



CO Checklist for New and existing Facilities

City of Plano Municipal Center

Environmental Health Department, 1520 K Avenue, Suite 210, Plano, TX 75074

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There is a \$75 re-inspection fee after first inspection

1. Prior to walk thru facility must be:

- ☐ Annual Health fee must be paid with completed application
- ☐ Clean
- ☐ Free of construction debris
- ☐ Hot/cold running water at all fixtures (100° for all sinks)
- ☐ Fill 3 compartment sink ¼ full of water in each sink for drain test
- ☐ Electricity throughout facility
- ☐ All MEP's and backflow finals must be cleared in building inspections department
- ☐ All cold equipment holding 40° F with thermometers inside all units; freezer 0° F
- ☐ Signage: (no smoking signs on front door) No smoking within 25 feet, Symbol only on back door and restroom doors.
- ☐ Trash can with lids in restrooms.

2. Walk thru: Schedule with Health Plans Reviewer

- ☐ Facility should be ready to turn on Open sign
- ☐ Check all finishes for compliance
- ☐ Check equipment specifications (NSF & ANSI) all commercial equipment; no residential allowed.
- ☐ Add grease trap size to inspector
- ☐ Owner Responsibilities
 - Grease trap cleaning schedule
 - Certified Food Manager on site at all times
 - Food Handler training
 - Pest Control Service