



COMMONWEALTH of VIRGINIA

In Cooperation With The State
Department of Health

CRATER HEALTH DISTRICT Petersburg Health Department 301 Halifax Street Petersburg, Virginia 23803

July 1, 2011

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Food Establishment Plan Review Guide

✓ NEW FACILITY

✓ PRE-EXISTING FACILITY

✓ ADDITIONS (INCLUDING EQUIPMENT)

Food Establishment
Plan Review Application Checklist

- _____ Complete Application for Health Department (3680)
(A fee will be assessed for the permit, but will not exceed \$40.00)
It must be paid prior to issuance of permit

- _____ If New or Renovated facility, complete Plan Review Checklist Packet (PART I & PART II) (you must include a plan drawn to scale of food establishment, location of equipment, plumbing, electrical services, and mechanical ventilation; equipment list; other information as required (3610)
Provide to the Health Department as soon as possible
(A fee of \$40.00 will be required for the plan review and it must be paid prior to issuance of permit)

- _____ If existing facility, complete Part II – FOOD SECTION
Provide to the Health Department prior to opening (3600)

- _____ Provide Intended Menu to the Health Department (3610)

- _____ Schedule a Pre-Opening Inspection with the Health Department (3650)

- _____ Schedule a Re-Inspection if needed (3650)

- _____ Opening Approval from Building Official (3660A)
Provide copy of Certificate of Occupancy to Health Department

- _____ Opening Approval from Fire Services

- _____ Commissioner of Revenue

- _____ Issuance of State Health Permit (Based on compliance with Current regulations)

Requirements for Pre-Opening Facility

_____ Person-in-Charge (PIC) must be certified or able to pass Demonstration of Knowledge Test. (May enroll in class) (0060)

_____ \$40.00 Plan Review fee must be paid when plans are submitted (if applicable) (3600)

_____ \$40.00 Annual Permit Fee or Pro-rated Fee based on time of opening must be paid prior to issuance of health permit – based on application (3660)

_____ All walls, floors, and ceilings must be smooth, non-absorbent, easily cleanable, and clean (2810)

_____ Must provide sanitizer and sanitizing test strips (1700, 1530)

_____ Must have a dial or digital bi-metallic metal stem thermometer to take internal food temperatures (1180)

_____ Must have thermometers accurate to +/- 3⁰ F in all refrigeration units and hot holding units (1190)

_____ Must submit to scale floor plan (can be hand drawn in scale) (3600)

_____ Must submit anticipated menu (3610)

_____ Must have enough refrigeration units to accommodate anticipated needs (1450)

_____ Three-compartment sink with drain boards (1460) and/or mechanical ware washing machine with data plate (1330)

_____ Sufficient number of hand wash sinks (e.g. 1 in food prep area and 1 in ware washing area) (2230)

_____ All food/non-food contact surfaces must be smooth, non-absorbent, easily cleanable, and clean (960, 1060)

PART I
Plan Review Checklist Packet
For Food Establishments

FACILITY NAME: _____

NAME OF OPERATOR: _____

STREET ADDRESS OF FACILITY: _____

CITY/COUNTY: _____

PHONE NUMBER: _____ ()

HOURS OF OPERATION: _____
(Example Monday thru Saturday 6 a.m. – 10 p.m.)

Please carefully review the areas listed below and place a Y for Yes or an N for No in the second line in the column shown for each specific requirement. If the item does not apply to your facility/operation then place a N/A

PLAN REVIEW/INSPECTION

- _____ 1. Was the intended menu provided to the health department (3610)
- _____ 2. Was the floor plan, equipment list, and hours of operation provided (3610)
- _____ 3. Is there a limited/restricted operation (e.g. heat & serve, RTE foods, greaseless, etc) based on water/sewage/refrigeration/dry storage space/3-compartment sink /ventilation (3610)
- _____ 4. Is there a HACCP Plan (not required) (3620)

MANAGEMENT AND PERSONNEL

- _____ 1. Is there a Person-In-Charge (PIC) designated to be present at the food establishment during all hours of operation (0050) If yes, provide name(s)
- _____ 2. Has the PIC(s) been through an accredited food safety certification course, such as the Education Foundation of the National Restaurant Associations ServSafe Course (0060) If yes, provide a copy of the certificates to the Health Department

- _____ 3. Will the owner/operator/PIC provide the basic food safety training to the establishment's personnel (0070)
- _____ 4. Will the owner/operator/PIC send employees to the basic food safety training provided by the health department (0070)
- _____ 5. Are the owner/operator and/or PIC aware of the employee health requirements as identified by the Health Department (0080)
- _____ 6. Is there a written policy to exclude or restrict food employees from the establishment if they are diagnosed with an infectious agent specified in the regulations (0090)

WATER/SEWAGE/GARBAGE

- _____ 1. Is there an approved water supply (2050)
_____ Public _____ Well (*If not public, provide records on well*)
- _____ 2. Is there an approved sewage disposal system (2570)
_____ Public _____ Private (*If not public, provide records on system*)
- _____ 3. Are exterior walking & driving surfaces (concrete, asphalt, or gravel) designed to minimize dust and to prevent muddy conditions, & comply with law (2800)
- _____ 4. Are dumpster/grease containers/recyclable storage on an approved surface, sloped to drain (2600)
- _____ 5. Is dumpster area curbed & graded to drain dispose or collect drainage (2980)
- _____ 6. Garbage receptacle covers (inside and out) (2720)
- _____ 7. Drain plug in place if receptacle has drain (2730)
- _____ 8. Grease disposal containers (if deep fat fryer, etc) (2720)
What company picks up the grease _____

HANDWASH SINKS/MOP SINK

- _____ 1. If sit down service, customer toilet facilities available without passing through food prep and handling areas (3130); or storage areas (70)
- _____ 2. Are hand wash sinks located in dispensing (front service area, beverage station, food prep, dishwashing, (kitchen, bar, etc.) (2280)
- _____ 3. Is soap supply (liquid, powder, and bar) next to hand wash sink (3020)
- _____ 4. Is hand wash signage available for posting (3045)

- _____ 5. Is a paper towel dispenser, heated hand-drying device, or continuous towel system that supplies clean towel at hand wash sinks (3030)
- _____ 6. Is a covered container in the ladies/unisex/handicap restroom (2660)
- _____ 7. Is there hand wash sink splashguards to protect food items (610); utensil storage (2000)
- _____ 8. Is there a mop (utility) sink location with hot and cold water (2250)
Recommend floor model
- _____ 9. Is there a dump sink in bar/beverage are station if no 3-vat sink (2310)

FOODSERVICE EQUIPMENT

- _____ 1. Is equipment easily cleanable (food (960); durable (1080); CIP (1100))
(Nonfood; Constructed of cleanable materials (1060); cleanable design (1150))
- _____ 2. Floor-mounted equipment 6” off floor (1560) or 4” with maximum 6” access (12x12 footprint); except display shelving/refrigeration in retail store if floor keep clean (readily moveable)
- _____ 3. Equipment readily accessible for cleaning (castors, etc) (1100)
- _____ 4. 4” legs on equipment on tables and counters, or sealed in place and cleanable (1560)
- _____ 5. Portable equipment less than 30 lbs.; and /or flexible connections (“Easily moveable” definition) (1100)
- _____ 6. Self-service drink dispenser with extended levers (1230)
- _____ 7. Beverage tubing not in contact with ice (1260)
- _____ 8. Thermometers accurate to +/- 2⁰ F in all refrigeration/hot-holding units (1320)
- _____ 9. Thermometers in refrigeration located in warmest section of units (1320)

STORAGE & SERVING FACILITIES

- _____ 1. Is there adequate dry storage; shelving, platforms, etc. for food, single service items, utensils, etc. Soda bag-in-location; soda pump/carbonator 6” off the floor (610)
- _____ 2. Sufficient refrigerator(s), freezer(s), hot holding storage (1450)
- _____ 3. Approved food item shelving 6” off floor (1560)
- _____ 4. Adequate dish rack storage/utensil and pots and pans storage shelving (2000)
- _____ 5. Sneeze guard(s) in customer service area, buffet/salad bar (650)
- _____ 6. Integral cold plate if ice consumed (1260)

- _____ 7. Adequate storage for cleaning supplies (3290) (brooms, mops, & supplies); Cleaning chemicals (poisonous or toxic materials (3340)
- _____ 8. Designated area for employee clothing & personal items (3100)
- _____ 9. Is there a laundry facilities location (1540)
- _____ 10. Laundry facilities provided for work clothes or linen laundered on premises (1490)
- _____ 11. Clean linen storage provided (1540)
- _____ 12. Equipment location not in locker room, toilet facilities, mechanical room, under open stairway (1540)

THREE (3) COMPARTMENT SINK

- _____ 1. Is three compartment sink large enough to accommodate largest piece of equipment (1460)
Basin size L_____ W_____ D_____
- _____ 2. Are there drain boards (utensil racks or large tables) enough to accommodate all soiled and clean items for holding before cleaning and after sanitizing (1470) (3-compartment sink & ware washer) (must allow for air drying after sanitizing)
- _____ 3. Are drain boards self-draining (1390)
- _____ 4. Are there thermometers for ware washing machines (1520) and sanitizer test kit for ware washing machine and/or three compartment sink (1530)
What type? _____ Chlorine ___ Quaternary _____ Ammonium _____ Iodine
- _____ 5. Recommend drainage shelf above 3-compartment sink, and storage platform for chemicals below

HOTWATER HEATERS

_____ Make/model _____ Tank size _____ Gallons
 KW/BTU _____ Capacity at _____ GPH 100% rise
 _____ Make/model _____ Tank size _____ Gallons
 KW/BTU _____ Capacity at _____ GPH 100% rise
 _____ Booster heater KW/BTU _____ Capacity _____ GPH 100% rise
 _____ Hot water 110⁰F minimum at 3 compartment sink (1650)

MECHANICAL DISHWASHER (WAREWASHING MACHINE)

_____ Sanitizing type? Chemical _____ or Hot water _____
 _____ Make/Model _____

Hot water demand _____ gallons/hour; Hot water temperature _____

- _____ 1. Date plate for operating specifications/instructions (1330)
- _____ 2. Temperature gauge for wash & rinse tanks accurate +/-2⁰F (1350)
- _____ 3. Final rinse pressure gauge with IPS (iron pipe size) valve (stop cock) (1380)
- _____ 4. Is there a rinse pressure gauge (measures final rinse at 15-25 PSI) if hot water sanitizing (1690). Not need for pumped or recirculated sanitize rinse (1380C)
- _____ 5. Mechanical dishwasher (hot temp) wash solution ranges 150 – 165⁰ F (1660)
- _____ 6. Mechanical dishwasher (chemical) wash solution 120⁰F (1660)
- _____ 7. Sanitize test kit for chemical dishwasher available/O/H (1720)
- _____ 8. Automatic detergent feeder (1630)
- _____ 9. Sanitizer feeder level indication (1370)

PLUMBING

- _____ 1. Lavatories with hot & cold tempered water (2190) Hot water at least 100⁰F.
- _____ 2. Metered faucets with 15 second full flow (no spring loaded snap faucets) (2190)
- _____ 3. Mop (utility) sink with hot & cold tempered water (2250)
- _____ 4. No cross-connections (2320)
- _____ 5. Back-flow devices on all water filter, mop sink, hose faucets (2260); soda tank /pump, etc (2270)
- _____ 6. Back-flow devices on frost-proof faucet, etc. (2260)
- _____ 7. Air gap/air-break on equipment drains (ice bins, prep sink, steam table, dipper well) (2520)
- _____ 8. Floor drains (where needed – dishwashing, mop sink, can wash areas)
- _____ 9. Grease trap area easily accessible for cleaning (2530)
- _____ 10. No exposed overhead drainage lines over food areas (620)
- _____ 11. Utility, service & conduit lines installed to allow cleaning of floor (2820)
- _____ 12. No horizontal utility lines, pipes unnecessarily exposed on wall or ceiling (2820)
- _____ 13. Floor drains for wet area (2830) (dishwashing area & if power spraying used)
- _____ 14. Condensate drainage approved (2580)

VENTILATION

- _____ 1. Sufficient ventilation to remove grease, smoke, heat, steam, & odor (see menu) (1480)

- _____ 2. Exhaust hood materials (stainless steel, galvanized, etc.) (1060 materials)
- _____ 3. Exhaust hood system design/drip prevention/locations (1210)
 Make/Model
 a. _____
 b. _____
 c. _____
- _____ 4. Grease collection cup; cleanable, accessible design, copy of specs (1210)
- _____ 5. Removable filter design (1170)
- _____ 6. Minimum clearance overhead (overhang) from equipment
- _____ 7. If hot water sanitizing dishwasher, sufficient ventilation (exhaust hood?) (1480)
- _____ 8. Toilet room(s) ventilated if needed (vapors, obnoxious odors, etc) (3090)
- _____ 9. Clothes dryer vented to outside (excessive heat, steam, condensation) (3090)

FLOORS, WALLS, CEILINGS

- _____ 1. Walls finish easily cleanable, smooth, non-absorbent, durable (2810);
 No exposed studs, joints in area subject to moisture (2880)
- _____ 2. Gaps around door/window frames sealed at walls & floors (2810)
- _____ 3. Wall mounted equipment sealed at walls – mop rack, coat rack, hose reel, etc (2810)
- _____ 4. Floor covering easily cleanable, smooth, durable – mop room, dry storage, walk-in
 (2810)
- _____ 5. Floor and wall junctures, coved and closed to no larger than 1/32 inch (2830A)
- _____ 6. If water flushed floors, floor and wall junctures coved and sealed (2830B)
- _____ 7. Cinder block walls finished & sealed (2790)
- _____ 8. Ceilings easily cleanable, smooth, durable, non-absorbent (to include restrooms)
 (2790, 2830); no exposed rafters in areas subject to moisture (2880)
- _____ 9. Wall splashguards in wet areas – exhaust hood, mop sink, 3-compartment sink,
 dishwasher (2810)
- _____ 10. Splash area behind bar sink/equipment: caps caulked, vanish/polyurethane
 wood/particleboard (non-absorbent 1060; easily cleanable 1150)
- _____ 11. Seal gaps/floor/cove areas around floor sinks/drains under cabinets/equipment
 (2810)
- _____ 12. Self-closures on non-emergency only exit doors (2930); restroom doors (2810)

- _____ 13. Screening for doors, windows, louvers, vents, 1/16" or less (2930)
- _____ 14. Building vermin proof (exit door sweeps/thresholds) (2940)
- _____ 15. Sealed openings around pipes, conduits, etc. through exterior walls (2940)

LIGHTING

- _____ 1. 50 Foot candles (FC) in food prep area, bar, beverage service islands (3080)
- _____ 2. 20 FC in buffet/salad bar, dishwashing, inside reach-in(s) & under-counter refrigeration equipment, utensil storage, & toilet rooms (3080)
- _____ 3. 10 FC in walk-in, dry storage, dining & all other areas (3080)
- _____ 4. Shielded (covered) light fixture in bar, front service counter, food prep, food & utensil storage, display areas, liquor storage, service islands (2890)

POISONOUS OR TOXIC MATERIALS

- _____ 1. Is a separate area away from food, equipment, utensils, linens, single-service, and single-use articles established for storage of poisonous or toxic materials (3340)
- _____ 2. Are only those poisonous or toxic chemicals that required for the operation and maintenance of the facility, such as for cleaning and sanitizing equipment and utensils, floor cleaner, etc (3350)
- _____ 3. Are all chemicals that are stored in original containers properly identified (3320)
- _____ 4. Do you have a pest control official/company contract for control of insects and rodents If yes, what is the name of the company _____

_____ *(ONLY AN VDACS CERTIFIED PERSON CAN APPLY PESTICIDES INSIDE A FOOD ESTABLISHMENT)*

- _____ 5. Will you be using drying agents in conjunction with sanitization (3410) If yes, what is the name of the product to be used _____
- _____ 6. Will you be using lubricants on food contact surfaces (such as on bearings and gears, etc. (3420) If yes, what is the name of the product to be used _____
- _____ 7. Are medicines to be stored in facility (restriction and storage) (3460)
- _____ 8. First aid supplies, storage (3480)

PART II

Food Protection

- _____ 1. Will you be preparing, cooking, and serving Potentially Hazardous Food (PHF) (definition)
- _____ 2. Will you be serving a highly susceptible population (children 4 or under, elderly 65 or older, hospitalized people, etc. (0950)
If yes, what group _____
- _____ 3. Check categories of PHF's to be handled, prepared and/or cooked and served.
- a. Thin meat, poultry, fish, eggs (Yes) (No)
(hamburger, sliced meats, fillets)
 - b. Thick meats, whole poultry (Yes) (No)
(roast beef, whole turkey, chickens, hams)
 - c. Cold processed foods Yes) (No)
(salads, sandwiches, vegetables)
 - d. Hot processed foods (Yes) (No)
(soups, stews, rice/noodles, gravy, chowders, casseroles)
 - e. Bakery goods (Yes) (No)
(pies, custards, cream fillings, meringue, & toppings)
 - f. Other _____
- _____ 4. Are all foods obtained from an approved source (0270)
- _____ 5. Will PICs/cooks/etc. have a thermometer to take internal temperatures of PHF's, received, refrigerated, cooked, and reheated (1510)
What type _____ dial bi-metal _____ digital bi-metal
_____ Thermocouple
- _____ 6. Is adequate and approved freezer and refrigeration available to store frozen food at 0⁰ F and refrigerated foods at 41⁰ F. or below (1450) How was it determined?

- _____ 7. Does each refrigerator/freezer have an accurate/correct thermometer located in the warmest part of the unit? (1190, 1320)
How many refrigerators _____ How many freezers _____
- _____ 8. Will raw meats, poultry and seafood be stored in the same refrigerators and freezers with Cooked/ready-to-eat (RTE) foods (0470) If yes, how will cross-contamination be prevented

- _____ 10. Is there a bulk ice machine available (1780)
- _____ 11. Is there beverage-dispensing equipment (1780)
- _____ 12. Is there a bulk milk dispenser (1750)
- _____ 13. Will potentially hazardous foods (PHF's) be thawed, If yes how (790)
(you may select more than one way, but remember thick frozen foods (more than 1" thick) take much longer than thin frozen foods)
_____ Refrigeration at 41⁰ F or below (requires planning)
_____ Completely submerged under running water at 70⁰ F or below with sufficient water velocity to agitate and float particles in the overflow, and for a period of time that does not allow thawed portions to rise above 41⁰ F.
_____ As part of a cooking process from a frozen state
_____ In a microwave oven (as part of the cooking process)
_____ Using any procedure if a portion of a frozen RTE is thawed and prepared for immediate service to an individual consumer.
- _____ 14. Are you aware that minimum internal cooking temperatures are required for all raw animals foods and reheated ready-to-eat PHF's that will be hot held (0700 & 0710).
All poultry (chicken, turkey, duck) 165⁰ F. for 15 seconds or longer
All stuffing & stuffed meats 165⁰ F. for 15 seconds or longer
All combined dishes (casseroles, etc.) 165⁰ F. for 15 seconds or longer
that have PHF's
All PHF's that are microwave cooked 165⁰ F. for 15 seconds or longer
All ground meats (ground beef, pork, fish, etc.) 155⁰ F. for 15 seconds or longer

All injected meats (Brined ham, flavor injected, etc.)	155 ⁰ F. for 15 seconds or longer
All pork, beef veal, and lamb	145 ⁰ F. for 15 seconds or longer
All fish (salmon, halibut, tuna, etc.)	145 ⁰ F. for 15 seconds or longer
All shell eggs (eggs over easy, scrambled, etc. for immediate service to customer	145 ⁰ F. for 15 seconds or longer
Shell eggs (usually scrambled) for hot holding	155 ⁰ F. for 15 seconds or longer
Fruits and vegetables cooked to be hot held	135 ⁰ F. for 15 seconds or longer

- _____ 15. Will hot foods be hot held in a warming cabinet or steam line (0820)
- _____ 16. Will cold foods be cold held in a cooling cabinet or on a cold bar (0820)
- _____ 17. Will any PHF's be cooled down after cooked for later storage in a refrigerator or freezer (0800) If yes, all PHF's shall be cooled from 135⁰ F. to 70⁰ F. in 2 hours or less and from 70⁰ to 41⁰ F. in 4 hours or less. Temperatures must be taken to ensure proper cooling
- _____ 18. What method will you use to cool foods down (0810) (check all that will apply)
- _____ Shallow pans (2" or less)
- _____ Ice baths (where i.e. prep sink, 3 comp sink, etc.) _____
- _____ Ice paddles (wands)
- _____ Reduce in volume or size
- _____ Other method (explain) _____
- _____ 19. Will refrigerated ready-to-eat, potentially hazardous food be prepared in your Establishment and held refrigerated for more than 24 hours (0830) If yes, all must be date marked with the use-by date (7 days from day prepared) Includes RTE PHFs moved from freezer to refrigerator
- _____ 20. Will refrigerated ready-to-eat, potentially hazardous food prepared in a food processing Plant be held in your establishment refrigerated for more than 24 hours (0830) (If yes, all must be date marked with the use-by date (7 days from opening package/container
- _____ 21. Will you be using Time as a public health control in accordance with the regulation (0850)
- _____ 22. Will produce (fruits and/or vegetables) be washed on-site prior to use (0510)

If yes what location _____

- _____ 23. Are your preparation procedures for potentially hazardous food designed to minimize the time that they are in the temperature danger zone (TDZ = 41⁰ F – 135⁰ F) (0470 & 0820)
- _____ 24. Will any food be catered (0820)
If yes, what type of containers will food be transferred in, and what type of vehicle

- _____ 25. Do you have temperature charts to record temperatures for cooking, cooling, reheating, and holding of PHFs. If no, ask the health department to provide you **samples.**