

## **PLAN REVIEW CHECKLIST**

1. The plans should be a minimum of 11 X 14 inches with the layout of the floor plan accurately drawn to a minimum scale of 1/4 inches = 1 foot.
  
2. **The plans and specifications should include:**
  - (a) Location of all food service equipment with each piece of equipment clearly labeled with its common name.
  - (b) Refrigeration and hot-holding equipment for potentially hazardous food (PHF) clearly designated.
  - (c) Separate food preparation sinks, when menu dictates, labeled and located to prevent cross-contamination of raw and ready to eat foods.
  - (d) Hand washing facilities designated for food preparation areas, dishwashing area and toilet facilities.
  - (e) Auxiliary areas such as storage rooms, garbage rooms, toilets, basements and/or cellars used for storage or food preparation.
  - (f) Finish schedule for each room, including floors, walls, ceilings and coved juncture bases.
  - (g) Plumbing schedule including:
    1. floor drains/floor sinks
    2. waste supply lines
    3. waste water lines
    4. hot water generating equipment
    5. water heater manufacturer, model, and recovery rate
    6. grease trap and/or grease interceptor location
  - (h) Electrical layout and location of electrical panels.
  - (i) Site plan including:
    1. dumpster pad location
    2. grease storage container location
    3. entrances and exits
    4. loading and unloading areas
  - (j) Ventilation schedule for each room.
  - (k) Cabinets/shelves for storing toxic chemicals.
  - (l) Employee dressing room or locker area.

3. **Information accompanying the plans should include:**
  - (a) proposed menu
  - (b) manufacturer specification sheets for each piece of equipment
  - (c) completed Food Establishment Plan Review Application (Basic or Educational version)
  
4. **Lighting Requirements:**
  - (a) food contact surfaces = 50 foot-candles (540 lux)
  - (b) food preparation and utensil washing areas = 50 foot-candles (540 lux) (lighting in utensil washing area and on food contact surfaces measured at 30 inches above the floor and/or at the work levels)
  - (c) all other areas = 10 foot-candles (110 lux)
  
5. All food service/kitchen equipment should be NSF International (NSF) listed, Underwriters Laboratories Inc. (UL) classified for sanitation, or if not NSF or UL listed/classified, be constructed to meet NSF/ANSI standards.
  
6. Facilities shall be provided for the washing and storage of all garbage cans and mops. The cleaning facility shall include a combination faucet, hot and cold water, a threaded nozzle and a curbed impervious pad. The minimum recommended size is 36 x 36 inches, with walls that are easily cleanable and non-absorbent.
  
7. All items in rooms where food or single-service items are stored shall be at least 12 inches above the floor when placed on stationary storage units or at least 6 inches above the floor when placed on portable storage units, or otherwise arranged to permit thorough cleaning.