

MANDATORY CHECKLIST FOR NEW CONSTRUCTION OR REMODEL OF FOOD ESTABLISHMENT

REMODEL ____ NEW ____ SQUARE FEET OF FACILITY _____ DATE _____

Business Name _____ Address/City/Zip _____ Phone _____

Owner/Developer _____ Address/City/Zip _____ Phone _____

Contact Person _____ Address/City/Zip _____ Phone _____

IMPORTANT: All of the following ARE food establishment requirements (except in dining areas) that MUST be included in the plans (IN EITHER DESIGN OR NOTES). All spaces MUST be checked or provide N/A for not applicable and as stated above, all checked items MUST be included in the plans (IN EITHER DESIGN OR NOTES).

This CHECKLIST must be completed ENTIRELY and submitted WITH THREE COPIES OF PLANS or plans will be returned to applicant. If ONLY equipment is being replaced and NO remodeling is being done, then use EQUIPMENT REPLACEMENT CHECKLIST.

Food facilities located in the Unincorporated area must first submit plans with the County Building Department. When zoning clearance is obtained the applicant must immediately submit this completed checklist and 2 set of plans to Environmental Health Department.

All construction and equipment installation shall be subject to field inspection. The food facility shall not open for business until final approval is obtained from Environmental Health and a valid Health Permit is applied for and issued. Call for final inspection appointment(s) no less than five (5) working days prior to opening.

THE PLAN CHECK APPLICATION OR PLAN CHECK APPROVAL WILL EXPIRE ONE YEAR FROM DATE OF APPLICATION OR APPROVAL

PLANS:

- _____ Provide 3 copies of plans (2 for Building Department, 1 for EHS), minimum scale of 1/4" per foot.
- _____ Plans MUST include: menu, site plan, floor plan, finish schedule (floors, walls and ceiling); manufacturer specification sheets (cut sheets) for all equipment, plumbing, electrical, and lighting plans. Hood mechanical plans must be prepared and signed by mechanical contractor, (with C-20 license) or engineer with ALL calculations.

FLOORS:

- _____ Floors shall be smooth, durable, nonabsorbent and easily cleanable.
- _____ Floor surfaces in all food preparation or storage areas, utensil wash or storage areas, garbage refuse storage areas, mop sink area and restroom areas, shall be an approved type that continues up the walls (or toe-kicks) at least (4) inches, forming a 3/8" minimum radius cove as an INTEGRAL UNIT (Vinyl rubber topset base is NOT acceptable). Quarry tile or seamless poured epoxy are recommended floor materials. Commercial grade sheet vinyl (no felt backing) with heat welded seams may be suitable for some applications. A sample of the sheet vinyl must be submitted and approved by this Department. Where sheet vinyl is used, a cove backing (cove stick) must be used at the wall/floor and toekick/floor junctures. Vinyl composition tile (VCT) is not acceptable. Anti-slipping floor agents are restricted to traffic areas only (all other areas must be smooth).
- _____ Floor drains are required if floors are water flushed or equipment is cleaned in place with pressure spray.
- _____ FLOOR SINKS are required to receive INDIRECT fluid waste (all condensate and liquid waste) from the following equipment: dishwashers, 3 compartment multiservice kitchen and consumer utensil sanitizing sinks, food preparation sinks, pot and pan sinks, ice machines and bins, display cases, refrigerator units, steam tables, drink dispenser units, espresso machines, and similar equipment.

WALLS/CEILING/ENTRY DOORS:

- _____ Walls and ceilings must be smooth, durable, non-absorbent, light colored and WASHABLE (brick, concrete block, rough concrete, rough plaster or heavily textured gypsum board are not acceptable).
- _____ All cracks and gaps in walls/ceiling created during the installation of the equipment are to be sealed to a smooth and easily washable finish.
- _____ Walls behind all sinks and dishwashers shall be constructed of a waterproof material (FRP, Formica, stainless steel or similar surfaces) FROM TOP OF THE COVERED BASE TO 12" ABOVE SINK.
- _____ All unfinished surfaces shall be sealed with a gloss or semi gloss, epoxy, varnish or other EHS approved sealer.

- ___ All entrance doors (leading to the outside) are to be self-closing.
- ___ Ceiling acoustical tile may be approved if a sample is submitted and approved by this department (MUST HAVE A VINYL SURFACE).
- ___ Facilities must be fully enclosed. Walk-in refrigeration units, walk-in freezer units, and restrooms must open directly into the establishment.
- ___ CONDUIT: ALL plumbing, electrical and gas lines shall be concealed within the building walls, floors and ceiling or within approved conduit runs or chases. When conduit or pipe lines enter a wall, ceiling or floor, the opening around the line(s) shall be tightly sealed and made smooth.

REFRIGERATION:

- ___ Shall be specifically constructed for commercial use and conform to NSF or ANSI Standards (domestic model refrigeration units will NOT be accepted).
- ___ Shall be provided with an accurate, readily visible thermometer.
- ___ Condensate waste from reach-in or walk-in units must be drained into a floor sink with an air gap separation or to an approved evaporator unit.
- ___ Floor drains and floor sinks must be located outside walk-in units.
- ___ Walk-in shelving must be non corrodible and at least 6" off the floor with smooth, round metal legs or cantilevered from the wall for ease of cleaning. Shelving must be equivalent to applicable NSF standards. Wood is not acceptable.
- ___ The walk-in floor material must extend up the walls at least 4" with a minimum 3/8" radius at wall/floor junctures on both the inside and outside of walk-in refrigerators. Make certain that your NSF unit complies with this requirement as described above.

EQUIPMENT:

- ___ All equipment MUST meet or be equivalent to applicable National Sanitation Foundation's Standards (NSF).
- ___ Espresso machines MUST be ETL or UL listed as complying with "NSF Standard 4" (Look for proper sticker on machine).
- ___ ALL ice machines MUST be located within the building in an easily cleanable, well ventilated area and MUST be drained to a floor sink or other approved indirect connection.

TYPES OF SINKS REQUIRED:

- ___ Dishwashing machines are recommended where a large volume of eating and drinking utensils are washed. Dishwashing machines may be connected directly to the sewer immediately downstream from a floor drain or they may be drained through an approved indirect connection. Machines must have (2) integral stainless steel drainboards or dishtables.
- ___ THREE COMPARTMENT SANITIZING SINK: must be provided for all multiservice kitchen utensils (pots, pans, spatula's, tongs, kitchen knives, spoons etc, and multiservice consumer utensils. The sink compartments and dual integral drainboards must be large enough to accommodate the largest utensils to be washed. The three compartment sink MUST drain by means of an indirect waste connection to a floor sink.
- ___ FOOD PREPARATION SINK: food facilities need a separate sink for food preparation such as, but not limited to, thawing, washing or soaking. The food preparation sink shall drain by means of an indirect connection to a floor sink.
- ___ A STAINLESS STEEL HANDWASH SINK: must be provided in each food preparation area, with handwashing cleanser and single service towels provided in permanently installed dispensers adjacent to each handwashing facility. Hot and cold water through a mixing faucet must be provided. Handwashing sinks shall be of a sufficient number and conveniently located for use by all employees in food preparation and utensil washing areas. Handwashing sinks shall be easily accessible and may not be used for purposes other than handwashing.
- ___ A JANITORIAL SINK or a slab, basin or floor constructed of concrete or equivalent material, curbed and sloped to drain shall be provided. Provide a BACKFLOW PREVENTION DEVICE on mop area faucet. Install hooks or other suitable retaining device to hold mops etc. over the janitorial sink.
- ___ All sink compartments must have hot and cold water through a mixing faucet and an approved sewer connection.
- ___ A garbage disposal cannot be installed under a required sink unless an additional compartment is provided for the disposal.

_____ A cold running water dipper well shall be provided if scoops or other reusable serving utensils are stored in water (with an indirect connection to a floor sink).

RESTROOMS:

_____ Provide well fitted self closing restroom doors. Provide handsink with a hot and cold mixing faucet. Provide soap and paper tower dispensers.

_____ Food establishments which do not have a restroom for public, must provide employee restroom(s) located so that patrons using same don't pass through food preparation, food storage, or utensil washing areas.

_____ Restroom floors (see "Floors", page 1), walls, and ceiling must be nonabsorbent, smooth and easily cleanable.

_____ Provide proper restroom ventilation consistent with the requirements of local building codes.

WINDOW SCREENS:

_____ All openable windows, including restroom windows, shall be screened with not less than 16 mesh screening.

SNEEZE GUARD OR OPEN FOOD PROTECTION:

_____ With the exception of displays of produce in retail grocery stores, unpackaged foods shall be shielded so as to intercept a direct line between the customer's mouth and the food being displayed or shall be dispensed from approved self service containers. Provide DETAILED DRAWINGS of proposed sneeze guard. (Average customer mouth zone is 54" - 60").

STORAGE:

_____ Adequate and suitable floor space and shelving shall be provided for the storage of food, utensils, ingredients and refrigeration (defined as "working storage"). In addition to this "working storage", **additional "backup storage" must be provided.** 1.) In food preparation areas with 100 seats or less, a minimum of 60 square ft. of floor space shall be dedicated for "backup storage" (this is in addition to food preparation storage shelves, food handling equipment shelves/cabinets and refrigeration which are previously defined as "working storage"). Also provide at least 96 linear ft. of 18" deep shelving (144 sq. ft. of shelving) in "backup storage area". 2.) Each department in a grocery store where unpackaged foods are handled (deli, meat, bakery) must have at least 144 square ft. of shelving (96 linear ft. of 18" inch deep shelving). 3.) Bars and prepackaged foods only require 72 sq. ft. of shelving (48 linear ft. of 18" deep shelving) and 30 sq. ft. of dedicated floor space for storage.

_____ Provide an ENCLOSURE for chemicals, insecticides, poisons and all other cleaning agents in each food preparation area, which is ENTIRELY SEPARATED from food or utensil storage areas.

_____ Shelving shall be constructed in an easily cleanable design of smooth metal or wood which has been finished and sealed. Shelves installed on a wall shall have at least one inch of open space between the back edge of the shelf and the wall surface. Otherwise, the back edge of the shelf shall be sealed to the wall with caulking type sealant. The lowest shelf shall be at least six inches above the floor, with a clear unobstructed area below or the upper surface shall be completely sealed with a continuously coved base, having a minimum height of four inches.

CLOTHING CHANGE/STORAGE AREA:

_____ Provide an ENCLOSED storage area for employee clothing and personal effects which is ENTIRELY SEPARATED from food and utensil storage areas.

LIGHTING:

_____ All food preparation and dishwashing areas, except where alcoholic beverage utensils are washed, shall be provided with at least 20 foot candles of light (20 foot candles of light MUST be shown on plans).

_____ Food and utensil storage rooms, refrigeration storage, toilet rooms and dressing rooms shall be provided with at least 10 foot candles of light (10 foot candles of light MUST be shown on plans).

_____ Shatterproof covers shall be installed over all lights in food preparation, food storage rooms, utensil storage and dishwashing areas.

GARBAGE AND TRASH STORAGE AREA:

_____ A cleanable area shall be provided for the storage and cleaning of garbage and trash containers. If the trash storage area is located within the facility, then the wall, floor and ceiling of the room or area shall be constructed so as to be smooth, impervious and easily cleanable.

_____ Outside trash storage areas should be situated as far away from delivery doors as possible and the trash kept in leakproof and rodent proof containers to prevent fly and rodent infestations.

OUT-DOOR PASS-THROUGH WINDOWS:

_____ The pass-through opening must be fitted with an easily cleanable window which must be kept closed when not in use. (The size of the window opening should not exceed 432 square inches).

VENTILATION:

_____ Ventilation is required in all areas to facilitate proper food storage and provide reasonable employee comfort.

HOT WATER SUPPLY:

_____ Indicate water heater make, model, size _____ gal., BTU or KW _____ and the first hour recovery rate _____. Also submit cut sheets and the first and second hour yields. If length of pipe to fixtures from water heater is greater than 60 ft., then a recirculation pump must be provided.

KITCHEN EXHAUST SYSTEM (HOODS AND DUCTS):

_____ Mechanical exhaust ventilation shall be required at or above all cooking equipment such as ranges, griddles, ovens, deep fat fryers, barbecues and rotisseries and may be required at or above mechanical dishwashing equipment to effectively remove cooking odors, smoke, steam, grease and vapors. An integrated make-up air system is required.

_____ Complete exhaust ventilation plans and performance calculations must be submitted and are to include details of make-up air and cut sheets of blowers, motors and filters (Mesh type not allowed). All exhaust hoods and ducts shall be installed in accordance with Chapter 20 of the current edition of the Uniform Mechanical Code.

_____ ALL EXHAUST HOOD DIMENSIONS AND PERFORMANCE CALCULATIONS MUST BE ACCOMPANIED WITH THE LICENSED MECHANICAL CONTRACTOR'S (C-20 License) OR DESIGNING ENGINEER'S SIGNATURE AND REGISTRATION OR LICENSE NUMBER.

_____ Provide the following dimensions and calculations: Q formula: _____; hood dimensions: _____; hood area: _____; CFM: _____; duct size: _____; duct velocity: _____; filter rating (FPM per filter; provide cut sheet): _____; filter size: _____; number of filters needed: _____.

_____ Make-up air shall be supplied in a volume equal to the volume of air that is being exhausted and shall be supplied by a mechanical system designed solely for that purpose. The exhaust and make-up air system shall be connected by and electrical interlocking switch. Windows and doors shall not be used for the purpose of providing make-up air. Compensating hoods shall extract at least 20% of their required exhaust air flow from the kitchen area. HVAC is not a make-up air system because it recycles 85% of the internal air and only takes 15% of the outside air.

_____ Upon installation of the exhaust system, the licensed mechanical contractor/designing engineer shall conduct a field performance certification test. The results of the field performance certification test must be signed by the licensed mechanical contractor/designing engineer and submitted to EHS for review and approval. These written results MUST BE submitted prior to the opening of the food facility.

_____ List all equipment types to be used under the hood.

GREASE TRAP (INTERCEPTOR):

_____ Food facilities located in an area served by a public sewage system must contact the appropriate City Public Works Department for grease trap requirements.

_____ Food facilities located in the Unincorporated area or Capitola must obtain written approval from Santa Cruz County Public Works (Sanitation Section).

_____ A facility located in an area not served by a public sewage system must contact the Land Use Team of EHS regarding grease trap requirements. THE PLAN CHECK WILL NOT BE APPROVED UNTIL CLEARANCE FROM THE LAND USE TEAM IS GIVEN.

DISCLAIMER:

THE ABOVE HAS BEEN PREPARED TO PROVIDE INFORMATION AND TO ASSIST THE READER IN MEETING STATE AND LOCAL REQUIREMENTS FOR THE PREPARATION OF FOOD ESTABLISHMENT PLANS.

PLEASE BE ADVISED THAT THE APPLICANT FOR PLAN APPROVAL IS RESPONSIBLE TO MEET ALL CODES AND ORDINANCES AS MAY BE ENFORCED BY THIS DEPARTMENT AND BY OTHER AGENCIES.

WATER HEATER WORKSHEET

Purpose: To determine the recovery rate in gallons per hour (GPH) and power rating in BTU's or KW (kilowatts)

(A) Plumbing Fixtures	Number of Compartments	Multiply by:	GPH
Utensil (pot/pan) sink	_____	x 25	= _____
Handwash sink (includes restroom)	_____	x 5	= _____
Bar Sink	_____	x 10	= _____
Food Prep. Sink	_____	x 10	= _____
Mop sink	_____	x 10	= _____
Pre-wash Dishwashing Sprayer	_____	x 45	= _____
(B) Add the numbers in the GPH column of step (A) to get total			= _____ GPH
(C) Multiply result of step (B) by:			
	.60	Restaurants with multi-use utensils or	
	.40	Restaurants with single service utensils (deli, bakery, etc.) or	
	.20	Markets, liquor stores, etc.	
			= _____ GPH
(D) Obtain dishwasher hot water usage rate from manufacturer _____ GPH. Multiply it by 75% (or less depending on anticipated use).			= _____ GPH
(E) Add the results of step (C) and (D), giving RECOVERY RATE			= _____ GPH
(F) To get the required water heater POWER RATING, multiply the result of step (E) by:	.555 (if gas)		= _____ BTU
	or		
	.125 (if electric)		= _____ KW

ASK FOR CURRENT PLAN CHECK FEE SCHEDULE

Plan Check for a New or Modified Facility less than 1500 sq. ft. (plus see fee schedule per hour after 6 hours) Call for current fee.

Plan Check for a New or Modified Facility over 1500 sq. ft. (plus see fee schedule per hour after 8 hours) Call for current fee.