

Retail Food Plan Review Checklist

- Provide the proposed menu, including seasonal, off-site (catering), and banquet menus.
- Provide plans that are a minimum of 11 x 14 inches in size, including the layout of the floor plan accurately drawn to a minimum scale of ¼ inch = 1 foot. This is to allow for ease in reading plans.
- Show the location and when requested, elevation drawings of all food equipment. Each piece of equipment must be clearly labeled on the plan with its common name. Submit drawings of self-service hot and cold holding units with sneeze guards.
- Clearly designate all sinks for food preparation, handwashing, utensil washing, and a mop sink. A separate hand sink must be provided in each food preparation area and utensil washing area. A food preparation sink must be provided if washing produce and/or thawing under cold water. The mop sink must have facilities for hanging wet mops. The easiest mop sink to use are curbed drains.
- Provide the room size, aisle space, space between and behind equipment and the placement of the equipment on the floor plan.
- On the plan represent auxiliary areas such as storage rooms, garbage rooms, toilets, basements and/or cellars used for storage or food preparation.

Include and provide specifications for:

- Food equipment schedule to include make and model numbers and listing of equipment that is certified or classified for sanitation by an ANSI accredited certification program (when applicable).
- Complete finish schedules for each room including floors, walls, ceilings and coved juncture bases.
- Source of water supply and method of sewage disposal. If systems are private, non-public sewer and water systems, provide the location of these facilities and submit evidence that they are in compliance with state and local regulations. Complete the non-public water review application form.
- Plumbing schedule including location of floor drains, floor sinks, water supply lines, overhead waste-water lines, hot water generating equipment with capacity and recovery rate, backflow prevention, and wastewater line connections.
- Site plan (plot plan).
- Entrances, exits, loading/unloading areas and docks.
- Lighting schedule with adequate shielding.
- Ventilation schedule for each room.
- Garbage can washing area/facility.
- Cabinets for storing toxic chemicals.
- Dressing rooms, locker areas, employee rest areas, and/or coat rack as required.