

# PLAN REVIEW GUIDE DOCUMENT

This plan review guide document has been developed to assist regulatory and industry personnel in achieving greater uniformity in the plan review process. The document is intended to be a guide when preparing a facility design for plan review. All new construction and remodeling plans must be submitted for review, and approval, before work begins.

Meeting all or some of the following guidelines does not indicate compliance with all health codes or any other code, law, or regulation that may be required by fire, building and electrical, plumbing or other applicable municipal codes. Please bear in mind, food code requirements, as well as other codes, are subject to revision and are frequently updated.

Please review this document carefully. If you have any questions or need assistance, please feel free to contact Fargo Cass Public Health at (701) 476-6729.

## Food Service Establishment Checklist

### Opening a Food Service Establishment

Submit your plans for review to the City of West Fargo Building Inspections at Moore Engineering, 1042 14<sup>th</sup> Ave. E., West Fargo, ND 58078, (701) 281-0597. Building Inspections will use a copy for their review as well as route additional copies to the other appropriate departments.

### Health Department Requires a Plan That Will Include:

#### Floor Plan: Locate and Label

- All refrigeration and freezers
- All cooking and hot hold equipment
- All countertop equipment
- All plumbing fixtures
- All work areas, counters, bars/lounges, storage areas, wait stations, etc
- All hand wash sink(s)
- Food preparation sink(s)
- Three compartment sink with drain boards at each end and/or dishwasher
- Grease trap and/or interceptor
- Slop or dump sink at cocktail lounge/bar (if applicable)
- Mop sink
- Dipper well (if applicable)
- All other relevant equipment
- Employee restroom
- Public restrooms

### Plan Preparer Should Also Consider:

- ✓ Details of sneeze/cough guards for buffet lines, salad bars, etc.
- ✓ Finish schedule for floors, walls, ceilings, countertops, and work tables
- ✓ Surfaces on non-movable work tables and food preparation counters
- ✓ Lighting details, including type of shatterproof lights or shielding used in food prep, etc.
- ✓ Ventilation/exhaust hood details
- ✓ Garbage/trash disposal details such as refuse and grease dumpsters, dumpster corral and/or pad

**Inspection and Health Department License:** Contact Fargo Cass Public Health at (701) 476-6729

- After your plans have been approved and construction is completed it is time to schedule the pre-operational inspection
  - Usually several days before the scheduled opening.
- Complete Health Department license applications and submit fee at time of pre-operational inspection
- Routine inspections are conducted on a regular basis and at a frequency warranted by menu, risk, previous violations, customer complaints and volume of service

**Additional Agencies You May Need To Contact:**

- City of West Fargo Building Inspections (701) 281-0597, Fire Department 701-433-5380, and Sanitation & Recycling Department (701) 433-5400
- North Dakota State Attorney General's office if applying for a State Liquor License (701) 328-2329
- City of West Fargo when applying for City Liquor License (701) 433-5300

**Opening for Business:**

You may open for business after obtaining a preoperational inspection & approval from the Health Dept.

**AND**

After final approvals from other appropriate agencies, e.g., Building Inspections (certificate of occupancy)

**FOOD SERVICE ESTABLISHMENT PLAN REVIEW SCHEDULE EXAMPLES**

**Finish Schedule**

The following provides examples of some of the acceptable finish materials for floors, walls and ceilings. Note that this is not an all-inclusive list; after being reviewed finish materials not included in this table may also be acceptable. All floor coverings in food preparation, food service, and food storage, ware washing areas, walk-in refrigeration units and restrooms shall be smooth, durable, nonabsorbent and easily cleanable.

**Kitchen/Food prep, Ware-washing, Wait and Serving Stations, Dry Storage, Toilet Rooms, -** Quarry tile, poured seamless sealed concrete, sheet vinyl, stainless steel, tile with sealed grout, FRP board, vinyl clad tiles, plastic laminate panels, drywall with gloss enamel finish

**Walk-in Coolers/Freezers** Quarry tile, poured seamless sealed concrete, aluminum, stainless steel

**FINISH SCHEDULES AND PHYSICAL FACILITIES**

**A. Food Contact Surfaces**

Food service establishment owners shall ensure food contact surfaces of counter tops, equipment and utensils are made of food grade material, smooth, easily accessible for cleaning, corrosion resistant and nonabsorbent. Cutting boards and butcher blocks shall be made of hard maple or an NSF listed synthetic product.

**B. Nonfood Contact Surfaces**

Cabinets, shelving, tables and other structures used to store items, shall be smooth, easily cleanable, durable, in good repair and in conformance with NSF standards or equivalent. Wood used for nonfood contact surfaces shall be sealed with a material that will result in a light colored, smooth, easily cleanable and nonabsorbent finish.

## Examples of Food Service Establishment Sinks and Plumbing Fixtures



### Handwash Sinks

1. Adequate hand-washing facilities used for no other purpose shall be located to permit convenient use by all employees in food preparation, utensil washing, and back bar areas and be at least the number required by law as well as designated for each toilet facility. Hand-washing sinks shall be easily accessible and may not be used for purposes other than hand-washing. Sinks used for food preparation or for washing equipment or utensils shall not be used for hand-washing.



### Food Preparation Sinks

Raw fruits and vegetables must be thoroughly washed in water to remove soil and other contaminants before being cut, combined with other ingredients, cooked, served, or offered for human consumption in ready-to-eat form



### **Dishwasher with clean dish-drying table**

#### Mechanical Ware Washing Machine

- a) Minimal mechanical dishwashing facilities shall consist of a mechanical dishwasher with integral sloped drain boards on each side of the dishwasher.
- b) Mechanical dishwashers that sanitize by means of chemicals shall meet the minimum concentration on the final rinse cycle as described in current regulations.
- c) Mechanical dishwashers that sanitize by means of water temperature shall provide sanitizing by a high temperature final rinse that reaches a minimum temperature of 160°F measured on the surface of the utensil.

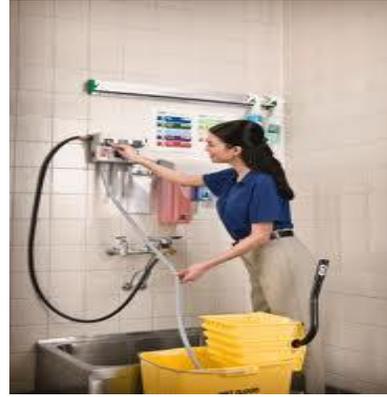


### **Typical Three-compartment Sink:**

Ware washing facilities shall be adequate and properly sized to provide effective cleaning and sanitizing of all dishes, equipment and utensils used by the food service establishment. Accurate test strips must be available to monitor effective sanitizer concentration levels.

#### 1. Manual Dishwashing

- a) Manual dishwashing facilities shall consist of a minimum of a three compartment sink with sloped integral drain boards at each end, hot and cold running water, faucet(s) which are capable of reaching all compartments, and an indirect drain.
- b) Taverns and bars shall provide a sink for disposing of liquid waste in addition to providing a three-compartment sink (typically a four compartment sink is utilized).
- c) Manual dishwashing facilities shall not be used for handwashing.



### **Mop Sinks**

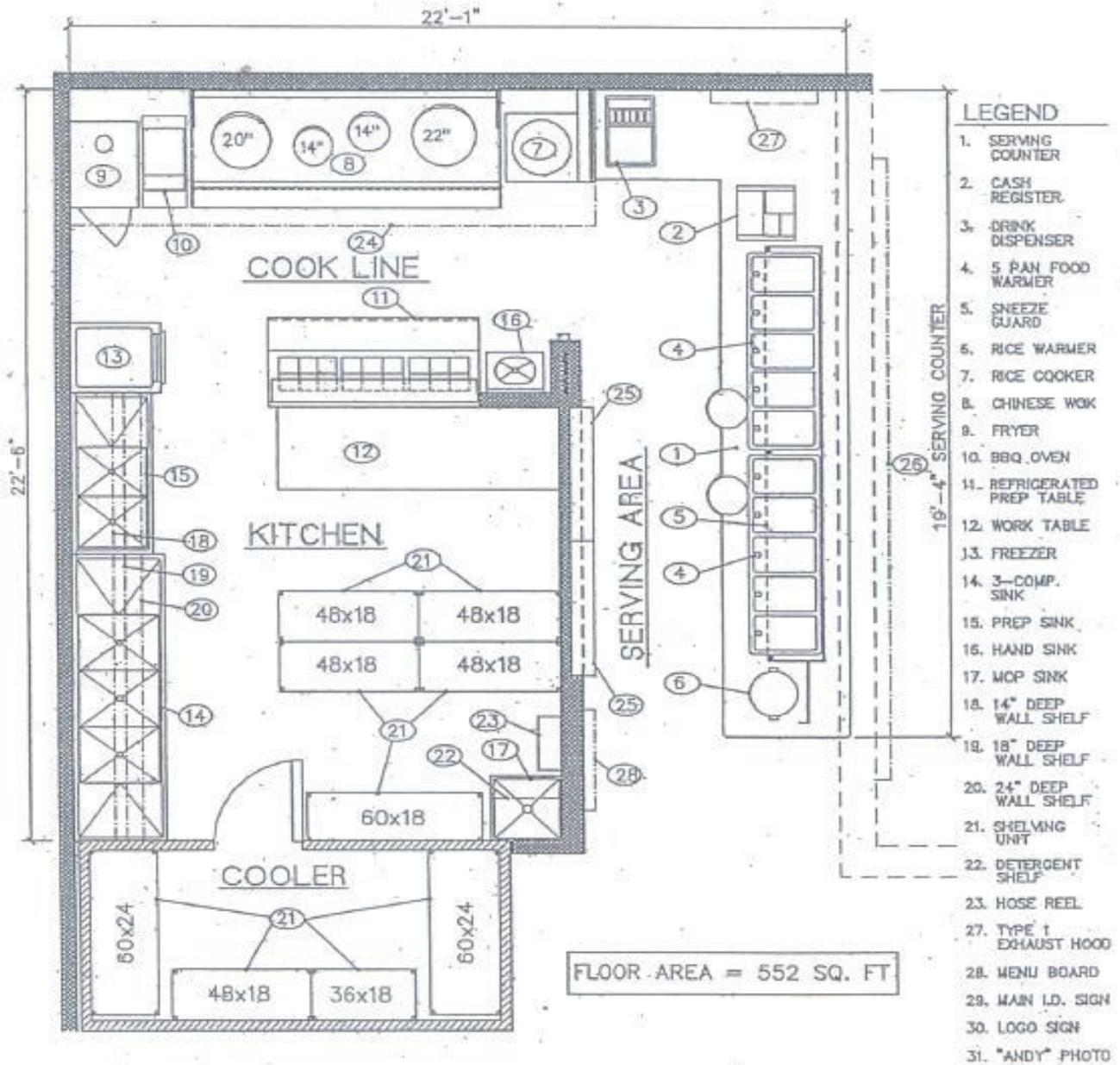
At least one utility sink or curbed cleaning facility with a floor drain shall be provided and used for the cleaning of mops or similar wet floor cleaning tools and for the disposal of mop water or similar liquid wastes.



### **Grease trap and/or interceptor**

This equipment is required by regulation and grease traps and interceptors must be maintained, kept clean and shall be located to be easily accessible for cleaning.

# SAMPLE FLOOR PLAN OF KITCHEN



TYPICAL RICE GARDEN KITCHEN LAYOUT

1/4" = 1'-0"

**DISHWASHING FACILITIES**

Will sinks or a dishwasher be used for ware-washing?

Commercial Dishwasher\_\_\_\_ 3-compartment sink\_\_\_\_

Dishwasher:

- Type of sanitation used:

Hot water (temperature) \_\_\_\_\_

Booster heater: \_\_\_\_\_

Chemical type: \_\_\_\_\_

Do dishwashers have temperature/pressure gauges that are working? Y / N

- Is hot water generator sufficient for the needs of the establishment? Y / N

Does the largest pot/pan fit into each compartment of the 3-compartment sink? Y / N

Are there drain boards on both ends of the 3-compartment sink? Y / N

What type of sanitizer is used?

- Chlorine\_\_\_\_\_

- Iodine\_\_\_\_\_

- Quaternary ammonium\_\_\_\_\_

- Hot water\_\_\_\_\_

- Other\_\_\_\_\_

Are test papers and/or kits available for checking sanitizer concentration? Y / N

**FOOD SUPPLIES**

1. Is adequate and approved freezer and refrigeration available to store frozen foods at 0° F degrees and below and refrigerated foods at 41°F (5°C) and below? Y / N

2. Does each refrigerator/freezer equipped with a thermometer? Y / N

- Number of refrigeration units\_\_\_\_\_ Number of Freezer Units\_\_\_\_\_

3. List types of cooking equipment:

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Describe your method of providing health labeling information to your customers (Consumer Advisory). Requirements include notifying the customer of any meats, eggs or seafood/shellfish that is served raw or undercooked. The license holder shall alert consumers by way of a disclosure and reminder using brochures, deli case or menu advisories, label statements, table tents, placards, or other effective written means of the significantly increased risk associated with certain especially vulnerable consumers eating such foods in raw or undercooked form.

1. Disclosure shall include:
  - a. A description of the animal-derived foods, such as "oysters on the half shell (raw oysters)," "raw-egg Caesar salad," and "hamburgers (can be cooked to order);" or
  - b. Identification of the animal-derived foods by asterisking them to a footnote that states that the items are served raw or undercooked, or contain (or may contain) raw or undercooked ingredients.
  
2. Reminder shall include asterisking the animal-derived foods requiring disclosure to a footnote that states:
  - a. Regarding the safety of these items, written information is available upon request;
  - b. Consuming raw or undercooked meats, poultry, seafood, shellfish, or eggs may increase your risk of foodborne illness; or
  - c. Consuming raw or undercooked meats, poultry, seafood, shellfish, or eggs may increase your risk of foodborne illness, especially if you have certain medical conditions."
  - d.

**HOT/COLD FOOD HOLDING**

How will PHF's be maintained at 135°F and above during holding for service? Indicate type and number of hot holding units.

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How will cold PHF's be maintained at 41°F and below during holding for service? Indicate type and number of cold holding units.

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Are all self-service areas (buffet lines, salad bars, condiments, beverages, etc.) protected from contamination by the use of food guards, display cases, or other effective means? Describe self service areas and means of protection:

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**PREPARATION**

Is there an established policy to exclude or restrict food workers who are sick or have infected cuts and lesions? Y / N

- Please describe briefly: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Food employees may not contact exposed, ready-to-eat food with their bare hands and shall use deli tissue, spatulas, tongs, single-use gloves, dispensing equipment, or other utensils.

-Describe how employees will eliminate bare hand contact with ready-to-eat food: \_\_\_\_\_

\_\_\_\_\_

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

Chemical type: \_\_\_\_\_ Is there a test kit available? Y / N

Concentration: \_\_\_\_\_

How will ingredients for cold, ready-to-eat foods such as tuna, mayonnaise, and eggs for salads and sandwiches be pre-chilled before mixed and/or assembled?

\_\_\_\_\_

Will all produce be washed prior to use? Y / N

- Is there an approved location used for washing produce? Y / N

5. Describe the procedure used for minimizing the length of time PHF's will be kept in the temperature danger zone (41°F – 135°F) during preparation?

\_\_\_\_\_

**Review and approval of submitted plans and specifications by Fargo Cass Public Health does not indicate compliance with any other code, law, or regulation that may be required – fire, building, electrical, plumbing, municipal, etc. A pre-operational inspection of an establishment is mandatory to determine compliance with the *City of West Fargo Requirements for Food and Beverage Establishments*.**

