain sanitary conditions in accordance with section 3717.29 of the Revised Code for a retail food establishment or section 3717.49 of the Revised Code for a food service operation.

Obtaining the Ohio Person-In-Charge (level one) Certification in Food Protection

Food employees seeking to obtain the Ohio Person-In-Charge (level one) certification need to complete an approved course through a provider approved by the Ohio Department of Health.

Manager Certification in Food Protection program is a more extensive training that provides managers with in-depth knowledge of proper food safety practices for use in their facilities. Beginning March 1, 2017, each risk level III and risk level IV food service operation and retail food establishment is required to have at least one employee with supervisory and management responsibility and the authority to direct and control food preparation and service that has obtained the Ohio Manager Certification in food protection.



Obtaining the Ohio Person-In-Charge and/or Manager Certification in Food Protection

Food employees seeking to obtain the Ohio manager certification need to complete an approved course and certification exam through a provider approved by the Ohio Department of Health. A list of approved providers for certification is available at:

[Providers of the Person-In-Charge \(level one\) and Manager \(level two\) Certification in Food Protection training](#)

Multi-Agency Approval: There are many agencies that may be involved in ensuring that your food service facility is meeting all applicable codes.

It is recommended that you speak with all necessary agencies before starting new construction or remodeling of an existing building that would include plumbing, electrical, water lines, or structural integrity.

- Zoning Department - State of Ohio Building Department or Local State Certified Building Department (for all new buildings or existing buildings not previously licensed as a food service operation).
- Fire Marshall
- Electrical Inspector
- Plumbing Inspector
- Ohio Environmental Protection Agency (Sewage and Water-if not connected to municipal systems).

The Establishment's Food Service License will not be issued until written approval from the necessary agencies has been submitted.

The following information and specifications must be included in the plans submitted. (Please be as specific as possible in all product, equipment, and material descriptions.)

- The type of operation and foods to be prepared and served. (Menu – including any seasonal items)
- The total area to be used for the food service operation. (Food preparation and storage, dry goods and chemical storage, and refuse areas.)
- A diagram of all portions of the premises in which the food service operations are to be conducted.
- Entrances and exits.
- Location, number and types of plumbing fixtures, including all water supply facilities.
- Plans for lighting, both natural and artificial, with foot-candles indicated for critical surfaces.
- A floor plan showing the general layout of fixtures and other equipment.
- Building materials and surface finishes to be used. (Walls, floors, ceilings, and counter tops.)
- An equipment list with equipment manufacturers name and model number. **(All food service equipment must be NSF Certified.)**
- Location of designated areas for employee's personal belongings.
- All Plans and specifications submitted for approval must be legible, drawn to scale, and contain all of the above information.
- First Aid **AND** Bodily Fluid Clean-up kits (with items for clean-up and instructions) **MUST** be available.



Plan Review will not begin until the fee is received.

Plan review fee is determined by risk level/local license fee.

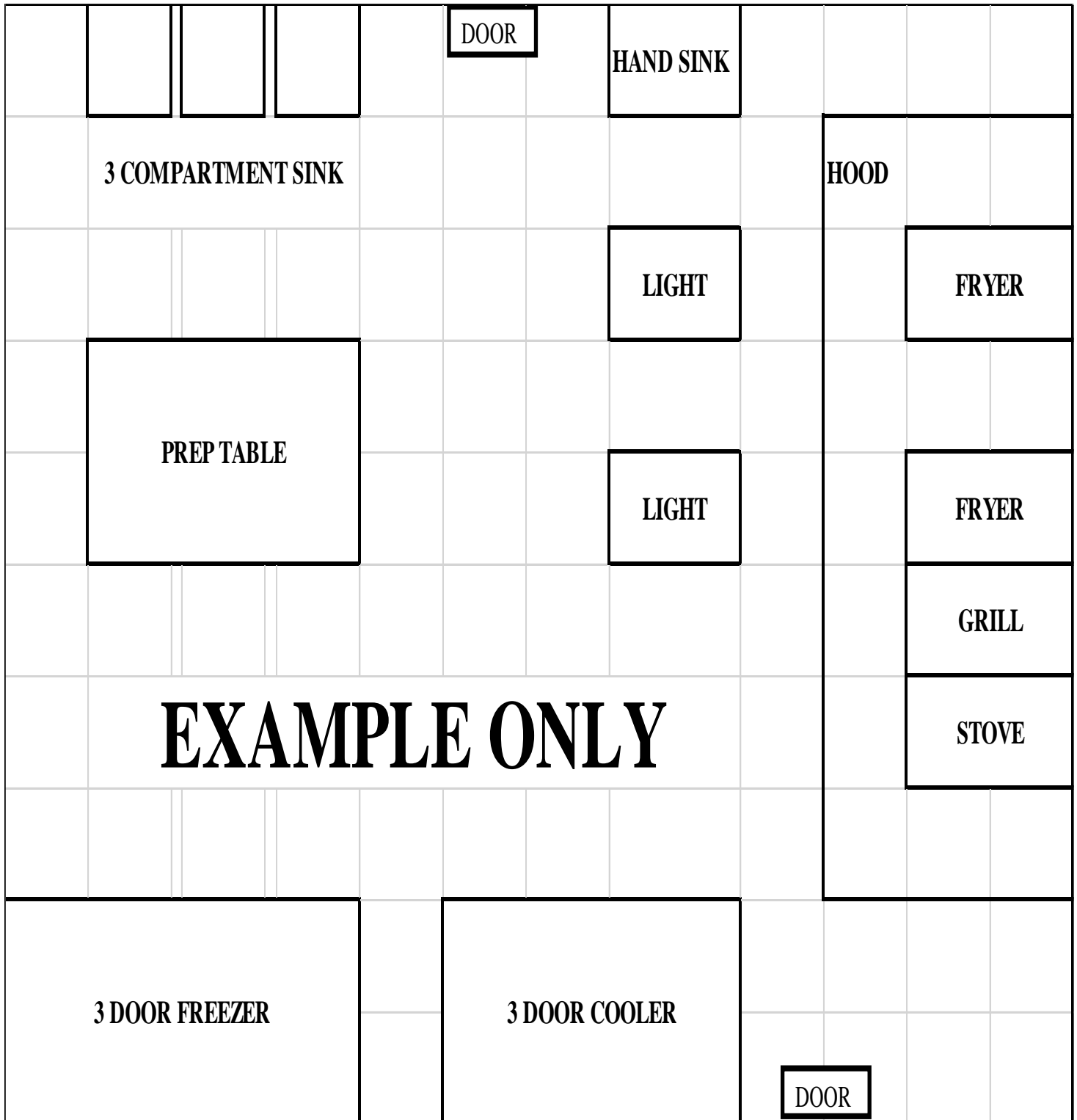
Ohio Laws for Food Service Operations and Retail Food Establishments can be found at the following website: <http://codes.ohio.gov/orc/3717>

FORMAT SPECIFICATIONS FOR PLANS

- Plans are to be drawn (reasonably) to scale at a minimum of ¼ inch = 1 foot. This is to allow for ease of reading the plans.
- Site plan to show the location of the business such as a shopping mall. Location of the building showing alleys, streets, dumpsters, potable water sources, etc.
- Each piece of equipment (large or small) is to be designated on the floor plan and clearly labeled with its common name, make, and model of equipment **must** be supplied or cut sheets provided.
- Clearly designate handwashing facilities for each restroom and in the immediate area of food preparation.
- Provide the square footage of all areas where food is to be stored, prepared, cooked, or sold. Include locations of entrances, exits, loading and unloading areas as applicable.
- Provide complete finish schedules for each room including floors, walls, ceilings, and coved juncture bases.
- Lighting schedule describing the amount of light and how lighting is protected.
 - At least 10-foot candles (110 lux) are required in walk-in refrigeration units, dry storage areas, and other rooms during cleaning.
 - At least 20-foot candles (220 lux) are required at self service areas; inside equipment such as reach in coolers and under counter refrigerators; where handwashing, dishwashing, restrooms, and where equipment and utensils are stored.
 - At least 50-foot candles (540 lux) are required where food employees work with food, utensils, and equipment (such as knives, slicers, grinders, etc.).
- Source of water supply and method of sewage disposal. (Whether you are on city water/sewer or have an EPA approved system).
- Location of mop sink or curbed cleaning facility.
- Cabinets/area for storing chemicals.
- Dressing room, locker area, employee rest area, and/or are designated for storage of employee personal items.
- Garbage storage/disposal area.



SEE EXAMPLE BELOW





FOOD PREPERATION REVIEW

Check categories of Time-Temperature Controlled for Safety (TCS) foods to be handled, prepared, and/or served.

CATEGORY	(YES)	(NO)
1. Thin meats, Poultry, Fish, Eggs (Hamburger, Sliced meats, Fillets)	<input type="checkbox"/>	<input type="checkbox"/>
2. Thick meats, Whole poultry (Roast beef, Whole Turkey, Chicken, Ham)	<input type="checkbox"/>	<input type="checkbox"/>
3. Seafood	<input type="checkbox"/>	<input type="checkbox"/>
4. Poultry	<input type="checkbox"/>	<input type="checkbox"/>
5. Cold processed foods (Salads, Sandwiches, Vegetables)	<input type="checkbox"/>	<input type="checkbox"/>
6. Hot processed foods (Soups, Stews, Rice/Noodles, Gravies, Chowders, Casseroles)	<input type="checkbox"/>	<input type="checkbox"/>
7. Bakery goods (Pies, Custards, Cream fillings/toppings)	<input type="checkbox"/>	<input type="checkbox"/>
8. Other _____	<input type="checkbox"/>	<input type="checkbox"/>



**PLEASE CIRCLE/ANSWER THE FOLLOWING QUESTIONS REGARDING
FOOD AND SUPPLIES.**

1. Where will food and supplies be purchased? (Provide name and location of all purveyors).

2. What are the projected frequencies of the deliveries for?

Frozen Foods: _____ Refrigerated Foods: _____ Dry Goods: _____

3. Provide information on the amount of space allocated for:

Frozen Foods: _____ Refrigerated Foods: _____ Dry Goods: _____

4. How will dry goods be stored 6 inches off of the floor? _____

5. Will any equipment be located outside? YES NO

If YES, List the equipment _____

6. Will there be any outside storage buildings? YES NO

If YES, what will be stored inside of the building? _____

7. Will your facility have fountain drinks, coffee, and beverage machines? YES NO

8. Are bulk storage containers constructed of a durable, food safe material? YES NO

Indicate material type _____

COLD STORAGE

ALL coolers/freezers MUST have a calibrated thermometer in the warmest part of the unit (near the door opening) to maintain an ambient temperature of 41DF or below.



1. 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?

2. Is there a bulk ice machine available? YES NO

If YES – will you be bagging ice for retail sale? YES NO

If no bulk ice machine is available, what source will you utilize for ice? _____

THAWING FROZEN TCS FOOD:

How will TCS foods be thawed? (More than one method may apply).

Refrigeration (≤41DF) Running Water (≤70DF)

Microwave (as part of the cooking process) Cooked from a frozen state

Other (describe)

COOKING

Calibrated stem thermometers must be available to ensure the proper internal cooking temperatures are being met.

1. Please describe how employees will ensure proper minimum temperatures are being achieved:

2. Will the operation be performing special processes that require a variance or a HACCP plan?

YES NO

If YES – please check all of the applicable processes:

- a. Fresh juice packaging ____



- b. Acidification of white rice ____
- c. Reduced Oxygen Packaging (ROP) ____ or Modified Atmospheric Packaging (MAP) ____
- d. Sous Vide or Cook/Chill ____
- e. Addition of cure to products (Sodium Nitrate/Nitrite) ____
- f. Custom processing of animals such as deer or wild game/waterfowl ____

3. How will employees be effectively trained in special process requirements?

HOT/COLD HOLDING

1. How will TCS foods being held for hot service be maintained at 135DF or above or 41DF or less?

COOLING

Please indicate by checking the appropriate boxes how TCS foods will be cooled to 41DF within 6 hours (135DF to 70DF within the first 2 hours and then 70DF to 41DF within the additional 4 hours).

COOLING METHOD	THICK MEATS	THIN MEATS	THICK SOUPS/GRAVY	THIN SOUPS/GRAVY	RICE/NOODLES
SHALLOW PANS (LESS THAN 2" DEEP)					
ICE BATHS					
REDUCED VOLUME OR SIZE					
RAPID CHILL					
Other (discribe) _____					



REHEATING (if applicable)

1. Will you be cooking, cooling, and reheating foods in batches for hot holding (i.e. soups, sauces)?

YES NO

If YES – how will TCS foods that are cooked, cooled, and reheated for hot holding be reheated so that all parts of the food reach an internal temperature of at least 165DF for 15 seconds within 2 hours?

Include type of equipment used for reheating:

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

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

If YES – describe the planned location for washing produce: _____

If NO – how and where will produce be washed? Describe:

4. Describe preparation practices that will minimize the amount of time that TCS foods will be in the Temperature Danger Zone (41DF to 135DF):

5. Will the facility be serving food to highly susceptible populations? YES NO

If YES – how will the temperature be maintained while being transferred between the kitchen and service area?



EMPLOYEE TRAINING AND HYGIENIC PRACTICES

- 1. Approximate number of staff per shift: _____
- 2. Will food employees be trained in good food sanitation practices? YES NO # Employees _____
Method of training: _____

- 3. Will disposable gloves (latex is **NOT** allowed) and/or utensils and/or food grade paper be used to prevent bare hand contact with Ready-To-Eat foods? YES NO
If NO – please describe how bare hand contact will Ready-To-Eat foods will be prevented:

- 4. Is there a written policy to exclude or restrict workers who are sick, been diagnosed with a foodborne illness, or have infected cuts or lesions? YES NO
If YES – please attach a copy of the policy with plans.
If NO – it is a requirement that all facilities have a policy or mechanism in place to ensure that food employees are reporting illness to the Person-In-Charge and that employees are excluded or restricted as necessary.

Education Requirement:

Submit certificates proving these individuals have completed these qualifications and list their names below:

Person-In-Charge:

Manager Certification:



CLEANING

1. Will a dishwashing machine, 3-compartment sink, or both be used to clean and sanitize equipment and utensils? Describe: _____

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

3. Does the largest pot and pan fit into the dishwasher or at least 1/2 of the largest pot and pan fit into the 3-compartment sink? YES NO
If NO – what procedure will be used for cleaning and sanitizing the items?

4. Are there drain boards on both ends of the 3-compartment sink? YES NO
If NO – Where will dirty dishes be stored prior to washing and clean dishes be allowed to air dry after sanitizing?

5. Will the grease trap for the 3-comp. sink be located inside or outside of the building? IN OUT

6. What type of sanitizer will be used for each of the following:
3-comp. sink _____ Dishwashing machine _____
Food contact surfaces _____

7. Sanitizing Test Kit (s) provided: _____

8. Will your facility generate cooking grease – i.e. from deep fryers? YES NO
If YES – Location of waste cooking grease storage receptacle _____
Name of company who will supply and empty the grease barrel/dumpster _____



GARBAGE / REFUSE

1. Will a dumpster be use? YES NO
 If YES – Number _____ Size _____ Frequency of pickup _____ Contractor _____
 If NO – how will garbage/refuse be disposed of? Describe:

2. Describe the surface and location where the dumpster/garbage cans are to be stored:

3. Describe location of grease storage receptacle: _____

GENERAL

1. Are all chemicals and toxins for use on the premise or for retail sale (**this includes personal medications**) correctly labeled as to their contents and located in an area separate from food preparation and storage areas? YES NO
2. Will linens be laundered on site? YES NO
 If YES – what will be laundered and where? _____
 If NO – how and where will linens be cleaned? _____
3. Will you be using a licensed pesticide company? YES NO
 If YES – list name and location of company _____
 If NO – how will insects/rodents be prevented from entering or eliminated from the premises?

HANDWASHING/TOILET FACILITIES

1. Is there a handwashing sink in each food preparation and ware washing area? YES NO
2. Is antibacterial hand soap available at all handwashing sinks? YES NO
3. Are hand drying supplies (paper towels, air dryers) available at all hand sinks? YES NO
4. Is hot and cold running water (under pressure) available at all hand sinks? YES NO
5. Are required handwashing signs posted at all hand sinks and in the restrooms? YES NO
6. Are covered waste receptacles available in all restrooms? YES NO
7. Are all toilet room doors that open into the kitchen self-closing? YES NO



PACKET COMPLETION

- Submit one set of plans to the Madison County Public Health Environmental Food office.
- The plans should be submitted as far in advance of the intended opening date as possible.
 - **State rules allow for up to 30 days for review of plans**
- **Along with the one set of plans, the plan review application should be submitted with the associated fee, and full menu for the facility.**
 - Plan review and license fees are determined by the facility's menu, contact the food office with questions.
- The applicant may be contacted with questions during the review process. Please provide an email address and/or phone number of the person best able to answer questions.
- If an approval letter has been sent or a phone call received:
 - The applicant is responsible for notifying the food office when occupancy (granted by the building department) for the space where the food service is located has been obtained.
- Once you notify the food office of occupancy and you have the items completed in the list below, schedule a pre-license inspection.

PLAN REVIEW CHECKLIST

Pre-license inspection will include:

- All coolers, freezers, and hot holding equipment operating
- All thermometers in coolers & freezers Metal stem thermometer in facility
- All surfaces clean
- Sanitizer and appropriate test strips available
- Handsinks stocked with antibacterial soap & paper towels
- Proof of Attendance from a Person in Charge or ServSafe class
- Signed building card (in lieu of Occupancy Certificate)
- Completed food license application
- Questions for the inspector

*A full inspection will be completed within 30 days of the food license being issued.



MCPH plan review check list for FSO/RFE's

- Drawn reasonable to scale
- Type of facility proposed
- Square footage (linear if micro market)
- Includes all of the premise entrances and exits
- Location , number & types of plumbing fixtures, all water supply
- Facilities Lighting plan
- Floor plan showing equipment layout
- Building Materials & surface finishes
- Equipment list with manufacturers & model number
- Plans received
- Plans approved