

**LAPEER COUNTY'S**

**FOOD SERVICE**

**PLAN REVIEW PACKET**

( updated 2/1/2013)

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(2013)

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\* An additional document entitled “Supplemental Information to the Plan Review Packet” is available on request. This provides information that may help in expediting the plan review submittal process.



## Plan Review Process Flow Chart

### New Food Establishment/Remodeling/Conversion

Obtain plan review application package. Applicant contacts regulatory agency that will conduct inspections. This is either the local health department (LHD) or The Michigan Department of Agriculture (MDA) regional office.

Provide additional information, if requested.

Plan Approval

**CONSTRUCTION BEGINS\***

Approved plans kept on-site during construction.  
Revisions to approved plans must be submitted in writing and approved.

Applicant applies for license 30 days prior to opening.

When requested, complete and submit air balance test report, plus the mechanical department's approval of ventilation system.

Make appointment for pre-opening inspection as required by the regulatory agency. SOPs must be submitted and approved prior to opening.

Operational approval

\*Agencies have the authority to issue a stop work order when construction begins before plans are approved.

## PLAN SUBMITTAL FOR FOOD SERVICE ESTABLISHMENTS

(updated 2013)

### **Michigan's "Food Law" requires that:**

When a new food service establishment is constructed, or when an existing structure is remodeled, altered or converted for use as a food service establishment, properly prepared plans and specifications for such activity shall be submitted to the Health Authority **FOR APPROVAL BEFORE SUCH WORK HAS BEGUN.**

In an effort to streamline the process of establishing a new, remodeled, converted or altered food service establishment, the Lapeer County Health Department recommends the following set of guidelines to simplify the process:

1. Check with appropriate building and zoning department.
2. Notify the Lapeer County Health Department of your intent to construct. Water supply and/or sewage system approval might be required prior to food service construction approval.
3. Establish an "Person in Charge" who will be responsible for dealing with the various individuals and agencies involved. This may be an architect, contractor or owner.
4. Submit detailed plans to the Lapeer County Health Department for review prior to beginning construction.
5. When applicable, contact the appropriate Mechanical Division for the procedures and criteria relative to the review and approval of the facility's proposed equipment exhaust ventilation system(s).

**Generally**, the following information shall be assembled and included in the plan submittal:

- ❑ TRANSMITTAL LETTER
- ❑ PROPOSED MENU
- ❑ FLOOR PLAN LAYOUT – Show equipment layout and general design of proposed facility.
- ❑ PLUMBING AND LIGHTING LAYOUT – Floor drains, type and location of fixtures, water heater size and location, etc.
- ❑ SCHEDULE OF INTERIOR FINISHES – Floors, walls and ceilings.
- ❑ EQUIPMENT LIST – Type, manufacturer and model numbers.
- ❑ SHOP DRAWINGS – for any custom-built equipment.
- ❑ SOPs (Standard Operating Procedures).

When all parts of the plan review information have been assembled and that information incorporated into your plans, the plans are ready for submittal to the Health Department. A complete set of plans shall include:

1. Lapeer County Health Department's "**Plan Review Application**" (App. #1).
2. Michigan Department of Agriculture's (MDA) "**Food Establishment Plan Review Application**" (June 2003) and;
3. MDA's "**Food Establishment Plan Review Worksheet**" (August 2004). Be sure to include the hot water, dry storage and refrigerated storage calculations.
4. **Transmittal letter**, which identifies and summarizes the scope of the proposed plans or project.
5. Copies of all applicable Standard Operating Procedures (SOPs).
6. Two complete sets of proposed plans.
7. If cooking equipment is proposed, a copy of the **mechanical plans** must be included with the submitted construction plans.
8. Submit the appropriate **plan review fee**.

# PLAN REVIEW FEE

(Updated 2013 - Subject to change)

For new food establishments or extensive remodeling (conversion or alteration) of an existing establishment:

First 3,000 square feet	<b>\$450.00</b>
Each Additional 1000 Square Feet	<b>\$50.00</b>
STFU or Remodel/ Renovation of Currently Licensed Facility	<b>\$220.00</b>

## **AFTER THE PLANS HAVE BEEN APPROVED:**

1. Should changes or revisions occur in the proposed plans, building, equipment, ventilation, menu, etc., promptly contact the Health Department; as it will be necessary to file revised plans for review and subsequent approval.
2. Be sure that all contractors, subcontractors, etc. are made aware of any plan corrections, stipulations and/or recommendations.
3. All building, mechanical, plumbing, electrical, fire, etc., must be completed and approved **PRIOR** to the Health Department's scheduled construction evaluation date. For inspection tracking purposes, it is strongly recommended that the **"Final Approval Sign-Off Sheet for All Applicable Federal, State and Local Agencies"** be properly filled out **PRIOR** to the pre-opening inspection date. This document (last page of plan review packet) must be removed prior to submitting the entire plan review packet so it can be available for your future use.
4. A **pre-opening inspection** is required before the Lapeer County Health Department approves a food service license. Contact the Health Department at least 72 hours in advance of the official opening date to schedule the pre-opening inspection.

Should you have any questions regarding plan submission, review requirements or opening procedures, feel free to contact this department at (810) 245-5789 Food Program Coordinator or (810) 667-0392 EH Front Office.

**LAPEER COUNTY HEALTH DEPARTMENT  
ENVIRONMENTAL HEALTH FOOD DIVISION  
PLAN REVIEW APPLICATION**

Name \_\_\_\_\_, Title \_\_\_\_\_, request that the plans and specifications for \_\_\_\_\_ be promptly reviewed.

I understand that the plans and specifications must be a minimum of 11 X 14 with clear, complete information and accurate description of the final, completed building. Proposed plans must include the following:

1. **Floor plan layout.**
2. Proposed **menu, seating capacity** and projected **daily meal volume.**
3. **Equipment location** with each piece clearly labeled with its common name. Drawing of self-service hot and cold units with sneeze guards.
4. **Equipment for rapid cooling;** including ice baths, specific refrigeration devices such as quick chill or other methods. Also equipment for **hot holding** potentially hazardous foods.
5. Separate **food preparation sinks** designated and labeled, to preclude cross contamination of raw and ready to eat foods.
6. Designated **hand sinks** for each toilet fixture in the immediate food preparation, food dispensing and ware washing area.
7. **Dish machine area** with *appropriate number* of **air drying** racks.
8. **Room dimensions** showing aisle space and **equipment placement.**
9. Auxiliary **storage rooms** including liquor storage areas, separate from dry storage, garbage areas, toxic storage and basements used for storage or food preparation are located.
10. **Entrances, exits** loading and unloading area.
11. **Finish schedule** for all rooms including floors, ceilings and covered junctures. (See floors & ceilings).
12. **Water supply and plumbing schedules.** Include locations of floor drains, floor sinks, water supply lines, overhead wastewater lines, backflow prevention, wastewater connections and hot water generating system.
13. **Lighting plan** including type of fixtures and showing appropriate wattage for specific food prep and storage areas.
14. **Food equipment schedule** including makes and model numbers and listing of equipment certified or classified for sanitation by an ANSI accredited program. SEE "EQUIPMENT SPEC SHEET".
15. **Water supply** and **sewage disposal** systems. Provide location and evidence that state and local regulations pertaining to these are complied with.
16. **Mop sink** or curbed cleaning facility.
17. Dressing rooms, lockers employee restrooms and break area.
18. Overall **site plan.**

I agree that changes in construction from the approved plans will require an addendum to be submitted and approved. I also understand that completion of this form is necessary to warrant review of plans and specifications by the health department.

signature \_\_\_\_\_ date \_\_\_\_/\_\_\_\_/\_\_\_\_

I or my representative will notify the Lapeer County Health Department at least 1 week prior to the first day of operation to allow the health department to conduct a comprehensive pre-opening inspection of this establishment.

signature \_\_\_\_\_ date \_\_\_\_/\_\_\_\_/\_\_\_\_



# Food Establishment Plan Review Application

Meets the Michigan Food Law requirement for a transmittal letter to be submitted with the plans.

Establishment Name: \_\_\_\_\_

Address, City, Zip: \_\_\_\_\_

Establishment Phone: \_\_\_\_\_

Location Information: Between \_\_\_\_\_ & \_\_\_\_\_ street

Prior Establishment Name: \_\_\_\_\_

<p><b>Owner</b></p> <p>Name _____</p> <p>Address _____</p> <p>City, State _____</p> <p>Zip _____ Phone # _____</p> <p>Fax # _____ E-Mail _____</p>	<p><b>Food Service Equipment Supply Co.</b></p> <p>Name _____</p> <p>Address _____</p> <p>City, State _____</p> <p>Zip _____ Phone # _____</p> <p>Fax # _____ E-Mail _____</p>
<p><b>Architect</b></p> <p>Name _____</p> <p>Address _____</p> <p>City, State _____</p> <p>Zip _____ Phone # _____</p> <p>Fax # _____ E-Mail _____</p>	<p><b>General Contractor</b></p> <p>Name _____</p> <p>Address _____</p> <p>City, State _____</p> <p>Zip _____ Phone # _____</p> <p>Fax # _____ E-Mail _____</p>

Which of the above will serve as the primary contact? \_\_\_\_\_

Which of the above should all correspondence be mailed to? \_\_\_\_\_

Proposed construction start date: \_\_\_\_\_ Proposed opening date: \_\_\_\_\_

For reviewing agency use only:

Fee \$: \_\_\_\_\_

Check #: \_\_\_\_\_

Date: \_\_\_\_\_

Receipt #: \_\_\_\_\_

Plan Review #: \_\_\_\_\_

Assigned to: \_\_\_\_\_

Remarks: \_\_\_\_\_

# General Information

Hours of Operation: \_\_\_\_\_

Seating Capacity (include bar): \_\_\_\_\_ Facility Size (square feet): \_\_\_\_\_

Minimum staff per shift: \_\_\_\_\_ Maximum staff per shift: \_\_\_\_\_

These plans are for a:  New establishment  Remodeling  Conversion

What describes the establishment better?  
 On-site Preparation  Serving Site

Will part of the operation be outdoors (bar, dining, storage, cooking, etc.)?  Yes  No

If yes, explain: \_\_\_\_\_

Type of Operation (check all that apply)

**A. Restaurant Related**

- Sit down meals
- Counter
- Cafeteria
- Fast food
- Bar with food prep
- Commissary
- Church
- Take out menu
- Catering
- Mobile vendor
- Buffet or salad bar
- Tableside / display cooking
- Hospital
- Bottling alcoholic beverages
- Special transitory food unit

**B. Grocery Related**

- Grocery store
- Fresh Meat
- Seafood / fish
- Deli
- Ice production / packaging
- Produce
- Produce processing
- Smoked fish
- Bakery
- Commissary
- Self-service bulk items
- Self-service baked goods
- Wholesale foods
- Repackage / processor of:
- Water bottling
- Bottling alcoholic beverages

Please summarize the proposed project.

\_\_\_\_\_  
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I certify that the plan review application package submitted is accurate to the best of my knowledge.

Signature of owner or representative \_\_\_\_\_ Date \_\_\_\_\_

Please print name and title here \_\_\_\_\_





# Michigan Department of Agriculture

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## Food Establishment Plan Review Worksheet

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To be completed by the operator and submitted to the local health department  
or Michigan Department of Agriculture regional office  
that will be conducting the plan review.

Establishment

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

August

Pages 6-10 ask structural and equipment questions that the operator may wish to have the contractor or architect complete.

Refer to the food establishment plan review manual for technical assistance. The manual is available from your reviewing agency or by visiting [www.michigan.gov/mda](http://www.michigan.gov/mda), keyword: Food Plan Review - Industry.

Information contained in the plans may be referenced and does not have to be repeated in the worksheet (i.e. see plan sheet 3a, #6)

## Food Manager Knowledge

**Under the Michigan Food Law of 2000, retail food establishments are required to have a person in charge (PIC) during all hours of operation.**

### 1. Check all that apply

- |  |  |
|--|--|
| <p><input type="checkbox"/> A designated person in charge, that can demonstrate knowledge of: foodborne disease prevention, application of food safety (HACCP) principles, and the requirements of the Food Code, will be available during all hours of operation. (REQUIRED)</p> <p><input type="checkbox"/> A certified food manager will be provided. (REQUIRED)</p> <p><input type="checkbox"/> SOP's- I understand that standard operating procedures <u>must</u> be submitted and reviewed prior to opening if my establishment is new or remodeled with operation or menu changes.</p> <p><input type="checkbox"/> There is a <u>written</u> policy that excludes or restricts food workers who are ill or have infected cuts or lesions.* (OPTIONAL)</p> | <p><input type="checkbox"/> A written food safety (HACCP) plan will be provided.* (Only required under certain circumstances)</p> <p><input type="checkbox"/> Formal training program for new or existing staff will be provided.* (OPTIONAL)</p> <p><input type="checkbox"/> Animal based foods, such as meat, poultry, fish, shellfish or eggs served raw, or undercooked or not otherwise processed to eliminate pathogens.**</p> |
|--|--|

\*\*If you checked this item, then the customer must be informed by means of a written disclosure, at the point ordering, that a particular menu item contains raw or undercooked foods of animal origin and a reminder that identifies the increased risk of foodborne illness when consuming these foods. The disclosure and reminder must be made whether the food is normally prepared undercooked or is prepared undercooked only at the customer's order. Submit a copy of the disclosure and the reminder and state how it will be conveyed to the consumer. For further clarification please contact your reviewing health agency or read the consumer adviso guidance document at <http://www.michigan.gov/mda>, keyword: MFLeduc,

## Food Preparation Review (See manual parts 1 & 3)

### 2. How Will Potentially Hazardous Food be Thawed? (Check all that apply)

Thawing Method	Foods less than 1" thick	Foods more than 1" thick
Refrigeration		
Running water (less than 70°F)		
Microwave as part of cooking process		
Cook from frozen		
Other:		

**3. Cooking & Reheating Potentially Hazardous Food:**

List all cooking & reheating equipment and check all applicable boxes.

Equipment Name	Cooking	Reheating	New	Used	NSF Approved or Equivalent

**4. Hot and Cold Holding of Potentially Hazardous Food**

List all hot & cold holding equipment and check all applicable boxes.

Equipment Name	Hot Holding	Cold Holding	New	Used	NSF Approved Or Equivalent

5. Will ice be used as a refrigerant for potentially hazardous foods? \_\_\_Yes \_\_\_ No  
If yes, describe which foods will be held on ice, for how long, where this will occur and the source of the ice.

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6. Will time be used for bacterial growth control, instead of hot or cold holding? \_\_\_Yes \_\_\_ No  
If yes, submit a list of the foods involved and the standard operating procedures that will be used to monitor the use of time as a control.

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7. **Cooling Potentially Hazardous Food:** List foods that will be cooled using each of the following methods. Foods must be cooled to 41°F within 6 hours (140°F to 70°F in 2 hours and 70°F to 41°F in 4 hours). More than one method may be used.

A. Shallow pans in refrigerator: \_\_\_\_\_

B. Ice baths: \_\_\_\_\_

C. Volume reduction (i.e. quartering a large roast): \_\_\_\_\_

D. Rapid chill devices (i.e. blast freezers): \_\_\_\_\_

E. Ice paddles: \_\_\_\_\_

F. Other: \_\_\_\_\_

**8. Food Preparation**

A. List foods that will be prepared a day or more in advance of service or sale.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

B. How will employees avoid bare-hand contact with ready-to-eat foods? (Check all that apply)

Disposable gloves                       Suitable utensils  
 Deli tissue                                       Other: \_\_\_\_\_

C. Will produce be cleaned on-site?                                       Yes  No

D. If C is yes, describe which sink(s) will be used for food preparation.

\_\_\_\_\_  
\_\_\_\_\_

**Date Marking:** When potentially hazardous food is ready-to-eat and will be kept under refrigeration for more than 24 hours after preparation / opening, a last date of use must be placed on the item.

E. Will the establishment have food items that must be date marked?                                       Yes  No

If yes, describe the date marking system that will be used or provide written standard operating procedures.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

9. **Catering/Off-Site/Satellite:** complete if establishment will cater foods to another location.

A. List menu items to be catered:

\_\_\_\_\_  
\_\_\_\_\_

B. Maximum number of catered meals per day will be \_\_\_\_\_

C. How will hot food be held at proper temperature during transportation and at the remote serving location?

9. Catering/Off-Site/Satellite Continued

D. How will cold food be held at proper temperature during transportation and at the remote serving location? \_\_\_\_\_

E. What types of vehicles will be used to transport food?

F. What types of sneeze guards or food protection devices will be used? (See manual part 4)

**Dishwashing**  
See manual part 8

10. Dishwashing methods (check all that apply)     \_\_\_ Dishmachine     \_\_\_ Sink

Dishwashing Sinks	Length (inches)	Width (inches)	Depth (inches)
A. Sink 1, Size of compartments			
B. Sink 2, Size of compartments			
C. Sink 3, Size of compartments			

D. What is the largest item that will have to be washed in a sink and its size?

E. List the location of all garbage disposals:

**General**

11. Will employee dressing rooms be provided?     \_\_\_ Yes     \_\_\_ No  
See manual part 16.

12. If no, describe how personal belongings will be stored:

13. Check which of the following will be used on-site:     \_\_\_ Washer     \_\_\_ Dryer

14. Describe what will be laundered on-site: \_\_\_\_\_

15. What type of mop sink will be provided (i.e. curbed floor drain, mop sink on legs, etc)? See manual part 8.

## Room Finish Schedules

Fill in materials to be used (See manual part 10)

Area	Floor	Coving*	Wall	Ceiling
16. Preparation				
17. Cooking				
18. Dishwashing				
19. Food Storage				
20. Bar				
21. Dining				
22. Employee Restrooms				
23. Dressing Room				
24. Walk-In Refrigerator				
25. Walk-In Freezer				
26. Garbage Room				
27. Janitor Closet				
28.				
29.				
30.				

\*List the material that will be used to provide a smooth, rounded and cleanable surface where the floor and wall joins. Note: please explain abbreviations.

### Water Supply

See manual part 5

31. Will the water supply be:     Municipal     Existing on-site     New on-site
32. If an on-site water supply is being used, is the local health department in the process of approving?     Yes     No\*

### Sewage Disposal

See manual part 5

33. Will the sewage disposal be:     Municipal     Existing on-site     New on-site
34. If an on-site sewage system is being used, is the local health department or Michigan Department of Environmental Quality in the process of approving?     Yes     No\*

\* It is recommended that you contact your local health department to begin the approval process.

## Part 10/ Finish Schedule

Worksheet Help			
Question #		Food Code & Food Law*	Guidance
17-31	Room Finishes	FC 6-1 FC 6-201.11-18	See information below.
*FC = FDA 1999 Model Food Code. *FL = Michigan Food Law of 2000. To view the food code, food law and other fact sheets go to: <a href="http://www.michigan.gov/mda">http://www.michigan.gov/mda</a> , keyword: <u>MFLeduc</u> , or call 517-373-1060 to request single free copies.			

### Interior Finishes:

1. Enamel coated steel (or other corrosion resistant surface)	9. Stainless steel
2. Filled block with epoxy painted or glazed surface	10. Aluminum
3. Commercial grade vinyl composition tile	11. Ceramic tile
4. Commercial grade vinyl composition sheets	12. Painted drywall
5. Fiberglass reinforced polyester (FRP) panel	13. Epoxy painted drywall
6. Vinyl clad acoustic tile	14. Plastic laminate
7. Poured seamless <i>sealed</i> concrete or poured synthetic	15. Acoustic tile
8. <i>Sealed</i> concrete	16. Quarry tile

### The following numbers refer to the above table.

Kitchen	Floor	Wall	Ceiling
<b>Food Preparation / Bar Serving Area</b>	3, 7, 16	2, 5, 9, 10, 11, 13	6, 13, 14
<b>Cooking</b>	3, 7, 16	9, 10, 11	6, 13, 14
<b>Warewashing Area</b>	3, 7, 16	2, 5, 9, 10, 13	6, 13, 14
<b>Food Storage</b>	3, 4, 7, 8, 16	2, 5, 13	12, 15
<b>Janitor Closet</b>	7, 16	2, 5, 13	6, 13, 14
<b>Garbage Room</b>	3, 4, 7, 16	2, 5, 13	6, 13, 14
<b>Walk-in Refrigerators &amp; Freezers</b>	3, 7, 9, 10, 16	1, 9, 10	1, 9, 10
<b>Other Storage</b>	3, 4, 7, 8, 16	12	12, 15
<b>Dressing Rooms</b>	3, 4, 7, 16	12	6, 12, 13, 14
<b>Toilet Room</b>	3, 4, 7, 16	2, 5, 13	6, 13, 14

### Floors

- All floor coverings in food preparation, food storage, utensil-washing areas, walk-in refrigeration units, dressing rooms, locker rooms, toilet rooms and vestibules must be *smooth*, non-absorbent, easily cleanable, durable, and commercial grade. *Equipment* must not puncture or indent the floor. Anti-slip flooring may only be used in high traffic areas.
- Any alternate materials not listed in the above chart must be submitted for evaluation.
- There must be coving at base junctures that is compatible with both wall and floor coverings. The coving should provide at least 1/4 inch radius and 4" in height..
- Floor drains, floor sinks and the surrounding area must be easily accessible for cleaning.

Custom cabinetry shall be constructed of durable materials with surfaces that are smooth, non-permeable and light colored for easy cleaning. This includes the interior surfaces (i.e. beverage stations, salad or buffet units, service counters and the underside of open countertops).



## Insect and Rodent Control

See manual part 13

35. Will outside doors be self-closing? \_\_\_ Yes \_\_\_ No

36. Will the facility have a drive-thru or walk-up window? \_\_\_ Yes \_\_\_ No

37. If 36 is yes, describe how insects will be kept out (i.e. self-closer, air curtains, etc.)

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38. Are other openable windows screened? \_\_\_ NA \_\_\_ Yes \_\_\_ No

39. Will openings around pipes, electrical conduits, chases and other wall perforations be sealed? \_\_\_ Yes \_\_\_ No

40. Will garage-style or loading bay doors be present? \_\_\_ Yes \_\_\_ No

41. If 40 is yes, how will the loading doors be protected against vermin entry?

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## Solid Waste Storage

See manual part 17

### 42. Outside Storage

A. What type of storage will be used? \_\_\_ Compactor\* \_\_\_ Dumpster\* \_\_\_ Cans

B. What type of surface will be under the container? \_\_\_\_\_

C. What is the minimum pick-up frequency? \_\_\_\_\_

\*Remember to show details on site plan, including unit location and slope of surface under the unit.

### 43. Inside Storage

A. Please **SHOW** locations of trash containers on floor plans and describe how garbage, boxes, etc. will be stored inside: \_\_\_\_\_

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B. Describe any inside storage or cleaning area (i.e. garbage can cleaning area):

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C. Will any compactors or dumpsters be located inside? If yes, show on plans. \_\_\_ Yes \_\_\_ No

D. Describe any area where damaged merchandise returned for credit to vendor will be stored:

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E. Describe how waste grease will be handled and stored: \_\_\_\_\_

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F. Describe how and where recyclables will be stored: \_\_\_\_\_

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G. Check the types of materials that will be recycled:

\_\_\_ Glass      \_\_\_ Metal      \_\_\_ Paper      \_\_\_ Cardboard      \_\_\_ Plastic

# Plumbing Cross-Connections

See manual part 12

The following technical information is needed on the proposed plumbing. This section is best completed by a qualified plumber, architect or engineer. Be sure to include all devices, equipment and fixtures that have cross-connection protection. Remember to complete both the water supply and waste side (i.e. a dishwasher may have an AVB on the water supply and an air-gapped drain).

Fixture	Sewage Disposal			Water Supply					
	Air Gap	Air Break	Direct Connect	AVB	PVB	RPZ	VDC	HB	Air Gap
44. Dishwasher									
45. Glass washer									
46. Garbage grinder									
47. Ice machines									
48. Ice storage bin									
49. Mop sink									
50. 3 compartment sink									
51. 2 compartment sink									
52. 1 compartment sink									
53. Steam tables									
54. Dipper wells									
55. Hose connections									
56. Refrigeration condensate drain lines									
57. Beverage dispenser with carbonator									
58. Water softener									
59. Potato peeler									
60. Walk-in floor drain									
61. Chinese range									
62. Detergent feeder on faucet									
63. Outside sprinkler or irrigation system									
64. Power washer									
65. Retractable hose reel									
66. Toilet									
67. Urinal									
68. Boiler									
69. Bain-marie									
70. Espresso machine									
71. Combi-style oven									
72. Kettle									
73. Rethermalizer									
74. Steamer									
75. Overhead spray rinse									
76. Hot water dispenser									
77.									
78.									
AVB = atmospheric vacuum breaker				HB = hose bib vacuum breaker					
PVB = pressure vacuum breaker				VDC = vented double check valve					
RPZ = reduced pressure principle backflow preventer									

**Typical possible correct responses are shown for the worksheet cross-connection table.**

It is recommended that your plumber or architect complete this table. Some responses are only correct under certain circumstances. For example, a 2 compartment sink would have to be direct connected if a garbage disposal were installed in the sink.

Fixture	Sewage Disposal			Water Supply				
	Air Gap	Air Break	Direct Connect	AVB	PVB	RPZ	Hose Bibb	Air Gap
45. Dishwasher	X	X	X*	X				X
46. Glass washer	X	X	X*	X				X
47. Garbage grinder			X	X	X			X
48. Ice machines	X							
49. Ice storage bin	X							
50. Mop sink faucet								X
51. 3 compartment sink	X	X	X					X
52. Vegetable preparation sink	X							X
53. Other sinks, except hand sinks	X	X	X					X
54. Steam tables	X			X				X
55. Dipper wells	X							X
56. Hose connections				X	X		X	
57. Ref. condensate lines	X							
58. Bev. dispenser w/carbonator				DC w/ AV				
59. Water softener drain	X							
60. Potato peeler	X							X
61. Walk-in floor drain	X	X						
62. Chinese range	X			X	X	X		
63. Detergent feeder on faucet				X	X			X
64. Sprinkler or irrigation system				X	X	X		
65. Power washer						X		
66. Retractable hose reel					X	X		X
67. Toilet			X	X	Anti-siphon ballcock			
68. Urinal			X	X				
69. Boiler						X	DC w/ AV	
70. Bain-marie	X							X
71. Espresso machine		X					DC w/ AV	
72. Combi-style oven	X						DC w/ AV	
73. Kettle	X			X	X			
74. Rethermalizer	X				X			
75. Steamer	X							
76. Overhead spray rinse					X			X
77. Hot water dispenser				X				X

\*with floor drain within 5'.

AVB=atmospheric *vacuum breaker*  
PVB=pressure *vacuum breaker*

RPZ=reduced pressure principle *backflow* preventer  
DC w/ AV= Double check valve with an atmospheric vent

### Formula Information

Several calculations are required to determine if there will be adequate hot water, ventilation, dry storage space and refrigerated storage space. The information requested on the following two pages provides the necessary data for performing calculations. See the plan review manual for formulas and directions.

#### 79. Hot Water (see manual part 9)

List each type of plumbing fixture that uses hot water	# fixtures
Hand sinks	
Bathroom Sinks	
1 Compartment Sink	
2 Compartment Sink	
3 Compartment Sink	
Vegetable Sink	
Overhead Spray Rinse	
Bar Sink <input type="checkbox"/> 3 compartment <input type="checkbox"/> 4 compartment	
Cook Sink	
Hot Water Filling Faucet	
Bain-marie	
Coffee Urn	
Kettle Stand	
Garbage Can Washer	
9 & 12 lb. Clothes Washer	
16 lb. Clothes Washer	
Employee Shower	
Mop Sink	
Dish machine <input type="checkbox"/> hot water <input type="checkbox"/> chemical	
Dish machine Make & model: _____	
Other:	
Other:	

- 80.. **Water Heater #1** Manufacturer: \_\_\_\_\_ Model number: \_\_\_\_\_
- A. Hot water heater proposed size: Electric \_\_\_\_\_ KW  
Gas \_\_\_\_\_ BTU's Thermal Efficiency: \_\_\_\_\_ %
- B. Hot water heater storage capacity: \_\_\_\_\_ gallons
- C. Hot water heater recovery rate: \_\_\_\_\_ gallons per hour (@100° rise)

**Attach information for any additional water heaters. Specify what area each water heater services and whether or not units will be installed in parallel.**

81. Do hot water heater(s) serve any non-food equipment areas? If yes describe:

Dish machine Booster Heater \_\_\_\_\_KW \_\_\_\_\_BTU <e \_\_\_\_\_ |Model # \_\_\_\_\_

#### 83. Refrigerated and Dry Food Storage (see manual parts 3 & 7)

It is **essential** that a reliable estimate be made of the number of customers that are served or buy food between deliveries, in order to calculate dry and refrigerated storage capacities.

- A. # meals or people served per day = \_\_\_\_\_
- B. # days between deliveries = \_\_\_\_\_  
Dry Food \_\_\_\_\_ Refrigerated Items \_\_\_\_\_
- C. # meals between deliveries (Ax B =) Dry Food \_\_\_\_\_ Refrigerated Items \_\_\_\_\_

83. (cont'd.) Please describe any assumptions made in determining the meal quantity estimate:

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**84. Refrigerated Storage** (see manual part 3)

Walk-in Item #	**Interior Usable Height (ft)	Interior Length (ft)	Interior Width (ft)

*Upright Item #	Interior Depth (in)	Interior Width (in)	Interior Height (in)

\*Working, preparation and line refrigerators should not be included. Only storage units.

**85. Dry Storage** (see manual part 7)

**Storage Rooms\***

**Usable room height (ft)	Interior Length (ft)	Interior Width (ft)

\*Please note the location of any auxiliary storage (i.e outside storage).

\*\*To determine usable height, determine height from floor to ceiling, then subtract height of food off floor (usually 6”) and height of food from ceiling (usually 12-18”).

**Or if there is no dry storage room proposed**

For full height shelves

Total Shelving Length (ft)	Shelving Width (ft)

**86. Ventilation Air Balance Schedule** (see manual part 15)

Make-up air unit #	CFM*	Ventilation exhaust hood # or name	CFM*
		Toilet exhaust	
		Other exhaust	
<b>Total Make-Up Air</b>		<b>Total Exhaust</b>	

\*CFM=cubic feet per minute

## **STANDARD OPERATING PROCEDURES**

All food establishments except vending operations must have Standard Operating Procedures. Standard operating procedures are specific to your operation and describe the processes necessary to complete tasks in accordance with Michigan Food Law and the 2009 Food Code. The purpose of developing SOPs is to protect your operation from microbial, chemical and physical hazards, to control microbial growth that can occur due to temperature abuse and to ensure procedures are in place to maintain equipment.

**Michigan's Food Law requires SOPs to be established prior to opening a food service facility.**

**All SOPs must address:**

Hand washing, personal hygiene (including cuts and sores), preventing bare hand contact with ready to eat foods (gloves, utensils, etc.), employee illness, purchasing foods from approved sources, cleaning and sanitizing food contact surfaces.

**Some food facilities must submit SOPs for the following if applicable:**

Cross-contamination prevention, ware washing, date-marking, time not temperature as a control for bacterial growth, thawing, cooking, hot holding and cold holding.

**Mobile units and STFUs must provide SOPs for waster supply and sewage disposal.**

**Procedures should be submitted as soon as possible during the plan review process and must be technically correct and in place prior to the pre-opening inspection. SOPs should be kept on site (STFU units are required to have them on board their units during all operational events).**

# STANDARD OPERATING PROCEDURE [SOP] WORKSHEET

*( This is a guidance document not intended as a stand alone SOP. SOPs should be completed and submitted in a narrative format that is designed for the specific menu and facility for which it is being implemented. )*

<b>Facility Name:</b> _____
<b>Facility Address:</b> _____
<b>PH:</b> (        )        - <b>Alternate PH:</b> (        )        -        .

**Instructions:** Answer all questions. Use additional pages if needed. If a question does not apply, mark the section as "N/A".

## 1. Personal Hygiene

**A. Complete the following – Initial to verify agreement to comply:**

Employees will report to work clean and in clean clothes:	
Employees will use proper hair restraints (describe restraint used.)	
Employees will not eat in the food areas.	
Employees will not drink in food areas except from covered cups with a straw.	
Employees will cover all cuts with waterproof bandages.	
Employees will cover cuts on hands with a bandage and a proper glove.	
Employees will not wear nail polish/artificial nails or will cover the nails with gloves. Nails will be kept trimmed and clean.	
Employees will not wear that may provide a physical hazard during food prep with the exception of a plain wedding band.	
Soap, paper towels, waste receptacle and a reminder notice will be provided at hand sinks and employees will be trained in proper hand washing.	

**B. Hand Washing:** Indicate how employees will wash their hands, and when:

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C. **Employee Health:** Describe the method of complying with the below requirements. Include copies of MDA forms !-A if used to train employees regarding facility health policies. (Note: Guidance documents, including posters and forms, are available from the local licensing agency.)

Will employee health information such as FDA-provided forms or equivalent be used? If so describe method:	
---	--

Describe the method of exclusion to be used for employees with a “Big Five” Illness – (Norovirus, E. coli, Salmonella Typhii, Shigella, Hepatitis A) and how that the exclusion will be reported to the licensing agency.	
Describe how employees with conditions that can be transmitted to food that are not Big 5 related will be restricted to non-food handling duties.	
Describe how employees who experience vomiting or diarrhea will be excluded from the facility until they are symptom free.	
Describe the procedures for reinstating restricted and excluded employees.	

**2. Food**

(Note: Any major changes to the menu must be submitted and approved by the licensing local agency prior to their service. Approval documents may be required during inspections).

**A. Menu:** Attach a menu or list of all foods to be served in the facility.

**B. Food Source:** List all suppliers.





\_\_\_ *The use or sale of home-prepared foods or foods prepared under the Cottage Food Law is prohibited. Indicate by initialing the line provided that these foods will not be served.*

**C. Thawing: List foods that will be thawed by the following approved methods.**

Method	Food
Under Refrigeration:	
During Cooking:	
In a Microwave Oven followed by Cooking:	
Under Cold Running Water:	

**D. Preparation: The handling of ready-to-eat foods with bare hands is prohibited. Indicate what ready-to-eat foods will be served and how bare hand contact will be avoided (gloves, utensils, deli papers).**

Food Type	Barrier Used

<b>Food Type</b>	<b>Barrier Used</b>

**E. Cross Contamination Prevention:** Raw animal products and unwashed fruits/vegetables must be handled and stored in a manner that prevents cross contamination of cooked/ready-to-eat foods. Indicate how and where storage and handling will take place.

<b>Unwashed fruits &amp; vegetables:</b>	<b>Eggs:</b>
<b>Whole meat cuts:</b>	<b>Fish/Seafood:</b>
<b>Poultry/stuffing/stuffing containing meats, etc.:</b>	<b>Other:</b>
<b>Ground meat products:</b>	<b>Ready-to-eat food</b>

**F. Cooking:** Indicate how all foods will be cooked. (NOTE: Please mark foods that are cooked to order with an \* and include a copy of the Consumer Advisory.)

<b>Food</b>	<b>Cooking Method Equipment Used</b>	<b>Final Cooking Temperature</b>

**G. Cooling:** Indicate what foods will be cooled and how they will be cooled.

<b>Food</b>	<b>Cooling Method</b>	<b>Time to 70°F</b>	<b>Time to 41°F</b>

**K. Reheating:** Indicate all foods that will be reheated and the reheating method.

<b>Food</b>	<b>Individual (I) or Bulk (B)</b>	<b>Equipment Used</b>	<b>Reheat Temperature</b>	<b>Reheat Time</b>

**L. Hot Holding:** Indicate foods to be held at 135°F or higher equipment that will be used.

<b>Food</b>	<b>Equipment Used</b>

**M. Cold Holding:** Indicate the foods/food groups that will be held at 41°F and equipment used.

<b>Food</b>	<b>Equipment Used</b>

**N. Temperature Monitoring:** Indicate how cold and hot food temperatures will be Monitored daily.

<b>Food</b>	<b>Thermometer Type</b>	<b>Monitoring Intervals</b>	<b>Calibration Method and Frequency</b>	<b>Cleaning/Sanitizing of Thermometer</b>
<b>Hot Foods:</b>				
<b>Cold Foods:</b>				
<b>Cooked Foods:</b>				

**O. Time Alone as a Control:** List foods where only time, and not temperature, will be used to control the safety of potentially hazardous/TCS food items. Explain the time control for each food item (Note: Foods must be marked when time control is going to expire and foods have to be discarded.)

<b>Food</b>	<b>Initial Temp</b>	<b>Maximum Time out of Temperature</b>	<b>Marking Method</b>	<b>Monitoring Method (Thermometer Type)</b>

**P. Date marking:** Ready-to-eat potentially hazardous/TCS foods must have adequate date marking as outlined in section 3-501.17 of the Food Code. Describe your date marking method. Refer to Date Marking FAQ Sheet provided.

**3. Food Contact Surface Cleaning and Sanitizing**

*A. Ware washing: Describe how all utensils and equipment (include all clean-in-place equipment) will be cleaned. Include the frequency of cleaning, the facilities used, the procedures used and the chemicals used. (NOTE: In-use utensils for potentially hazardous foods must be washed, rinsed and sanitized at least every four hours)*

<b>Equipment</b>	<b>Frequency</b>	<b>Location</b>	<b>Procedure</b>	<b>Sanitizer and Concentration</b>

**\_\_\_ Test strips must be provided to monitor concentrations of each type of sanitizer used on site. Indicate by initialing the line provided that test strips will be provided and used.**

**B. Prep and Cooking Surface cleaning:** Describe how food contact preparation surfaces and cooking surfaces will be cleaned and sanitized.

<b>Surface</b>	<b>Frequency</b>	<b>Location</b>	<b>Procedure</b>	<b>Sanitizer/ Concentration</b>

**C. Chemical Storage:** Describe where sanitizers and other chemical will be stored in the facility, including spray bottles in work areas.

**4. Water Supply**

**A. Municipal or Type II Well?** \_\_\_\_\_

**B. Backflow Prevention:** List equipment that will require backflow prevention and what method of backflow prevention will be provided (examples: carbonator with screened/vented double check valve; pressurized hose on mop sink).

<b>Equipment</b>	<b>Backflow Prevention Method</b>

**5. Sewage Disposal**

- A. Municipal or On-site system? \_\_\_\_\_  
 B. Backflow Prevention: List equipment that will require backflow prevention and what method of backflow prevention will be provided (examples: ice machine with an air gap).

<b>Equipment</b>	<b>Backflow Prevention Method</b>

**6. Environmental Hazards:**

**A. Pest Control: Will a pest control company be used?** \_\_\_\_\_

**Company Name:** \_\_\_\_\_

**D. Drive Thru Service Window method of pest control:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
**Signature of Operator**

\_\_\_\_\_  
**Date**

**Below for Agency Use Only:**

\_\_\_\_\_ The SOPs have been reviewed and determined to be complete and technically accurate.

**The SOPs are approved.**

\_\_\_\_\_ The SOPs have been reviewed and have been approved, subject to the following conditions:

\_\_\_\_\_ The SOP's have been reviewed and determined to be unacceptable. Refer to the attached guidance information for required changes.

\_\_\_\_\_  
**Sanitarian/Inspector**

\_\_\_\_\_  
**Date**

**For each standard operating procedure that may be required, questions to answer and technical information are listed.**

### **Handwashing**

*Questions to answer*

- 
- What training will employees receive?
- 
- What training will supervisors receive?
- 
- What is the correct way to wash?
- 
- When should employees wash?
- 
- Where should employees wash or not wash?
- 
- Who will keep sinks supplied with soap and paper towel?

*Technical Help* (See Food Code 2-301.12; 2-301.14; 2-301.15)

•  
**All hand sinks in bathrooms and kitchens must be labeled with a sign. Washing hands at dishwashing, mop or food sinks is not allowed.**

- **Handwashing steps are:**
1. use water as hot as you can stand
  2. soap hands and lower forearms,
  3. scrub for 20 seconds,
  4. rinse
  5. use paper towel or other barrier to turn off faucet handles.
  6. Hand sanitizers can be used after washing hands. Hand sanitizers may not be used to replace washing hands.
  7. All employees must wash hands:
    - a. at beginning of shift
    - b. after using toilet
    - c. after coughing
    - d. sneezing
    - e. using tissue
    - f. eating, drinking or using tobacco
    - g. between touching raw food and ready-to-eat food
    - h. between glove changes
    - i. after handling dirty dishes
    - j. after touching hair or any body part except clean hands and arms,
    - k. during food preparation as often as necessary to prevent cross-contamination
    - l. after doing other activities that contaminate the hands, such as handling trash or chemicals.

### **Personal hygiene**

*Questions to answer*

- 
- What personal hygiene steps are needed before an employee comes to work?
- 
- What clothes or uniforms must employees wear to work?
-



What must an employee do if they have a cut or sore on their hands, arms or face?

•

Where can employees drink, smoke or eat?

•

What employee training will be done?

*Technical Help* (See Food Code subparts 2-201.11(A) (1) (e); 2-302.11; 2-303.11; 2-304.11; 2-401)

1. **Outer clothing** of food employees must be clean.
2. Any **cuts, burns, boils**, skin infections or infected wounds on a food handler should be covered with a bandage. Cover bandages on hands with gloves. Food handlers with bandages may need to be assigned to jobs that do not involve food contact.
3. **Eating and drinking** can only be done in certain areas away from food or equipment. Employees may drink in the food preparation area if the drink has a cover that does not have to be touched (a cover and a straw often work well).

### **Preventing bare hand contact with ready-to-eat food**

*Questions to answer*

•

What ready-to-eat foods are served?

•

How will hand contact with ready-to-eat foods be avoided? For each food, should an employee use utensils, deli tissue, spatulas, tongs, single-use gloves, or dispensing equipment?

•

Are different types of single-use gloves needed for employees that do different jobs? Are only vinyl gloves being used to eliminate allergic reactions from latex gloves?

•

Is avoiding bare hand contact with some foods not feasible? If you answered yes, will ready-to-eat food be touched with bare hands under a written policy that complies with the 2005 Food Code? Approval from the regulatory authority is required.

•

What employee training will be done?

*Technical Help* (See Food Code 3-301.11 and 3-301.12)

1. **Ready-to-eat foods are** foods that are edible without washing, cooking or additional preparation. This includes raw animal foods that have been cooked; raw fruit and vegetables that have been washed, rinds, peels, husks or shells removed, and/or cooked for hot holding; all potentially hazardous food (time/temperature control for safety food)\* that have been cooked and cooled; and baked goods.
2. **Food handlers may not touch** ready-to-eat foods with their bare hands. Food employees can touch raw fruits and vegetables to wash them before they are cut.
3. Some **ways to avoid touching** ready-to-eat food include using utensils, deli tissue, spatulas, tongs, single-use gloves, or dispensing equipment.

4. Suppliers make many different **types of gloves**. Some are loose and some are tight fitting. Some have powder and some are powder-free. Some employees may have or may develop **allergies to latex** gloves. Consult your glove supplier for assistance. Avoiding the handling of some ready-to-eat foods may not be possible. When food employees must touch ready-to-eat food, the ***establishment must first have approval from the regulatory authority along with written procedures, a written employee health policy, documented employee training, documented hand washing and two or more control measures*** that meets 2009 Food Code section 3-301.11 (D).

## **Employee Illness**

### *Questions to answer*

- 
- What personal health information should be asked of applicants?
- 
- What personal health information should be required from new hires and existing employees?
- 
- How are employees trained to understand and report illness?
- 
- When employees report illness, under what conditions should they be restricted from food handling or excluded from the establishment?
- 
- When can restricted or excluded employees return to work handling food?
- 
- When must the health department be notified about an ill employee?

### *Technical Help* (See Food Code subpart 2-201)

1. The **person in charge** must **notify** the **local health department** when a food employee is diagnosed with an illness due to any of the BIG FIVE: Norovirus, Salmonella typhi (Typhoid Fever), Shigella (Shigellosis), Escherichia Coli O157:H7, or Hepatitis A virus.
2. **Employees must report** if they have any of the BIG FIVE. This includes applicants once they have been made a conditional employment offer. Employees must report if they have diarrhea, fever, vomiting, jaundice, sore throat with fever, or lesions containing pus on an exposed body part. Employees must also report if they have been exposed to or are suspected of causing a confirmed outbreak, of any of the BIG FIVE. They must also report if: a. they live with a household member who has any of the BIG FIVE or b. if a household member works in or attends a setting where any of the BIG FIVE have caused a confirmed outbreak.
3. The **person in charge must exclude** from the establishment employees diagnosed with any of the BIG FIVE.

4. The **person in charge must restrict** or exclude employees with other symptoms. Restrict means the employee may not work with food, clean equipment, linens, etc. Read 2009 Food Code section 2-2 Employee Health for more information.
5. The 2009 Food Code contains model forms in Annex 7, which an employer can use.
6. Contact the local health department when there are questions about handling an ill employee.

### **Purchasing food from approved sources**

#### *Questions to answer*

- 
- What are the approved sources that food can come from?
- 
- What are sources of food that are unacceptable?

#### *Technical Help (See Food Code 3-201.11-17)*

1. Buy only from suppliers who are getting their products from licensed reputable purveyors and manufacturers who inspect goods and follow public health laws.
2. Meat must be USDA inspected and/or graded.
3. Home-prepared and home-canned food is not allowed.
4. Wild mushrooms must be inspected.
5. Uninspected wild game or wild caught fish is not allowed.

### **Cleaning and sanitizing food contact surfaces**

#### *Questions to answer*

- 
- What are the food contact surfaces in the establishment?
- 
- What equipment must be cleaned in-place?
- 
- How often do surfaces and clean-in-place equipment need cleaning and sanitizing?
- 
- What chemicals will be used to clean and sanitize?
- 
- What procedures will be used to clean and sanitize surfaces?
- 
- What procedures will be used to clean and sanitize clean-in-place equipment?
- 
- What employee training will be done?

*Technical Help (See Food Code 1-201.10; 4-501.114; 4-601.11; subparts 4-602&3)*

1. Food contact surfaces are surfaces that food normally comes into contact with. Also, they are surfaces from which food may drain, drip or splash into food or onto a food contact surface.
2. Cleaning is the removal of food, soil, and other types of debris from a surface. Detergents are cleaning agents that remove grease or fat associated with food residues. Cleaning does not, by itself, consistently reduce contamination to safe levels.
3. Sanitizing is an additional step that can only occur after a surface is already clean. Sanitizing involves the use of heat or chemicals to reduce the number of microorganisms to safe levels.
4. Procedures for cleaning and sanitizing equipment that cannot be immersed in a sink are often highly specific to the piece of equipment. Food Code and manufacturer specifications should be followed closely.
5. Follow the manufacturer's label and Material Safety Data Sheet (MSDS) for cleaners and sanitizers used.
6. Generally use a 3-step process on surfaces: 1. Wash, 2. Rinse, 3. Sanitize.

### **Cross-contamination prevention**

*Questions to answer*

- What surfaces, pots, pans or utensils have both raw and ready-to-eat foods touch them?
- Do raw meats need special storage to prevent contamination of ready-to-eat foods?
- How do cooks taste foods during preparation to avoid contamination?
- How will cutting boards be managed to prevent cross-contamination?
- How are fruits and vegetables cleaned and stored?
- How are in-use utensils stored?
- What employee training will be done?

*Technical Help (See Food Code part 3-3)*

***Store and prepare foods to prevent contamination. Some methods of preventing cross-contamination include:***

1. A utensil may not be used more than once to taste food that will be served or sold.
2. Use separate equipment for each type of food. Separate beef, fish, lamb, pork and poultry from each other unless intentionally mixing during preparation.
3. Store food in package, covered container or wrappings.
4. Clean visible soil from cans of food before opening.
5. Properly manage cutting boards. Washing, rinsing and sanitizing cutting boards and food contact surfaces between preparing raw and ready-to-eat foods is required. An option is to use color-coded cutting boards to help prevent cross-contamination. For example, use red for meat, blue for fish, green for vegetables. When using a surface for the same food for many hours, clean and sanitize at least every four hours.
6. Prepare raw and ready-to-eat foods at different times or in different areas.
7. Separate washed fruits from unwashed fruits.
8. Store food in this order in refrigerator.

Top shelf	Ready-to-eat-foods
Fish	
Beef Roasts, Steaks	
Ham, Pork Chops, Eggs	
Ground Meat	
Bottom shelf	Poultry

9. Wash all fruit and vegetables thoroughly. Illnesses have been caused by contaminated produce. It may be impossible to remove bacteria from items such as sprouts and green onions. Consider not serving these raw.
10. Wash melons and other fruits before cutting them. This prevents bacteria on the surface from being transferred to the fruit in the middle.
11. In-use utensils can be stored: a. in the food, b. in a running water dipper well, c. on a clean surface, if the utensil and surface are cleaned and sanitized at least every four hours, d. in a container of hot water (at least 135°F). Container and utensils must be cleaned once every 24 hours.
12. Don't let customers use soiled plates or silverware for refills at buffets.

## **Warewashing**

### *Questions to answer*

- 
- What needs to be washed?
- 
- How often do items need to be washed?
- 
- Where does it need to be washed?
- 
- What chemicals are used for washing and sanitizing?
- 
- What are the set-up and washing procedures?
- 
- What employee training will be done?

### *Technical Help (See Food Code parts 4-6 & 4-7)*

1. All pots, pans, utensils, silverware, plates, etc. need to be washed, rinsed and sanitized after being used.
2. Employees need direction whether to wash items in a dishwashing sink or an automatic dish machine.
3. *Dishwashing sinks require the following steps:*
  - a. scrape food from dishes into disposal or garbage
  - b. wash in hot soapy water
  - c. rinse in clear hot water
  - d. sanitize by soaking in a chemical sanitizing solution
  - e. air dry.
4. An approved chemical sanitizer must be used. Approved chemical sanitizers contain chlorine, iodine or quaternary ammonium. Follow manufacturer's instructions.
5. Dish machines must be operated per manufacturer's instructions. Dishmachine's sanitize using either a hot water or chemical spray during the final rinse.

**Date-marking ready-to-eat**, potentially hazardous food (time/temperature control for safety food)\*

### *Questions to answer*

- 
- What food requires date-marking?
- 
- What date-marking system will be used?
- 
- What employee training will be done?

*Technical Help* (See Food Code 3-501.17)

1. *Certain* unpackaged foods must be clearly marked to indicate the date or day by which the foods must be consumed, with the day of preparation counted as Day 1.

This applies to foods that are **potentially hazardous** (time/temperature control for safety food)\*, **ready-to-eat** and that will be **held more than 24 hours**.

**Ready-to-eat foods are** foods that are edible without washing, cooking or additional preparation. This includes raw animal foods that have been cooked; raw fruit and vegetables that have been washed, rinds, peels, husks or shells removed, and/or cooked for hot holding; all potentially hazardous foods (time/temperature control for safety food)\* that have been cooked and cooled; and baked goods.

Foods must be marked at the *time of preparation*, **or in the case of a commercially processed food, at the time that the container or packaging is opened** in a retail facility.

Date marking is not the same as the “*last date of sale*”? A “last date of sale” is required for prepackaged perishable foods being offered for retail sale. Firms which package perishable foods must identify the product’s *suggested shelf life* by use of a date based on both food safety and quality characteristics. “Last date of sale” requirements are spelled out in Section 8107 of the Michigan Food Law of 2000, as amended.

*Foods that do not require date marking are as follows:*

1. foods that are not ready-to-eat (example: raw chicken).
2. foods that are not potentially hazardous (time/temperature control for safety food) (example: whole wheat bread).
3. whole, unsliced portions of cured and processed lunchmeat or other meat food products still remaining in the original cellulose casing after the casing is cut. (example: shelf stable salami)
4. certain hard and semi soft cheeses identified by FDA that are not PHF/TCS (but may still require refrigeration). Food Code section 3-501.17 (F) (2) and (3), and <http://vm.cfsan.fda.gov/~ear/ret-chdt.html>
5. commercially prepared deli salads, such as ham salad, seafood salad, chicken salad, egg salad, pasta salad, potato salad, and macaroni salad, manufactured in accordance with 21 CFR 110.
6. cultured dairy products as defined in 21 CFR 131 Milk and cream, such as yogurt, sour cream, and buttermilk

**Using time only** (not time and temperature) as a method to control bacterial growth

*Questions to answer*

•

What foods does your establishment plan to use time as the only control for bacterial growth?

•

What are the specific procedures that will be used?

•

What employee training will be done?

*Technical Help* (See Food Code 3-501.19)

**Time only, rather than time in conjunction with temperature, can be used as a public health control only for:**

- a. working supplies of potentially hazardous food (time/temperature control for safety food)\* before cooking,
- b. ready-to-eat potentially hazardous food (time/temperature control for safety food)\* that is displayed or held for service or immediate consumption.

If time, up to a maximum of 4 hours, is used as a public health control:

- a. the food must be marked with the time that is 4 hours past the time it is removed from temperature control and
- b. food must be cooked, served or discarded within the 4-hour limit. For example, a hamburger is cooked and wrapped at 11:00 am, then held at less than 135°F. The package must be marked 3:00 pm to show the time it must be sold or thrown away by.

If time, up to a maximum of 6 hours, is used as a public health control the following measures must be taken:

1. the food must have an initial temperature of 41oF or less
2. the food must be monitored to ensure that the warmest area of the food does not exceed 70oF within the 6-hour limit
3. the food must be marked with the time the food is removed from 41oF or less cold holding temperature
4. the food must be marked with the time that is 6 hours past the time it is removed from cold holding temperature
5. the food must be discarded if it exceeds 70oF or cooked, served, or discarded with the 6-hour limit

**Thawing potentially hazardous food** (time/temperature control for safety food).\*

*Questions to answer*

•

What foods does your establishment thaw?

•

What are the specific thawing procedures that will be used?

•

What employee training will be done?

*Technical Help* (See Food Code 3-501.12; 3-501.13)

**Approved thawing methods are:**

- a. in the refrigerator
- b. submerged under running water 70°F or below



- c. while cooking and d. in a microwave only if the food is immediately placed in conventional cooking equipment.

**Cooking potentially hazardous food** (time/temperature control for safety food).\*

*Questions to answer*

- What foods or groups of foods must be cooked? For example, fish would be a group of foods.
- What is the minimum cooking temperature for each food or group of foods?
- How will temperature be checked?
- 
- What employee training will be done?

*Technical Help* (See Food Code part 3-4)

Minimum internal cooking temperatures are:

165°F	Poultry, stuffing, stuffed meat or fish, casseroles, egg dishes, dishes combining raw and cooked food. Potentially hazardous food (time/temperature control for safety food)* cooked in microwave.
155°F	Ground or flaked meats
145°F	Pork, beef and pork roasts, beef steaks, veal, lamb, commercially raised game animals, fish, foods containing fish, shell eggs for immediate service. See the Food Code, subpart 3-4 for alternate cooking times for beef and pork roasts and ground meat.
135°F	Fruits and vegetables that are cooked for hot holding.

**Note:** Cook to this temperature for at least 15 seconds

**Cooling potentially hazardous food** (time/temperature control for safety food).\*

*Questions to answer*

- 
- What foods or groups of foods must be cooled? For example, gravies and soups would be groups of foods.
- 
- What cooling procedures will be used for different foods or groups of foods?
- 
- How will cooling times and temperatures be checked?
- 
- What employee training will be done?

*Technical Help* (See Food Code 3-501.14-15)

**Cooked potentially hazardous food** (time/temperature control for safety food)\* shall be cooled in two steps, not to exceed a total of 6 hours. Cool from 135°F to 70°F within 2 hours from or less, and from 70°F to 41°F in the remaining 6 hour limit.

**Food prepared from ingredients at room temperature** shall be cooled to 41°F within 4 hours.

*Cooling methods include:*

- a. placing food in shallow pans.
  - b. separating food into smaller or thinner portions
  - c. using rapid cooling equipment, (for example an ice paddle).
  - d. stirring the food in a container placed in an ice bath.
  - e. adding ice as an ingredient.
  - f. other effective means.
1. Cover food loosely or leave uncovered to help cool food faster.
  2. Discard food that has not been cooled in the required time.
  3. Don't use equipment to cool foods unless the equipment has the ability to cool the food in the required times.

**Reheating potentially hazardous food** (time/temperature control for safety food).\*

*Questions to answer*

- 
- What foods or groups of foods must be reheated?
- 
- What reheating procedures and equipment will be used for different foods or groups of foods?
- 
- How will reheating times and temperatures be checked?
- 
- What employee training will be done?

*Technical Help* (See Food Code 3-403.11)

1. When previously cooked food is reheated for hot holding, reheat to 165°F for 15 seconds within 2 hours.
2. Properly cooked food reheated for immediate service, such as the roast beef for a sandwich, may be served at any temperature.
3. Discard food that has not been reheated to 165°F in 2 hours.

4. Don't use equipment to reheat if the food can't be reheated to 165°F in 2 hours.

**Hot holding potentially hazardous food** (time/temperature control for safety food).\*

*Questions to answer*

•

What foods or groups of foods will be held hot?

•

What hot holding equipment will be used for different foods or groups of foods?

•

How will hot holding times and temperatures be checked?

•

What employee training will be done?

*Technical Help* (See Food Code 3-501.16; 3-501.19)

1. Use only hot holding equipment that can keep foods at 135°F or higher.
2. Stir foods often.
3. Keep foods covered.
4. Take food temperatures at least every 2 hours.
5. Discard foods if they have not been held at or above 135°F.

**Cold-holding potentially hazardous food** (time/temperature control for safety food).\*

*Questions to answer*

•

What foods or groups of foods will be held cold?

•

What cold-holding equipment will be used for different foods or groups of foods?

•

How will cold-holding temperatures be checked?

•

What employee training will be done?

*Technical Help* (See Food Code 3-501.16)

1. Use only cold-holding equipment that can keep foods at 41°F or lower.
2. Keep foods covered.
3. Take food temperatures at least every 2 hours.
4. Discard foods if they have not been held at 41°F or below.

**Mobile food units and special transitory food units (STFU's) only**- Water Supply

*Questions to answer*

•

Where will potable (drinkable) water be obtained from?

•

How will the water connection be made?

•

How will the individual fixtures or pieces of equipment be protected against backflow, backsiphonage or cross-connection?

Updated 6/2009

*Technical Help* (See Food Code part 5-1; subpart 5-202; subpart 5-205; and part 5-3)

1. An **adequate supply of potable water** must be available on-site for cooking and drinking purposes, and for cleaning and sanitizing equipment, utensils and food contact surfaces.
2. **Air breaks** or **air gaps** in the waste drain lines is required for certain equipment. Certain water line connections must have the proper type of protective device. Your plan reviewer can help answer your questions on specific requirements.

**Mobile food units and special transitory food units (STFU's) only**- Wastewater Disposal

*Questions to answer*

How will you dispose of wastewater?

*Technical Help* (See Food Code part 5-4)

Liquid wastewater (from sinks, ice machines, ice chests, mop water) must be properly disposed of using a sanitary sewer or approved holding tank. *Wastewater cannot be dumped into storms drains, waterways or onto the ground.*

**\*Which foods would be considered potentially hazardous** (time/temperature control for safety food)?

**Potentially hazardous food** (time/temperature control for safety food) means a food that requires time/temperature control for safety to limit pathogenic microorganism growth or toxin formation. Since microorganisms generally grow rapidly in moist, high protein foods that have not been acidified or otherwise further processed to prevent such growth.

*Examples of PHF/ (TCS)s include, but are not limited to:*

*Animal foods that are raw or heat treated such as:*

1. Milk or milk products including cheese and whipped butter
2. Meats including raw or partially cooked bacon
3. Shell eggs
4. Fish
5. Poultry and poultry products
6. Shellfish

*Food derived from plants that are heat treated including:*

1. Onions (cooked and rehydrated)
2. Cooked rice
3. Soy protein products (example: tofu)
4. Potatoes (baked or boiled)

•  
*Food derived from plants that consist of:*

1. Cut melons, or
2. Raw seed sprouts.

**Garlic-in-oil, and other vegetable-in-oil mixtures that are not treated to prevent the growth and toxin production of *C. botulinum*;**

*Certain sauces, breads, and pastries containing potentially hazardous food (time/temperature control for safety food) (examples: meat, cheese, cooked vegetables or cream)*

*Updated 6/2009*

### **What is Not a PHF/TCS?**

- A. An air-cooled hard boiled egg with shell intact;
- B. A food with water activity of 0.85 or less;
- C. A food with a pH of 4.6 or below when measured at 75°F;
- D. A food in a hermetically sealed container commercially processed to achieve and maintain sterility;
- E. A food for which laboratory evidence has demonstrated that rapid and progressive growth of pathogens or the slower growth of *C. botulinum* cannot occur.

Food establishment managers are responsible for accurately determining which of the foods they serve or sell are potentially hazardous and therefore require strict temperature control. Use Tables A and B found in the Food Code under section 1-201.10 (B) Potentially Hazardous Food (Time/Temperature Control for Safety Food) to help in determining PHF/TCS foods.

Assistance in determining if food meets these requirements is generally available from food industry consultants, independent consulting laboratories certified to conduct microbiological testing of foods, and university-based food scientists.

## **PRE-OPENING INSPECTION CHECK LIST**

How to Prepare for Inspection Before the Inspector Arrives

*The Health Department provides the following checklist as a tool to assist the owner/operator of new or remodeled food service establishments to prepare the facility for final inspection. This checklist will ensure the facility is ready for final inspection*

1. Has the "Application for Food Service Establishment" been completed and have license application fees been remitted to the health department?  Yes  No
2. Have all applicable Standard Operating Procedures been submitted, reviewed, and approved. Copies of approved S.O.P.s shall be kept onsite.  Yes  No
3. Has all equipment in the facility been installed per the plans approved by the Health Department?  
 Yes  No
4. The Health Department approved a water heater with an energy input of \_\_\_\_\_ BTU/KWH and a capacity of \_\_\_\_\_ gallons; has this unit been installed?  Yes  No
5. Have soap and towel dispensers been installed at all hand washing facilities and have they been supplied with soap and single service disposable hand towels?  Yes  No
6. Has an accurate (to  $\pm 2^{\circ}\text{F.}$ ), numerically scaled (commonly scaled  $0^{\circ}\text{F.}$  to  $222^{\circ}\text{F.}$ ), metal stemmed food product thermometer been obtained; has the thermometer been calibrated?  Yes  No
7. The Health Department approved a \_\_\_\_\_ (make/model) dishmachine; has this unit been installed?  Yes  No
8. Are all automatic ware washing fixtures (glass washers, chemical sanitizing and hot water sanitizing dish machines) fully operational and have they been equipped with properly calibrated chemical dispensing equipment?  Yes  No
9. Have all sanitizing reagents for manual ware washing (bar sinks and triple compartment sinks) and wiping cloth storage containers been obtained?  Yes  No
10. Have chemical test kits been obtained for all sanitizing reagents being used in this facility?  Yes  No
11. Are all refrigeration and freezer units fully operational and have they been with accurate (to  $\pm 3^{\circ}\text{F.}$ ), numerically scaled thermometers located in the warmest part of the unit?  Yes  No
12. Are all hot food holding cabinets operational and have they been equipped with accurate (to  $\pm 3^{\circ}\text{F.}$ ), numerically scaled thermometers located in the coolest part of the unit?  Yes  No
13. If there is a kitchen ventilation system, has an air balance report been submitted to the Health Department two workdays prior to the scheduled date of final inspection?  Yes  No
14. Has a properly completed, signed and notarized "Affidavit" for roof top equipment (exhaust fans, make-up air and HVAC units, etc.) isolation distances been submitted to the Health Department or will a safe and secure ladder be available at the establishment for access to the roof?  Yes  No
15. Are all outer doors, windows, and other openings to the outside self-closing and tight fitting or are they equipped with approved screens (#16 mesh screening) or devices (such as air curtains or air doors) to protect against vermin encroachment?  
 Yes  No
16. Are drain lines from ice bins, ice machines, bain maries, steam tables, dipper wells, culinary sinks, refrigerators without evaporators, or other equipment with clear water waste drainage air gapped to properly sized floor sinks or floor drains?  Yes  No
17. Are drain lines from bar sinks, triple compartment rinse and sanitize compartments, and dish machines indirectly wasted to properly sized floor sinks or floor drains?  Yes  No
18. Are all appropriate and approved backflow prevention devices installed on water supply lines to fixtures (such as garbage grinders, steamers, carbonated beverage equipment, Chinese ranges, etc.) where needed?  Yes  No
19. Have covered waste receptacles been provided for women's and employee's toilet rooms?  Yes  No
20. Have condensate waste drain lines inside of the walk-in refrigerators been wrapped with insulation or have a gutter beneath then so food products will be protected from potential contamination?  Yes  No

***If "no" was the answer to any of the above listed questions, the establishment is not fully prepared for the final Health Department inspection. If there are questions, call the food plan review section at (810)245-5789.***

**LAPEER COUNTY HEALTH DEPARTMENT**  
1800 IMLAY CITY RD. – LAPEER MI 48446  
(810) 667-0392 Fax#(810) 667-0283

NEW OR REMODELED RESTAURANT COMPLETED CONSTRUCTION FINAL **APPROVAL SIGN**  
**OFF SHEET** FOR ALL APPLICABLE FEDERAL, STATE AND LOCAL AGENCIES

ATTENTION PLAN REVIEW SPECIALIST

FROM: \_\_\_\_\_

FACILITY NAME: \_\_\_\_\_

FACILITY LOCATION: \_\_\_\_\_

PLUMBING INSPECTOR:

Final \_\_\_\_\_ Date: \_\_\_\_\_

MECHANICAL INSPECTOR

Final \_\_\_\_\_ Date: \_\_\_\_\_

ELECTRICAL INSPECTOR

Final \_\_\_\_\_ Date: \_\_\_\_\_

BUILDING INSPECTOR

Final \_\_\_\_\_ Date: \_\_\_\_\_

FIRE INSPECTOR

Final \_\_\_\_\_ Date: \_\_\_\_\_

*(Plan Review Packet revised 2/1/2013 jbrb)*