

**PLANNING GUIDE
FOR
FOOD SERVICE FACILITIES**

Garrett County Health Department
Environmental Health Services
1025 Memorial Drive
Oakland, MD 21550
301-334-7760/301-895-3111
FAX 301-334-7701
EMAIL tlbuckel@dnhm.state.md.us

Food Service Facility Plan
Review Requirements

Section I

FOOD SERVICE FACILITY PLAN REVIEW REQUIREMENTS

The following requirements pertain to any situation where a food service facility is constructed or materially altered or when an existing structure is converted for use as a food service facility. Properly prepared plans and specifications for the construction, remodeling or alteration; showing layout, arrangement and construction materials; and including information on equipment, scope of operation and, in some instances, specific details of proposed methods of food processing must be submitted to be reviewed and approved by this office before the work is begun.

A. Classification of Facility: In order for the department to evaluate the potential risk for a foodborne illness to occur in the proposed food service facility, the following information is required:

1. Describe the clientele to be served
2. Submit a proposed menu or a written description of foods which will be prepared and served
3. Indicate the type of food service system(s) proposed, i.e. cook-serve, cook-hot hold-serve, cook-chill-reheat-hot hold-serve, etc. After reviewing the information, a priority assessment (high, moderate or low) will be assigned to your facility.

B. Lay-out of Facility:

1. Submit a floor plan showing that the flow of food through the facility allows for temperature control, product integrity and minimal potential for cross-contamination
2. Indicate that the adequate preparation and storage space is provided
3. Position equipment to allow for easy cleaning and maintenance

C. *Hazard Analysis: For each type of food service system proposed, (cook-chill-serve, cook-hot hold-serve, etc.) submit a flow process diagram which includes the following:

1. Identify the critical control points for each flow process. A critical control point is the step or steps involved in the preparation of food where the potential for the introduction or the growth of pathogenic microorganisms exist.
2. Indicate how each critical control point will be controlled and monitored
3. Submit written procedures as to how the food will be handled if the critical control point is not under control due to employee error, equipment malfunction, power failure, etc.
4. Provide written procedures for training employees regarding plans described in 1-3 above

*We will assist

- D. Finish Schedule:** Specify by areas. Finishes must be, in general, smooth, easily cleanable, durable, grease-resistant. (Refer to the Regulations for specific requirements)
1. Floors. Specify material, Sample may be required
 2. Base. Specify covering for concrete, quarry tile or ceramic tile floors. Specify all other floor/wall junctures to be closed
 3. Walls. Specify materials and finish. Samples of vinyl or wood wall coverings may be required
 4. Specify that all piping, conduit, bx cable and similar construction will be located inside a wall, sealed to the wall or installed with a minimum $\frac{3}{4}$ " space from wall
- E. Doors:** Specify that all doors to the outside are self-closing and rodent proof. Include a statement that there will be no openings of $\frac{1}{4}$ " or greater, in or around the doors. During hours of non-operation, all access to facilities located in shopping malls must be rodent-proof
- F. Lighting:** Specify that a minimum of 20 foot-candles of shielded light will be provided at all work surfaces in storage areas, food preparation areas, utensil washing areas, toilet rooms, locker rooms and in garbage and rubbish storage areas. Ten candles of light must be provided in dining areas
- G. Cooking Exhaust Ventilation:** Submit complete scaled shop drawings of each exhaust hood showing position of cooking equipment and indicate ratings of exhaust fan in cubic feet per minute
- H. Toilet Facilities:**
1. Location. Restrooms for employees must be within the tenant space and must be accessible without going outside
 2. Public restrooms are required when customer seating is provided
 3. Restroom doors must be self-closing
 4. Provide mechanical exhaust ventilation sized at a minimum of 2 cubic feet per minute per square foot of floor area. Fan must exhaust directly to the outside of the building
 5. Provide waste receptacles in each toilet room. Receptacle(s) in the women's toilet room must be covered
- I. Handwashing Facilities**
1. Indicate location(s) on plans. Handwashing facilities are required in or adjacent to toilet facilities; and in each food preparation, utensil washing and food area
 2. Provide a mixing valve for hot and cold water or combination faucet

3. Provide splash guards, as necessary when hand sink is installed adjacent to any food preparation or storage area

J. Equipment:

1. Complete list of manufacturer and model numbers. Must be National Sanitation Foundation (NSF) approved or the equivalent
2. For custom built equipment by NSF listed manufacturer, specify “Custom. To be build to all applicable NSF standards” and specify the manufacturer’s name. Shop drawings may be required
3. For custom built equipment by a non-NSF listed manufacturer, submit complete shop drawings showing intended compliance with the applicable NSF standards
4. Floor plan. Show equipment either sealed to adjacent surfaces, placed on NSF approved casters or spaced for easy cleaning
5. Specify that all floor mounted equipment will be either placed on NSF approved 6 inch legs, properly spaced from adjacent equipment or walls; placed on NSF approved casters; or properly sealed to the floor
6. Indicate that all counter mounted equipment weighing in excess of 80 pounds will be placed on NSF approved 4 inch legs or properly sealed to the counter and all adjacent surfaces
7. Shelving intended for storage or holding of open foods or utensils must be a minimum of 18 inches from the floor
8. The floors of walk-in boxes are to be graded to drain to the outside through a waste pipe, doorway or other opening when flushing with water is the method of cleaning
9. No overselves or salamanders are allowed above cooking surface
10. Submit shop drawings for all food guards
11. All equipment must be adequate for operation needs and sized accordingly

K. Utensil Washing

1. Three compartment sink
 - a. Must be equipped with integral left and right drainboards or approved dish carts
 - b. Indicate that sink will be sufficient in size to accommodate the largest pot, pan or utensil
 - c. If a two compartment sink is proposed, submit the name of the United States Department of Agriculture approved detergent/sanitizer and indicate that no grease-producing foods are prepared in the establishment

2. Dishwashers

- a. A pressure gauge is required immediately upstream from the final rinse control valve and downstream from a line strainer. The pressure gauge must read between 15 psi and 25 psi. The gauge must be installed on a ¼" IPS petcock
- b. If a hose spray is used for the scraping operation, indicate that it will be equipped with a Watts N9 or equivalent atmospheric type backflow preventer
- c. Undercounter dishwashers must be installed on NSF approved 6" legs or NSF approved casters

L. Plumbing: Must conform with Maryland State Plumbing Code

1. Indirect connections are required for the following:

- a. Dishwashing machines, multi-compartment and food preparation sinks, refrigerators, steam kettles, potato peelers, ice machines, walk-ins and all food service equipment which generate waste
- b. Indicate open site drain with a minimum one inch air gap
- c. Indicate separate drains from each compartment of multi-compartment sink to an open site drain
- d. Shut-off valves are not allowed on salad bar drainlines

M. Storage: Specify shelving, dunnage racks, etc by manufacturer and model number. Must be NSF approved or the equivalent

N. Utilities: Specify

1. Water – Public or private supply
2. Sewage – Public sewerage or septic tank
3. For all private water and/or septic systems contact Environmental Health Services at 301-334-7760

O. Dressing Rooms and Lockers: Specify location and type

P. Refuse Storage: Note type of facilities on plans. Specify that the outside storage of refuse will be in rodent proof containers located on a paved surface

Q. Mop Sink: Specify location. Indicate location for the hanging storage of mops and brooms

R. Toxic Chemicals Storage: Specify type of facility and location