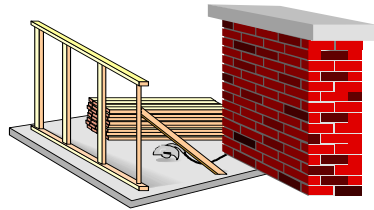


PORTSMOUTH HEALTH DEPARTMENT
ENVIRONMENTAL HEALTH SERVICES
1701 HIGH STREET, SUITE 102, PORTSMOUTH, VA 23704
(757) 393-8585 FAX (757) 393-8027

FOOD ESTABLISHMENT CONSTRUCTION GUIDELINES



- I. Submission of Plans. Prior to the start of construction, plans and specifications for the construction of new food establishments (or for alterations or additions to existing food establishments) shall be submitted to Environmental Health Services. This not only is required by local and state regulations, but may also prevent costly changes during construction. *Plans will be reviewed as rapidly as possible on a first come first serve basis.*

- II. Approval of Plans in Writing. Written approval is also a requirement prior to commencing construction. Since all food establishments are not alike and may have different requirements, this procedure will help us to better advise you.

- III. Expiration of Approval. Plans submitted to this office for approval will be held for 12 months and will then be classified as no longer valid unless notice is at this Office that the proposed construction has commenced or that the project is still in process.

- IV. Additional Changes or Alterations. Changes or alterations in the plans after submission require notice to this office so as to be added to the originals. Any alterations or changes not included on the plans may be subject to rejection at the time of inspection and could result in unnecessary expense.

- V. **All Employees must obtain a current Food Handlers card. All Managers/Owners must have a current Certified Food Managers certificate**

- VI. Certain Basic Information To Be Included.
 - A. Contact Information- It is important that the **name and phone number of the contact individual** for the establishment be included on the plan itself in addition to the **name and address of the establishment.**

- B. An Interior Finish Schedule Provide a description of the inside final finishes of walls, floors and ceilings in each room.
- C. An Equipment Schedule Show the exact location of all equipment, large or small, identifying equipment by a numbered key or by description in place.

INTERIOR CONSTRUCTION AND FINISHES

WALLS

- A. Walls in food preparation areas, areas of splash, and toilet rooms shall be finished with a glazed, washable surface to at least the level of splash.
- B. Walls in other areas shall be **smooth, easily cleanable** and in good repair, free of cracks or holes.
- C. Walls in food preparation areas shall be of a light color.
- D. Finishes on walls in areas of specialized use will be required to be appropriate for the use intended and with such restrictions as may be necessary for cleaning or maintenance.

FLOORS

- A. Floors in food preparation and service areas, toilet rooms, janitor closets with sinks, or any other areas subject to splash or spillage shall be of a smooth, non-absorbent construction and easily cleanable.
- B. Carpeting, where approved, shall be so constructed as to be easily cleaned and maintained.
- C. Utility service lines, pipes, or other similar construction shall be elevated above floor level to facilitate cleaning.

CEILINGS

Ceilings and upper walls in food preparation, storage, and display areas shall be of smooth, easily cleanable construction, finished in a light color, and non-absorbent.

LIGHTING

- 1. At least 10 foot candles (110lux) at a distance of 30 inches (75 cm) above the floor, in walk-in refrigeration units and dry food storage areas and in other areas and rooms during periods of cleaning;.
- 2. At least 20 foot candles (220 lux):
 - a. At a surface where food is provided for consumer self-service such as buffets and salad bars or where fresh produce or packaged foods are sold or offered for consumption;
 - b. Inside equipment such as reach-in and under-counter refrigerators;
 - c. At a distance of 30 inches (75 cm) above the floor in areas used for hand washing, ware washing, and equipment and utensil storage, and in toilet rooms; and
- 3. At least 50 foot candles (540 lux) at a surface where a food employee is working with food or working with utensils or equipment such as knives, slicers, grinders, or saws where employee safety is a factor.

VENTILATION

All rooms shall be sufficiently ventilated so as to be free from excessive heat, steam, condensation, vapors, obnoxious odors, smoke and fumes. Where ventilation for these conditions is necessary, it shall be **mechanically** vented directly to the outside. Keep the following in mind for ventilation over cooking equipment:

- Such ventilation shall include a hood with a minimum overhang of nine inches (or shall otherwise be in compliance with the BOCA Code as determined by the mechanical inspector).
- Hoods shall be equipped with removable metal grease filters and effective ventilating fans and exhausted to the outside air.
- Updraft systems are acceptable.
- Hoods shall be provided with lighting where necessary and such lighting shall be shielded or of an approved safety type.

Note: Comparable equipment may be considered. Check with both the mechanical inspector and the fire marshall.

TOILET FACILITIES:

The building official shall make the determination as to the number of restrooms and handicap designation.

- A. Toilet room doors and vestibule doors shall be self-closing.
- B. Convenient handwashing facilities are to be provided for all toilet rooms.
- C. All toilet rooms are to be vented to the outside unless a window is provided.
- D. Toilet rooms shall be provided with at least one waste receptacle. Toilet rooms for women shall have at least one covered waste receptacle.
- E. Patron toilet rooms shall be located so as to permit access by patrons without passing through areas where food is prepared, stored, or where utensils are washed or stored.
- F. Restaurants serving alcoholic beverages for on-premises consumption shall provide toilet facilities for patrons.

EXTERNAL OPENINGS

- A. All outer openings to food establishments shall be effectively screened or provided with other effective approved means to prevent entry into the establishment by flies, other insects, rodents and birds.
- B. Screen doors shall open outward and shall be self-closing.
- C. Establishments shall be so constructed and maintained as to prevent entry of vermin, such as rodents, flies and other insects.

STORAGE OF PERSONAL ARTICLES

- A. All storage is to be elevated from the floor 6 inches to permit cleaning and inspection for evidence of vermin.
- B. Poisonous materials shall be stored separately so as to minimize accidental usage and shall be stored in such a manner as not to provide a potential for contamination of food supplies, utensils, or equipment.

Closed cabinets are recommended for poisonous storage. Such enclosures should be clearly marked as to the nature of the contents.

EQUIPMENT

Equipment shall be of an approved type as to function, of approved design for cleaning and maintenance, and in good repair.

- A. **All facilities must be equipped with at least one digital thermometer.**
- B. Refrigeration Equipment. Refrigeration equipment shall be of adequate capacity to meet the maximum needs of the food establishment, and shall include the following:
Maintain potentially hazardous foods at a temperature of 41°F or below.
- Be equipped with numerical indicating thermometers prominently located.
 - Be properly drained of condensation or waste liquids.
- C. Hot Storage Equipment.
- Shall be capable of maintaining preheated potentially hazardous foods at a temperature of 135°F or above.
 - Be equipped with numerical thermometers prominently located. Readily available product thermometers must be provided for equipment not designed to accept a thermometer in place.
- D. Utensil Washing Sinks.
- Minimum requirement is a three compartment sink with attached drain board at each end. Also acceptable is a four compartment sink with one drain board. In large establishments, more sinks may be required.
 - Each compartment size shall be large enough to submerge any utensil to be washed and sanitized.
 - Each compartment shall be provided with hot and cold running water.
 - If hot water sanitizing (171°F) is used, a numerical indicating thermometer shall be readily available.
 - If chemical sanitizing is used, a corresponding test kit shall be provided.
 - Sinks shall be of approved construction and materials and be in good repair. Handwashing at a sink used for food preparation or utensil washing is prohibited.

D. Dish washing/Ware washing Machines:

- Shall be provided with an easily accessible and readable data plate affixed to the machine by the manufacturer indicating the machine's design & operating specifications, such as temperature, pressure and time requirements.
- Shall be equipped with an automatic detergent dispenser.
- Shall be equipped with a pressure regulator and pressure gauge on the final rinse line.
- Shall have adequate sized drain boards.
- Shall be equipped with numerical indicating thermometers for wash and rinse temperatures.
- Water pressure and temperatures shall conform to specifications for each individual model of machine as provided by manufacturer.
- Dishwashing machines shall be provided with pre-wash capability to remove gross food particles from utensils prior to being placed in machine.
- Chemical sanitizing machines shall use an approved chemical in approved concentrations with a corresponding test kit.
- A hot water sanitizing dishwashing machine shall provide ventilation or other approved means to relieve steam and condensation.

E. Hand washing Facilities:

- Convenient hand washing facilities shall be provided for all food preparation areas.
- Shall be used for no other purpose.
- Shall be located or shielded to prevent splash to any adjacent equipment or food preparation.
- Shall be provided with hot and cold running water and mixing valve.
- Shall be provided with soap or approved hand cleaner, approved sanitary towels or hot air dryers and waste receptacles.
- Hand basin size is optional.

F. Janitorial Facilities.

A mop sink or curbed floor drain shall be provided as a utility for cleaning mops and disposal of mop water or other similar liquid waste. A hose shall not be capable of being attached to a faucet unless a backflow prevention device has been installed.

Note: The use of lavatories, utensil washing or food preparation sinks is not permitted for these purposes.

G. Garbage and Refuse Storage and Disposal:

- Storage outside the establishment shall be in approved covered containers or dumpsters.
- Plastic garbage bags shall not be used for outside storage.
- Containers stored outside must be on or above a hard, cleanable surface.

SPECIAL CONSIDERATIONS FOR NEW ESTABLISHMENTS/ADDITIONS

* When planning for **new establishments**, notations should be made regarding seating capacity, type of menu, etc., for possible future expansion.

* When planning for **additions to or remodeling of** existing establishments that would increase the seating capacity, the following items should be examined to assure that the capability of the facility will not be over taxed:

1. Adequate refrigeration
2. Adequate storage space
3. Utensil washing capability
4. Toilet facilities
5. Refuse disposal
6. Food preparation equipment and operating space
7. Locker facilities for additional personnel
8. Although it does not increase the need for seating, catering does possibly increase the need for items number 1, 2, 3, 6.
9. Hot water capacity.

Other items that should be kept in mind, although not under our regulations, are such things as additional parking, handicap toilets,... as may be required by the BOCA Code. We recommend contact with the agencies below to determine if they are to be involved in the authorization of your operation:

- | | |
|---|------------|
| 1. Building Inspection | [393-8531] |
| 2. Commissioner of Revenue (licenses, etc.) | [393-8866] |
| 3. A.B.C. Board | [424-6700] |
| 4. Fire Prevention | [393-8674] |

The attached plan has been included to further assist you in preparing your plans for submission. The categories, which have been presented in these guidelines, cover most situations but cannot be all inclusive. It is important that the plan be drawn to scale

and contain as much information as possible. **Remember, if it is not on the plan, it is not approved.** Thus, if a special problem arises that is not covered by these guidelines or there is a need to make changes after plans have been approved, this office shall be contacted for clarification & / or additional approval.

☆ **FINAL INSPECTION REQUIRED:** A final on-site inspection is required before operation of establishment may begin and ☆
for authorization of a Health Department Permit.

EQUIPMENT SCHEDULE

1. Dining Tables (7)
2. Cash Register
3. Counter
4. Counter
5. Stools
6. Coffee/Tea
7. Beverage Dispenser
8. Draft Beer Box
9. Ice Bin
10. Table
11. Back Bar (utensil storage, etc.)
12. Hand basin
13. Toilet (2)
14. Hand basin (2)
15. Hood
16. Stove
17. Deep Fryer
18. Table
19. Microwave Oven
20. Sandwich Unit
21. Hand basin
22. Three compartment utensil sink with drain boards
23. Shelves
24. Walk-in Refrigerator

25. Storage Racks
26. Mop Sink
27. Freezer
28. Reach-in Refrigerator
29. Table
30. Slicer

INTERIOR FINISHES

Walls

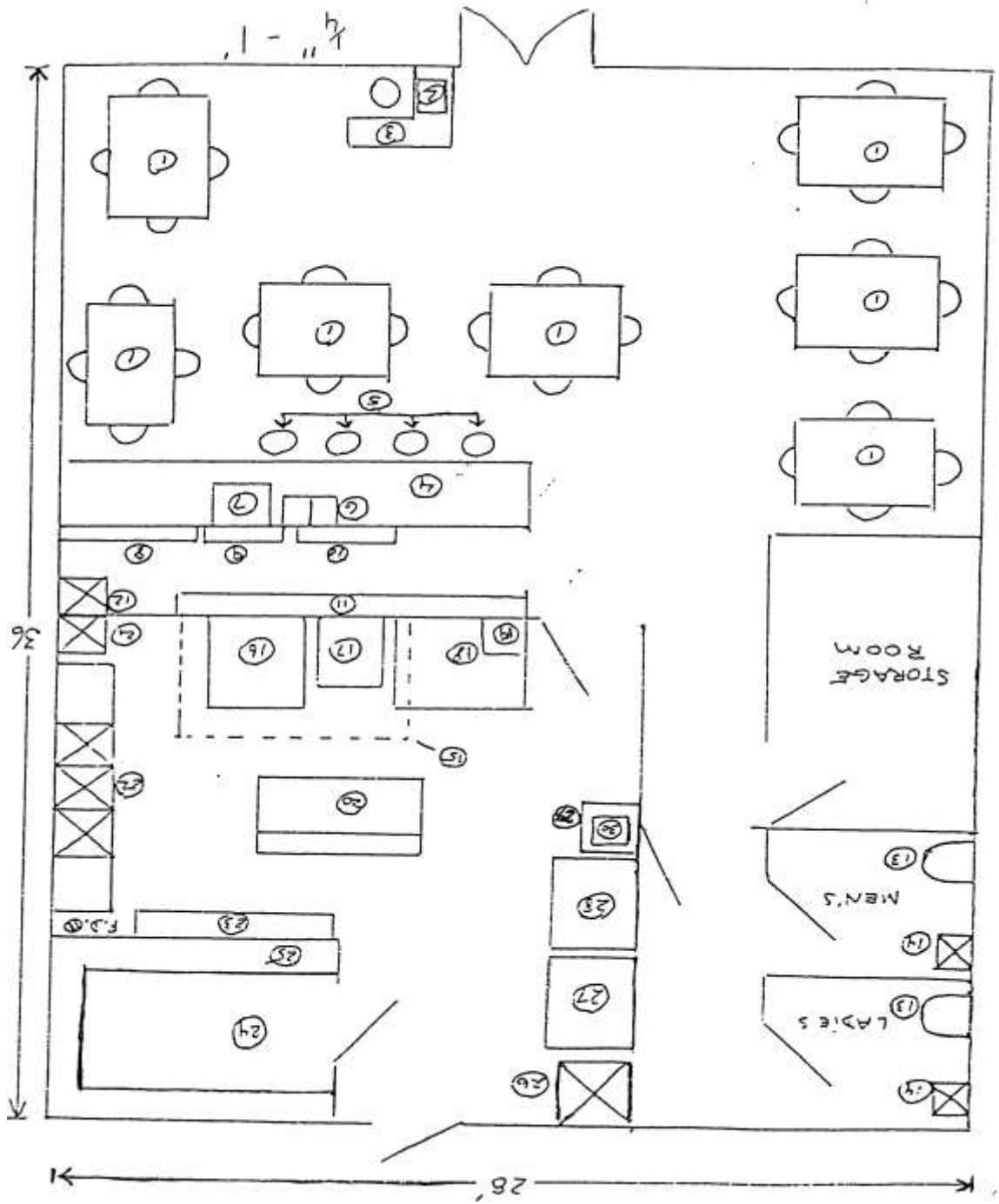
1. Dining Room – wood paneling
2. Storage Room – painted sheetrock
3. Toilet Room – marlite/formica
4. Kitchen – marlite/formica
5. Toilet Rooms – Tile (vinyl)
6. Dishwashing Area – Tile (vinyl)

Ceiling

1. Dining Room – acoustical tile (drop-in)
2. Counter Service Area – smooth tile (drop-in)
3. Storage Room – plaster, painted
4. Toilet Rooms – plaster, painted
5. Kitchen – plaster, painted

Floor

1. Dining Room – carpet
2. Front Counter Service Area – Tile
(ASB.)
3. Storage Room – Tile (ASB.)
4. Toilet Room – Tile



EXAMPLE