

Facility Layout and Equipment Specification Review Packet

New and Remodeled Food Service Operation or Retail Food Establishment Guidelines

Dear Operator:

Congratulations on your decision to open a new/remodeled Food Service Operation or Retail Food Establishment. This packet of information is intended to guide you through the major Health Department requirements of a Food Service Operation in Fulton County.

Before construction or remodeling begins:

Submit enclosed application, \$150.00 fee, floor plan, equipment list and other information. See Floor Plan and Equipment List Requirements page in this packet. Provide and/or document Level One (or Level Two) food handling training for employees filling the person-in-charge position on each shift.

During construction or remodeling:

Keep in contact with the Health Department notifying us of any changes in your plans. We are also available to answer any questions you may have regarding your operation.

One or two weeks before anticipated opening:

Schedule a pre-opening inspection with the Health Department. Once all requirements are satisfied, we will issue a license.

The other regulatory agencies that you may need to contact before work begins include:

Ohio Department of Commerce, Industrial Compliance Division Structural, Electrical, Plumbing (7:30am-2:00pm)	1-800-523-3581
Building Inspection Requests - Between 7:30am and 2:00pm Most inspections completed the following day. <i>Permit number is absolutely necessary when calling.</i>	1-800-822-3208
State Fire Marshal	1-614-728-5460
Ohio Environmental Protection Agency Sewage Disposal and Public Water Supplies (if not municipal)	1-419-352-8461
Fulton County Health Department Private Water Supplies	(419) 337-0915

If you have any questions during any step in this process, please do not hesitate to call us.

Fulton County Health Department
606 S. Shoop Avenue
Wauseon, OH 43567
(419) 337-0915
(419) 337-0561 fax

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Floor Plan and Equipment List Requirements

Below is a list of all items that must be submitted before construction or remodeling begins. The Health Department will review the information submitted and has 30 days in which to do so.

Please submit the \$150.00 fee with the following information:

1. The Facility Layout and Equipment Specification Review Application
2. A floor plan that includes all of the following components:
 - The total area (square footage) to be used for the operation.
 - All portions of the premises in which the food service operations are to be conducted.
 - Indicate locations of entrances and exits.
 - Location, number and types of plumbing fixtures, including all water supply facilities. Show service sink (mop sink), three compartment sink, handwash sink(s), food preparation sink(s), and dishwashing machine (if applicable).
 - Lighting fixtures, both natural and artificial, with foot candles indicated for critical surfaces. If foot candles are not indicated, a Lighting Checklist can be submitted.
 - A floor plan showing the general layout of fixtures and other equipment.
 - Show all ventilation kitchen hoods and restroom ventilators.
 - Plans must be drawn reasonably to scale and such scale must be indicated on the plans.
3. A finish schedule. This lists the finishes of floors, walls and ceilings of all areas of the operation.

Example:

Area	Floors	Walls	Ceiling
Kitchen	Quarry Tile	Stainless Steel	Vinyl Drop Ceiling
Dry Storage	Sealed Concrete	Painted Drywall	Painted Drywall

4. A copy of the menu or a proposed menu that lists all foods to be served.
5. An equipment list with equipment manufacturers make and model numbers.

Example:

Equipment	Manufacturer	Make/Model Number
Reach in Cooler	Traulsen	G30013
Dishwasher	Hobart	AM14C
Range/Oven	Vulcan	VUL36SL

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Food Service Operation/Retail Food Establishment Requirements

This guide is a brief description of many of the requirements the Fulton County Health Department reviews before issuing a food service operation or retail food establishment license. Please be advised that this is only a partial list of requirements. For a more complete outline of requirements, please refer to the Ohio Uniform Food Safety Code.

Three Compartment Sink

A three compartment sink is required in all operations where food preparation occurs. The compartments must be large enough to accommodate the largest utensils or equipment. Sinks must have drain boards for air drying.

Automatic Dishwasher

An automatic dishwasher may be used in addition to a three compartment sink. Chemical or high temperature sanitizing dishwashers are acceptable.

Handwash Sinks

Hand sinks are required in all food preparation areas. These sinks must be accessible and conveniently located in all food preparation areas, dish wash areas and restrooms. More than one hand sink is often required.

Food Preparation Sink

If fresh food is prepared (fruits, vegetables, meat, poultry. . .), a food preparation sink is required. This sink must have an indirect connection to a waste drain line.

Mop Sink

A service sink for the cleaning and disposal of mops and mop water is required.

Grease Trap

A grease trap or grease interceptor may be required. All plumbing must comply with the Uniform Plumbing Code.

Lighting

Lighting of sufficient intensity must be provided. Lighting intensity must comply with 3717-1-6.2(I) of the Ohio Uniform Food Safety Code. Lighting in areas where food is exposed must have protective shielding.

Employee Restrooms

Separate employee restrooms are not required. However, restrooms used by food preparation employees must have a handwash sink with soap, paper towels, and a sign reminding employees to wash hands. Restrooms used by female employees must have a covered waste can.

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Ventilation

Exhaust hoods and ventilation must comply with the Ohio Building Code. Contact Ohio Division of Industrial Compliance for further information.

Surface Finishes

Floors, walls and ceilings in all areas must be smooth and easily cleanable. Carpet is not acceptable in food preparation areas or in restrooms. The floor/wall juncture must be coved and sealed. Exposed wiring is not acceptable.

Equipment

All equipment used in the facility must be commercial-grade, and approved by NSF (National Sanitation Foundation) or other recognized food equipment testing agency. All equipment must be mounted on castors or provide 6" of space for cleaning. If you are not sure, please contact the Health Department *before* you purchase the equipment.

Outside Openings

Windows and doors must be equipped with screens to protect against the entrance of pests and rodents. Doors must be tight fitting with no gaps around the edge or along the floor.

Dumpsters

Dumpsters must be located on a smooth surface (asphalt, concrete). Dumpsters must be rodent-resistant and be equipped with lids.

Other Agency Approval

An Occupancy Permit is required to ensure that structural, plumbing, electrical and fire codes are in compliance. If an occupancy permit cannot be located, contact the Ohio Department of Commerce, Industrial Compliance Division to obtain one.

Person-in-charge

Effective March 1, 2010, Level One Certification in food protection training is required for each person-in-charge at a newly licensed facility. There must be at least one person-in-charge per shift at a FSO or RFE. Level One (or the more detailed Level Two) training must be provided by an Ohio Department of Health approved training provider. Provide a copy of employee food safety certification certificates with facility plans for review. For more information, or to schedule person-in-charge training, contact the Fulton County Health Department.

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Facility Layout and Equipment Specification Review Application

Facility Layout and Equipment Specification Review Fee: \$150.00

Make checks payable to *Fulton County Health Department*

New or Remodeled Operation

Name of Operation _____

Operation Address _____

Former Name of Operation (if applicable) _____

Contact Information

Contact Person _____

Relationship to Operation (owner, contractor, etc.) _____

Mailing Address _____

Phone Number _____

Ownership Information (if different from above)

Owner/Operator _____

Mailing Address _____

Phone Number(s) _____

Other Information

Type of Operation _____

(Fast Food, Buffet, Grocery Store, Convenient Store)

Please Check One New Remodel Ownership Change

Anticipated Completion Date _____

Additional Notes or Comments:

Office Use Only:	
Date Submitted:	_____
Approval Date:	_____
Approved By:	_____

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Lighting Checklist

Please initial each item in the “Meets or Exceeds Requirement” column to acknowledge that the minimum light intensity will be provided.

Location	Minimum Required Light Intensity (foot candles)	Meets or Exceeds Requirement
Slicer Table*	50	
Food Preparation Areas*	50	
Restrooms	20	
Equipment and Utensil Storage	20	
Inside reach-in and under-counter refrigerators	20	
Handwash areas	20	
Dishwash Areas	20	
Walk-in refrigerator	10	
Walk-in freezer	10	
Dry food storage	10	
All areas during periods of cleaning	10	

Light Intensity is measured at 30 inches above the floor except for areas which are marked with an “*”. These are critical surfaces and must be measured at the surface where the activity takes place.

By signing this lighting checklist, I agree to supply the required light intensity. Ohio Administrative Code Chapter 3717-1-06.2 (I) determines above requirements.

Signature _____ Date _____

Food Service Operation Name _____