ALABAMA DEPARTMENT OF PUBLIC HEALTH

Food Establishment Plan Review Checklist

- **No establishment is to be constructed and no major alteration or addition is to be made until detailed plans and specifications have been submitted to and approved by the local county health department.**

- **Plans submitted for establishments greater than 2500 square feet must include an architectural stamp/seal.**

- **Menu Review and Food Flow**
  The menu or list of all the food and beverage items to be offered must be submitted as part of the plan review application. The plan review should focus on the food and its flow through the establishment. An assessment of the layout, flow, and menu can help to clarify an operator's Active Managerial Control of the risk factors for foodborne illness. (For more information about menu review and food flow, see pages 7-16 of the CFP Food Establishment Plan Review Manual.)

- **Finishes**
  Smooth floors, walls, ceilings, and coved base are required in all food preparation, food service, warewashing, and food storage areas, and in toilet rooms. Some examples of acceptable materials are quarry or ceramic tile, commercial-grade vinyl, stainless steel, fiberglass reinforced panels (FRP), sealed concrete, and painted drywall. (For more information about finishes, see pages 27-29 of the CFP Food Establishment Plan Review Manual.)

- **Pest Control**
  All openings to the outside should be effectively protected against the entrance of insects and rodents through means of solid, tight fitting, self-closing doors, screens, and/or air curtains. Insect control devices that are used to electrocute flying insects must not be located above food preparation areas, exposed food, clean equipment, utensils, or linens. (For more information on pest control, see pages 29-31 of the CFP Food Establishment Plan Review Manual.)

- **Hygiene Facilities**
  Handwashing sinks equipped with hand drying devices or disposable towels, hand cleanser, and waste receptacles shall be adequate in number and conveniently located for use by employees in food preparation, food dispensing, and warewashing areas and in toilet rooms. Each handwashing sink shall be provided with hot and cold water tempered by a mixing valve or combination faucet to provide water of at least 100°F. A washable baffle or barrier may be needed if the handwashing sink is located next to a food preparation area, utensil or equipment storage, or food contact surface if space does not provide adequate protection from splash. (For more information on hygiene facilities, see page 23 of the CFP Food Establishment Plan Review Manual.)

An establishment shall have at least one toilet and not fewer than the number of toilets required by law. Properly functioning toilet facilities must be accessible to employees at all times. (For the list of minimum requirements for toilet rooms, see pages 24-25 of the CFP Food Establishment Plan Review Manual.)

If proposed employee restrooms are part of a common area, such as public restrooms in a shopping mall, then the food establishment owner must meet these requirements:

1. Convenience – The *Food Code* requires the restrooms provided to be convenient for employee access.
2. Accessibility – The *Food Code* requires the restrooms provided to be accessible to employees during all hours of operation.
3. Control – The food permit holder is ultimately responsible for maintaining the restrooms – handwashing sinks, plumbing maintenance, soap, hand drying devices/towels, and cleanliness.

- **Plumbing**

  Ensure the establishment is supplied with a safe and adequate water supply – either verify public water supply or ensure non-public water supply complies with local, state, and/or federal laws, construction, and testing standards. Ensure that the hot water supply is sufficient to satisfy peak hot water demands for the food establishment. All sewage shall be disposed into a public sewage system or individual sewage disposal system that has been approved by the health department and sized for the operation. When applicable and according to local plumbing ordinances, a grease trap may be required. Direct plumbing connections may not exist between the sewage system and any drains originating from equipment in which food, portable equipment, or utensils are placed except when allowed by local plumbing codes. Air gaps or air breaks are allowed as indirect connections. (For more information on plumbing, see pages 21-23 of the CFP Food Establishment Plan Review Manual.)

- **Warewashing Facilities**

  For manual warewashing, a sink of no fewer than three compartments must be provided. (A two-compartment sink may be allowed – check with your local county health department.) The sink compartments shall be large enough to submerge the largest piece of equipment, supplied with hot and cold water, and equipped with drainboards, utensil racks, or tables/shelving large enough to accommodate clean and soiled dishware/equipment. Warewashing machines shall be installed in accordance with the manufacturer's recommendations and adequately vented (if using high-temperature sanitization). *Warewashing machines shall not replace the requirement for a manual warewashing sink* (For more information about warewashing facilities, see pages 20-21 of the CFP Food Establishment Plan Review Manual.)

- **Equipment and Installation**

  Floor-mounted equipment shall be permanently sealed to the floor or easily movable (such as with casters or wheels) or elevated on legs 6" high to facilitate ease of cleaning. Counter-mounted equipment should either be sealed to the table or counter OR elevated on legs 4" high to facilitate cleaning. All utility and service lines and openings through the floor and walls must be adequately sealed. Exposed vertical and horizontal lines and pipes must be kept to a minimum. Other equipment that is not movable should be spaced to allow for ease of cleaning or sealed to the wall. (For more information on equipment and installation, see pages 17-18 of the CFP Food Establishment Plan Review Manual.)

- **Mechanical Ventilation**
  Commercial cooking or display equipment and high-temperature sanitizing warewashing machines will require installment of a ventilation hood. (For more information on mechanical ventilation, see page 31 of the CFP Food Establishment Plan Review Manual.)

- **Facilities to Maintain Product Temperature**
  Sufficient refrigerators and freezers shall be provided to support the intended menu (cold holding and/or cooling). Proper placement and installation of refrigeration units is important to allow for adequate ventilation. Refrigeration units, unless designed for such use, should not be located directly adjacent to cooking equipment or other high heat producing equipment. Consideration must be taken with the placement and installation of cooking/reheating/hot holding equipment to ensure that proper ventilation and sanitation can occur. *Commercial grade equipment is strongly encouraged but not required per the Food Code. However, it is pertinent that the equipment installed be capable of maintaining proper product temperatures* (For more information on facilities to maintain product temperature, see pages 12-16 of the CFP Food Establishment Plan Review Manual.)

- **Lighting**
  Adequate lighting must be provided in all walk-in refrigeration units, dry storage areas, consumer self-service areas, inside equipment, in areas used for handwashing, warewashing, and utensil storage, and in toilet rooms. Shielding for lights shall be provided in areas where there is exposed food, clean equipment, utensils, linens, and unwrapped single-service articles. (For more information on lighting, see pages 26-27 of the CFP Food Establishment Plan Review Manual.)

- **Storage**
  The dry storage space needed depends on the menu and the amount and type of single-service articles to be stored. The location of the dry storage should be adjacent to the food preparation area and convenient to receiving. Adequate ventilation should be provided, and food should not be stored under exposed sewer lines. An area away from food, single-service articles, and clean utensils should be designated for poisonous or toxic materials. (For more information on storage, see pages 25-26 of the CFP Food Establishment Plan Review Manual.)

  *The following is a link for a resource from the Conference for Food Protection. It is for general guidance, and certain provisions may not be in accordance with ADPH Rules. Verify requirements in : http://www.foodprotect.org/guides-documents/plan-review-for-food-establishments-2016/

ALABAMA DEPARTMENT OF PUBLIC HEALTH

Food Establishment Plan Review Checklist

_____ County Health Department

_____ Environmentalist

Name of Establishment _____

Address _____

Applicant First Name _____ Applicant Last Name _____

Phone Number _____ Email Address _____

Finish Schedule

ROOM/AREA	FLOOR	COVED BASE	WALLS	CEILING	APPROVED	
					YES	NO
Food Preparation						
Dry Food Storage						
Warewashing Area						
Walk-in Refrigerators and Freezers						
Mop Sink						
Bathrooms and Dressing Rooms						
Other Rooms						

Food Preparation Procedures

FOOD RECEIVED

	Daily	Weekly	Biweekly	Other
How often will frozen foods be delivered				
How often will refrigerated foods/produce be delivered				
How often will dry foods or supplies be delivered				

FOOD STORAGE

Identify or list the food items to be stored in each area.

Dry Storage _____

Frozen Storage _____

Refrigerated Storage _____

FOOD HANDLING

Process	Identify Food Items	Location	Equipment	Approved	
				Yes	No
Washing					
Thawing					
Cooking					
Hot Holding					
Cooling					
Reheating					

Management and Personnel – Commissary (Optional)

COMMISSARY		*APPROVED*		
		YES	*NO*	*N/A*
a.	*If a private sewage disposal system is used, adequate sizing is approved by the county health department.*			
b.	*An appropriately sized grease trap/interceptor will be properly located and have a secured lid. (Check with local water authority for requirements and sizing).*			
c.	*A contract with a grease disposal company will be required before plans approval.*			
d.	*A grease recycling bin will be properly located for grease disposal.*			
e.	*There will be a hot water faucet equipped with a backflow device and can wash provided for washing garbage cans or dumpsters on a nonabsorbent surface otherwise a letter will be provided from the supplying company stating the dumpster will be replaced as needed.*			
f.	*Dishwashing facilities meet minimum food service establishment requirements and be adequate for mobile unit operator use.*			
g.	*Adequate and designated area provided for food supplies.*			
h.	*Adequate and designated area provided for utensils and other equipment, including single service articles.*			
i.	*Servicing area is located on a smooth nonabsorbent surface.*			
j.	*Servicing area is easily accessible for draining or flushing of wastewater and sloped to drain.*			
k.	*Covered storage area provided for pushcarts.*			

Management and Personnel

OPERATIONAL		APPROVED		
		YES	NO	N/A
a.	There will be at least one employee with an approved food safety manager's certification present during all hours of operation.			
b.	The establishment will have a diarrheal/vomit event clean-up plan.			
c.	The establishment will have a verifiable employee illness reporting policy.			
d.	There will be a consumer advisory posted on the menu for the hazards of undercooked or raw meats, eggs, and fish.			
e.	There will be gloves, hair restraints, and food thermometers provided for use by those employees preparing food.			
f.	There will be signage posted for customer's rights to know the country of origin for fish.			
g.	Buffets will have a placard stating that a fresh plate must be used when returning to the buffet line.			
h.	*Catering facilities will submit a plan of operation detailing how food will be prepared, transported, held, served, and discarded to meet guidelines.*			

Equipment

EQUIPMENT		APPROVED		
		YES	NO	N/A
a.	Adequate work space is provided.			
b.	All equipment (new, used, and/or existing) meets requirements. (Specification sheets provided).			
c.	There will be adequate facilities for maintaining food at appropriate hot and cold temperatures (coolers, freezers, warming cabinets, walk-in coolers and freezers) properly installed.			
d.	For food displays, salad bar, and food buffets there will be effective, easily cleanable sneeze guards or other counter protective devices provided where needed.			
e.	Cabinet finishes (interior & exterior), counter tops, tabletops, cutting boards, etc. will be of suitable materials.			
f.	If installed, ice cream dipper well will be properly drained.			
g.	Gas lines, water pipes, electrical lines, panel boxes, and conduits will be properly located and installed as to facilitate easy cleaning of floors, walls, ceilings, and equipment.			
h.	All storage shelving will be more than 6" off of the floor.			
i.	All floor-mounted equipment will be easily movable, sealed to the floor, or on 6" legs.			
j.	All counter-mounted equipment will be easily movable, sealed to the counter, or on 4" legs.			
k.	All equipment will be sealed to the wall or spaced to facilitate cleaning.			
l.	There will be adequate storage provided for food supplies.			
m.	There will be adequate storage provided for utensils.			

Warewashing and Linens

WAREWASHING FACILITIES - MANUAL		APPROVED		
		YES	NO	N/A
a.	A two or three-compartment sink will be provided with ≥110°F water. (Unless using dish cleaning solution that specifies otherwise.)			
b.	The sink compartments will be adequately sized to permit complete immersion of the largest pieces of equipment.			
c.	Sanitization method is approved (chemical vs. hot water).			
d.	A chemical sanitizer kit is approved.			
e.	When using hot water sanitization, an immersion heater, high temperature thermometer, and a utensil immersion basket will be provided.			
f.	Drainboards, wall-mounted or overhead shelves, and/or stationary or portable racks will be provided for air drying.			

WAREWASHING FACILITIES – MECHANICAL (OPTIONAL)		APPROVED		
		YES	NO	N/A
a.	**Chemical** - A chemical dishwashing machine has been approved.			
b.	**Chemical** - A chemical sanitizer kit is approved.			
c.	**Heat** - There will be a booster heater supplied to provide ≥180°F water for high temperature sanitization.			
d.	**Heat** - There will be adequate ventilation for high temperature sanitization to prevent grease or condensation accumulation.			
e.	**Heat** - An irreversible registering thermometer will be provided for high temperature sanitization			
f.	**Both** - The dishwashing machine is properly sized for its operation.			
g.	**Both** - The dishwashing machine will be provided with thermometers for the wash and rinse cycle and a pressure gauge.			

LINENS		APPROVED		
		YES	NO	N/A
a.	Methods (washer and dryer) for laundering linens on site will be approved.			
b.	Methods for laundering linens off-site will be approved.			
c.	Clean and dirty linens will be properly stored.			

Water and Plumbing

HANDWASHING FACILITIES		APPROVED		
		YES	NO	N/A
a.	There will be adequate handwashing sinks in food preparation, cooking, and warewashing areas, and in toilet rooms.			
b.	Soap, a handwashing sign, sanitary towels or an electric hand-drying device, and a garbage receptacle will be provided at each hand sink.			
c.	Hot and cold water will be supplied to all hand sinks with a mixing-type faucet.			

WATER SUPPLY AND PLUMBING		APPROVED		
		YES	NO	N/A
a.	Water will be from an approved source (public vs. well). If on well, source has been approved (attach copy of water test results).			
b.	All potable water sources, including sprayers, will be protected from backflow.			
c.	Hot and cold water will be provided to all pertinent equipment.			
d.	All equipment will be properly drained (indirect drains and/or air-gapped where required).			
e.	Surrounding floors will be sloped down to the floor drains if floors are flood cleaned.			
f.	Drains will be at other pertinent locations and properly located.			
g.	The water heater will be adequately sized for the operation to meet peak hot water demands.			
h.	The water heater will be on 6” metal legs, if required.			

RESTROOM FACILITIES		APPROVED		
		YES	NO	N/A
a.	There will be at least one restroom provided on site for use by employees.			
b.	There will be proper ventilation provided in the restroom.			
c.	The restroom door will be equipped with a self-closure.			
d.	There will be a garbage can with a lid provided in women’s restrooms.			
e.	Dressing rooms or storage facilities will be provided for employee personal items.			

Waste

SEWAGE DISPOSAL		APPROVED		
		YES	NO	N/A
a.	If a private sewage disposal system is proposed, the site and system have been approved by the county health department *(and engineer)*.			
b.	If applicable, an appropriately sized grease trap/interceptor will be properly located, accessible, and have a secured lid. **(check with local water authority for requirements and sizing)**			

REFUSE AND/OR DUMPSTER AREA		APPROVED		
		YES	NO	N/A
a.	A contract with a grease disposal company will be required before permitted to operate.			
b.	A grease recycling bin will be properly located for grease disposal.			
c.	Dumpsters and/or garbage cans will be located on a paved surface sloped for drainage.			
d.	There will be a drain located on the garbage container pad (if required by local municipality).			
e.	There will be a hot water faucet equipped with a backflow device and can wash provided for washing garbage cans or dumpsters on a non-absorbent surface. Otherwise, a letter will be provided from the supplying company stating the dumpster will be replaced as needed.			

Physical Facilities and Toxic Materials

PEST CONTROL		APPROVED		
		YES	NO	N/A
a.	All openable windows and entrances left open to the outside will have a minimum #16 mesh screen.			
b.	Air curtains, fly fans, or other pest control methods will be used on exterior openings.			
c.	All exterior doors are self-closing, tight-fitting, and rodent proof.			
d.	Doors and door frames are smooth finished.			
e.	Insect control devices will be used.			

VENTILATION		APPROVED		
		YES	NO	N/A
a.	All pertinent equipment will be installed under a properly sized ventilation hood.			

LIGHTING		APPROVED		
		YES	NO	N/A
a.	There will be adequate lighting in all areas.			
b.	There will be protective shielding on lights in food prep, serving, storage areas, and coolers/freezers.			

CLEANING AND TOXIC ITEM STORAGE		APPROVED		
		YES	NO	N/A
a.	Cleaning and sanitizing solutions and tools will be properly and safely stored.			
b.	Cleaning and sanitizing solutions and poisonous or toxic materials will be separated from food and food-contact surfaces.			
c.	There will be an adequate designated storage area for poisonous or toxic materials.			