



**Food Service Operation & Retail Food Establishment
Facility Plan Review Packet**
Plan Review Process

- 1) Read this entire packet.
 - 2) Complete the **Plan Review Application**. (Page 7)
 - 3) Complete the **Plan Review Questionnaire**. (Pages 8-10)
 - 4) Create a detailed **Floor Plan with a Plan of Lighting**. (Requirements listed on page 4)
 - 5) Create a detailed **Site Plan**. (Requirements listed on page 3)
 - 6) Create a detailed **Equipment List** (Refer to page 5 & page 11)
 - 7) Create a detailed **Menu**. (Page 12)
 - 8) **Submit (above) items 2 - 7 with Plan Review Fee**. (Fees listed on page 3) *(All food program fees are non-refundable.)*
 - 9) The Health District will either approve the plans or contact you with questions, comments, recommendations, or concerns. Plans will be acted upon within 30 days of their receipt. If information is missing, you will be notified and the plans will be put on hold until further information is received.
- ✓ ***It is a good idea not to build or make changes to the facility, until the plans have been approved by this District, as the layout and equipment proposed may not meet the food code standards.***

-----***AFTER PLANS ARE APPROVED***-----

Licensing Process

- 1) Start construction or alterations to facility.
- 2) Complete required **Person in Charge Certification and/or Manager Certification in Food Protection**.
- 3) Complete **Sign-off form with Building, Electrical, Fire, Plumbing & Zoning Approvals**.
- 4) **Contact** the Health District three (3) or more days in advance of desired time for the pre-licensing inspection.
- 5) **Schedule** pre-licensing inspection five (5) or more days before "opening" and after sign-off form is completed. (To avoid delays in opening, allow time to schedule re-inspections, if needed).
- 6) Complete **FSO/RFE License Application and Pay License Fee**. (Fees listed on page 3)
- 7) **Prepare** facility for inspection and gather required supplies.
- 8) Ensure food employees and conditional employees are **informed in a verifiable manner** of their responsibility to report to the Person in Charge about their health as it relates to diseases that are transmissible through food.
- 9) Maintain **written procedures for responding to vomiting or diarrheal events**.
- 10) The **license** will be issued upon completion of a satisfactory inspection.

This packet is intended to be a summary of the most common issues for planning or altering a food facility. It is in no way to be construed as being all the requirements needed for a food service operation/retail food establishment. The local health District, Chapter 3717 of the Ohio Revised Code, and Chapter 3717-1 of the Ohio Administrative Code should be consulted to assure that all applicable criteria have been addressed.

Questions & Answers

When do I need a plan review?

- Construction, installation, or equipping of a new food service operation or retail food establishment.
- Significant alteration of an existing food service operation or retail food establishment.
- Change of ownership, license holder, or risk level of a food service operation or retail food establishment.

What is the first thing that I need to do?

- Plan ahead. Submit your plans well in advance of your construction or alteration to gain approval by the Health District. This will save time, money and the headache of changing your facility once construction has begun.
- If your facility is not connected to public/municipal water and sewer, you must obtain approval from the Ohio Environmental Protection Agency (OEPA) Surface Water and Drinking and Ground Water Divisions for your sewage and water systems.
- Contact building, electrical, fire, plumbing and zoning departments to ensure your proposed construction meets all applicable regulations and requirements.
- Schedule Person in Charge Certification (Level 1) and/or Manager Certification Food Protection (Level 2).

What is a food service operation? What is a retail food establishment?

- A food service operation is a place, location, site, or separate area where food is intended to be served in individual portions is prepared or served for a charge or required donation.
- A retail food establishment is a premise or part of a premise where food is stored, processed, prepared, manufactured, or otherwise held or handled for retail sale (grocery store). Locations serving multi-food servings, such as pizza parlors are also food establishments.

What risk level do I fall under?

- Food facilities are licensed as either a Risk Level 1, 2, 3, or 4. Risk levels describe the potential risk that the facility poses to public health and the probability of a foodborne illness. As the risk level increases, so does the number of inspections performed.

Risk level 1 poses potential risk to the public in terms of sanitation, food labeling, sources of food, storage practices, or expiration dates.

Examples of risk level 1 activities include, but are not limited to, an operation that offers for sale or sells:

- 1) Coffee, self-service hot beverage dispenser drinks, self-service fountain drinks, prepackaged non-time/temperature controlled for safety beverages;
- 2) Pre-packaged refrigerated or frozen time/temperature controlled for safety foods;
- 3) Fresh, unprocessed fruits and vegetables;
- 3) Pre-packaged non- time/temperature controlled for safety foods; or
- 4) Baby food or formula.

A "food delivery sales operation" as defined in ORC 3717.01(H) will be a risk level 1.

Risk level 2 poses a higher potential risk to the public than risk level 1 because of hand contact or employee health concerns but minimal possibility of pathogenic growth exists. Examples of risk level 2 activities include, but are not limited to:

- 1) Handling, heat treating, or preparing non- time/temperature controlled for safety food;
- 2) Holding for sale or serving time/temperature controlled for safety food at the same proper holding temperature at which it was received;
- 3) Heating individually packaged, commercially processed time/temperature controlled for safety foods for immediate service; or
- 4) Hand dipping of commercially manufactured ice cream.

Risk level 3 poses a higher potential risk to the public than risk level 2 because of the following concerns: proper cooking temperatures, proper cooling procedures, proper holding temperatures, contamination issues or improper heat treatment in association with longer holding times before consumption, or processing a raw food product requiring bacterial load reduction procedures in order to sell it as ready-to-eat. Examples of risk level 3 activities include, but are not limited to:

- 1) Handling, cutting, or grinding raw meat products;
- 2) Cutting or slicing ready-to-eat meats and cheeses;
- 3) Assembling or cooking time/temperature controlled for safety food that is immediately served, held hot or cold, or cooled;
- 4) Operating a soft serve ice cream or frozen yogurt machine;
- 5) Reheating in individual portions only; or
- 6) Heating of a product, from an intact, hermetically sealed package and holding it hot.

Risk level 4 poses a higher potential risk to the public than risk level 3 because of concerns associated with: handling or preparing food using a procedure with several preparation steps that includes reheating of a product or ingredient of a product where multiple temperature controls are needed to preclude bacterial growth; offering as ready-to-eat a raw time/temperature controlled for safety meat, poultry product, fish, or shellfish or a food with these raw time/temperature controlled for safety items as ingredients; using freezing as a means to achieve parasite destruction; serving a primarily high risk clientele including immuno-compromised or elderly individuals in a

facility that provides either health care or assisted living; or using time in lieu of temperature as a public health control for time/temperature controlled for safety food; or performs a food handling process that is not addressed, deviates, or otherwise requires a variance for the process. Examples of risk level 4 activities include, but are not limited to:

- 1) Reheating bulk quantities of leftover time/temperature controlled for safety food more than once every seven days;
- 2) Operating a heat treatment dispensing freezer;
- 3) Catering as defined in division (G) of section 3717.01 of the Revised Code;
- 4) Offering as ready-to-eat a raw time/temperature controlled for safety animal food or a food with these raw ingredients;
- 5) Using freezing as a means to achieve parasite destruction;
- 6) Preparing food for a primarily high risk clientele including immuno-compromised or elderly individuals in a facility that provides either health care or assisted living;
- 7) Using time as a public health control for time/temperature controlled for safety food;
- 8) Non-continuous cooking of raw time/temperature controlled for safety animal food;
- 9) Performing activities requiring a HACCP plan; or
- 10) Activities requiring a variance for the process.

What are the plan review and license fees?

- All food program fees are non-refundable.

Risk Level	County License Fee	State License Fee	Total Annual License Fee	Plan Review Fee
Level 1 less than 25,000 ft ²	\$229.00	\$28.00	\$257.00	\$68.70
Level 2 less than 25,000 ft ²	\$257.00	\$28.00	\$285.00	\$77.10
Level 3 less than 25,000 ft ²	\$495.00	\$28.00	\$523.00	\$148.50
Level 4 less than 25,000 ft ²	\$633.00	\$28.00	\$661.00	\$189.90
Level 1 more than 25,000 ft ²	\$330.00	\$28.00	\$358.00	\$99.00
Level 2 more than 25,000 ft ²	\$348.00	\$28.00	\$376.00	\$104.40
Level 3 more than 25,000 ft ²	\$1,256.00	\$28.00	\$1,284.00	\$376.80
Level 4 more than 25,000 ft ²	\$1,359.00	\$28.00	\$1,387.00	\$407.70

Who is responsible for the operation of the FSO and RFE?

- The license holder and the “Person in Charge” or PIC.
- The PIC is directly responsible for the safe and sanitary operation at the facility to protect public health. You are responsible to comply with all applicable food service codes outlined in the Ohio Administrative Code (OAC) and the Ohio Revised Code (ORC). You are responsible for training support staff/ volunteers to comply with these codes. The OAC Chapter 3717-1-02.4 outlines the responsibilities of the PIC.

How long will a review take?

- According to the OAC Chapters 3701-21 and 901:3-4, once plans have been submitted to the Health District, we have 30 days to respond (either approval or changes that must be made) to your plans. If the Health District disapproves the plans, any resubmission of modified plan will require another review and may take another 30 days. Therefore, we strongly suggest that you plan ahead.

What are the minimum requirements for the Site Plan?

- 1) Identify location of business in a building, such as a shopping mall or stadium.
- 2) Identify location of building on the lot and label the following-
 - Alleys, streets, roads, fields, parking lot, sidewalks, driveways, etc.
 - Easements.
 - Wells and/or Sewage Treatment Systems.
 - Dumpsters.
 - Storage buildings.
 - Exterior seating areas.

What are the minimum requirements for the facility floor plan?

- 1) Layout and specifications shall be legible.
- 2) Accurately drawn & reasonably to scale. (note the scale used, such as ¼ inch = 1 foot)
- 3) Identify the use of each room or area. (food prep, warewashing, dry storage, bathroom, dining, etc.)
- 4) Provide a **Plan of Lighting**- location, number and type of lighting fixtures in facility & equipment
- 5) Label the following-
 - All portions of the premise.
 - Entrances and exits.
 - Plumbing fixtures. (handwash, three compartment, food prep, mop sink, warewash machine, toilets, hot water heater, floor drains, etc.)
 - Grease trap/interceptor.
 - Water supply lines.
 - Sewage waste lines.
 - Backflow prevention devices.
 - Location of all equipment (cooking, food prep, holding, tables, cutting boards, shelving, cabinets, racks, etc.)
 - Mechanical ventilation (cooking equipment, warewashing machine etc.)
 - Chemical/cleaning and maintenance equipment supply storage.
 - Employee personal item storage lockers and employee break room.
 - Location of garbage cans (indoor/outdoor).

What are the basic sink requirements?

- 1) Handwashing sink
 - ⇒ Because handwashing is such an important factor in the prevention of foodborne illness, sufficient facilities **must** be available to make handwashing not only possible, but likely.
 - ⇒ Separate handwashing sinks, easily accessible to employees, must be installed in the following locations:
 - Food preparation areas - Kitchen entrances and exits
 - Dishwashing areas - Restrooms
 - Additional handwashing sinks may be required depending on the type and size of the facility.
 - ⇒ All handwashing sinks (including sinks in all bathrooms) must be equipped with proper handwashing signs, clearly visible, notifying all employees to wash their hands.
 - ⇒ All handwashing sink stations must be equipped with sufficient warm water (100°F), soap, paper towels/hot air dryer, and a waste container.
- 2) Three Compartment Sink
 - ⇒ A three-compartment sink with two drainboards is required for washing, rinsing, sanitizing and air-drying. Sink compartments must be large enough to accommodate the largest utensils or equipment being used.
 - ⇒ Grease traps/interceptors must be properly sized and installed per state plumbing codes.
 - ⇒ A sanitizer and appropriate test kit for checking the strength of the sanitizer must be provided.
 - ⇒ If used, a commercial dishwashing unit must be NSF-certified. However, it is **not** a substitution for a three-compartment sink.
- 3) Prep Sink
 - ⇒ A food preparation sink is required if any food will be washed, thawed, or prepared using water. This sink must be large enough to accommodate all of your proposed preparation activities.
 - ⇒ The sink may be a single or multi-compartment unit, and must be used only for food preparation purposes. It is not acceptable to wash hands, utensils, or equipment in this sink.
 - ⇒ Usually required for Risk levels 3 or 4.
 - ⇒ Must have drains which are indirectly connected to the sanitary sewer system.
- 4) A curbed floor mop sink with a floor drain.
 - ⇒ This sink is the only acceptable one to use for dumping mop water, cleaning mops, etc.
 - ⇒ If a hose is to be attached to the faucet of this for cleaning purposes, the faucet must be provided from back-siphonage with a hose bib vacuum breaker or a similar back flow protection device
- 5) A “dump sink” or “bus sink” is strongly recommended if you will be preparing coffee or will be refilling any type of drink for customers. A dump sink is **not** a hand washing sink.

What are the basic food and food equipment requirements?

- All food and drink must be received from approved sources that comply with the law.
- All food equipment must be commercially approved, listed, and classified for sanitation by an ANSI-accredited organization. (All other equipment requires prior approval from Health District.)

Acceptable certification marks (must be visible on equipment) are: **NSF, UL Sanitation, ETL Sanitation, CSA Sanitation.**



- All food equipment must be smooth, easily cleanable, and non-porous.
- All equipment must be on casters (wheels) for optimum cleanability; or installed on 6" NSF approved legs; or sealed to the floor, walls and adjacent equipment with rubber silicone.
- Sufficient cold holding units (refrigerators) that will maintain 41°F or lower at all times and be of sufficient space to prevent overloading. All units must be equipped with a thermometer.
- Sufficient hot holding units that will maintain 135°F or higher at all times. All units must be equipped with a thermometer.

What should my equipment list look like?

- Example: (This list is reference only; CCHD does not endorse or oppose these manufacturers)

	Type of Equipment	Commercial	Name of Manufacturer	Model Number	Certification
1.	Reach in Cooler	Yes	Traulsen	RHT126WUT-HHS	NSF
2.	Microwave	Yes	Amana	RCS10DS	NSF
3.	Heat & Serve Unit	Yes	Vollrath	834314	NSF
4.	Electric Convection Oven	Yes	Garland	MCO-E-5	NSF

What information should I know about my facility and operation?

- Licensed food facilities are regulated by the Ohio Administrative and Ohio Revised codes.
- You should be familiar with the Ohio Uniform Food Safety Code.
- All plumbing work **must** be performed by a plumber registered with the Clinton County Plumbing Department and be State licensed through Ohio Construction Industry Licensing Board (OCILB).
- Ice making machines shall be indirectly drained.
- At least one restroom should be provided for employees. The facility may be required to have public restrooms – please contact the Building Department for specific rules and regulations for restrooms.
- Facility exterior and restroom doors must be self-closing.
- Adequate dry storage facilities must be available. You should always “oversize” your dry storage areas – you will grow into it.
- All floor and wall junctures in the facility must have a minimum 4 inch cove base molding.
- All equipment adjoining walls, floors, counters, etc. must be sealed-caulked together if not spaced apart sufficiently so that routine cleaning between the equipment and other surfaces may be performed.
- Appropriate caulk/sealant must be used in various areas. (splash areas-silicone caulk; hoods/grills-high temperature caulk, etc.)
- Lighting must be adequate. Lighting is measured in foot-candles: 50 foot-candles is required in areas where employees work with food or food equipment; 20 foot-candles is required at buffets, salad bars, inside equipment such as refrigerators, restrooms, utensil storage, handwashing and dishwashing areas; 10 foot-candles is required in dry storage areas.
- All light bulbs must be shielded or shatter-resistant in areas where exposed food, equipment, food contact surfaces, or utensils are present.
- The facility may be required to install mechanical ventilation and/or fire suppression systems. Check with the local Fire Department and Building Department where your facility is located for these requirements.
- All outdoor storage surfaces for dumpsters must be constructed of a nonabsorbent material (such as asphalt or concrete) and must be sloped to drain. Dumpsters must be adequate and maintained to handle the volume of waste as to not create a public health nuisance.
- Sufficient waste containers must be located throughout the facility.
- The facility must have a designated space for employees to eat, drink, and store personal items. This space must be separate and located away from food, equipment, food contact surfaces, and utensils.
- Mops must be stored above the floor.
- Food or chemicals stored out of their original container must be identified with a common name label.
- Multi-use food containers should be NSF and discarded when cracked, chipped, or pitted.
- Wiping cloths must be stored in sanitizing solutions during service periods.

What items should I have at the pre-licensing inspection?

- Thermometers for all refrigeration units.
 - Metal stem type dial or digital thermometers, for checking internal hot and cold food temperatures, within range of 0° -220° Fahrenheit.
 - Materials used for marking dates on foods (day dots, date labels, etc.)
 - Chemical sanitizer & a test kit for checking the strength of the sanitizer.
 - Irreversible registering warewash thermometer. (Use with a high temperature warewash machine)
 - Disposable non-latex gloves, deli tissue paper, utensils, etc. for handling ready to eat foods.
 - Hair restraints to minimize contact with exposed foods.
 - Soap, paper towels, hand washing sign, and a trash can for all hand washing sinks.
 - A covered waste receptacle for all women's toilet facilities, or for all operations with one toilet facility.
 - Completed "Sign-off" form.
 - Provide verification food employees and conditional employees are **informed in a verifiable manner** of their responsibility to report to the Person in Charge about their health as it relates to diseases that are transmissible through food.
 - Written Procedures for responding to vomiting or diarrheal events with bodily fluid clean up kit.
 - Person in Charge Certification (Level 1) certificates.
 - Manager Certification in Food Protection (Level 2) certificates. (Risk Level 3 and 4)
- *Note: The Health District is the last agency to inspect the facility. All construction must be complete, facility clean, and all equipment must be installed and properly functioning before a license can be issued.

Where do I get my Person in Charge Certification and Manager Certification in Food Protection Training Certificate?

- Person in Charge Certification is a mandated training for the person in charge per each work shift.
- Manager Certification in Food Protection is a mandated training for at least one employee that has supervisory and management responsibility and the authority to direct and control food preparation and service in a Risk level 3 or 4 facility.
- Persons obtaining Person in Charge Certification and Manager Certification in Food Protection trainings must receive instruction from a provider approved through the Ohio Department of Health.
- The Ohio Department of Health has training information and approved training providers on their website.
<https://odh.ohio.gov/wps/portal/gov/odh/know-our-programs/food-safety-program/food-safety-certification/>
- Contact the Food Safety Division of Ohio Department of Health with questions at 614-466-4556

FOOD SERVICE OPERATION / RETAIL FOOD ESTABLISHMENT

PLAN REVIEW APPLICATION

Contact Information	
Facility Name	Owner Name
Facility Address	Owner Mailing Address
Facility City, Zip Code	Owner City, State, Zip Code
Facility Phone Number	Owner Phone Number
Facility Township	Owner E-mail
Applicant Name (if different from owner)	Applicant Phone Number
Applicant Title	Applicant E-mail

Type of Operation:

____ Food Service Operation (restaurant, school, adult/childcare, caterer, bar, etc.)
 ____ Retail Food Establishment (Micro Market, grocery store, pizza delivery, bakery, convenient store, etc.)

Risk Level: Level 1 ____ Level 2 ____ Level 3 ____ Level 4 ____

Date Plans Submitted: _____ **Type of Construction:** New ____ Renovation ____

Proposed Date for Start of Project: _____ **Projected Date of Completion:** _____

Proposed Number of Seats: _____ **Total Square Footage of Facility:** _____

Proposed Grand Opening Date: _____

Hours of Operation: Sun ____ Mon ____ Tues ____ Wed ____ Thurs ____ Fri ____ Sat ____

If Seasonal, Dates of Operation: _____

Type of Service: Sit-down dining ____ Take-out ____ Delivery ____ Catering ____ Buffet ____ Other ____

Meals to be served: Breakfast ____ Lunch ____ Dinner ____ Other ____

The following items are attached with this application.		Yes or No
Plan Review Fee	<input type="checkbox"/>	
Plan Review Questionnaire	<input type="checkbox"/>	
Menu	<input type="checkbox"/>	
Equipment List	<input type="checkbox"/>	
Floor Plan	<input type="checkbox"/>	
Site Plan	<input type="checkbox"/>	

I hereby certify that the information on this application and attached documents is correct and complete, and I fully understand that any changes after plan review submission can delay final approvals and/or licensing.

Owner/Applicant Name	Owner/Applicant Signature	Date
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Office Use Only- Date Received _____ Plan Review Fee _____ Date Fee Paid _____ Receipt # _____

Circle the appropriate response or use space provided to write answers. Please attach plans/procedures when necessary.

Section 1- General Facility Construction

1. Is the water supply municipal or private (well water)? Note: Attach OEPA approval if private.	Municipal	Private
2. Is the waste water system municipal or private (septic)? Note: Attach OEPA approval if private.	Municipal	Private
3. Indicate the size and location of (indoor/outdoor) grease trap(s) :		
4. Plumbing fixtures have backflow/siphonage prevention in place?	Yes	No
5. Are hand washing sinks located in food cooking, preparation, bar, warewashing & restroom areas?	Yes	No
6. Will all outside and restroom doors be self-closing ?	Yes	No
7. Are screen doors provided for all entrances left open to the outside?	Yes	No
8. Do all windows that can be opened have screening? (a minimum of 16 mesh to 1 inch)	Yes	No
9. Will insect electrocution/control devices be used in the facility (If so, indicate locations on plans.)	Yes	No
10. Is the area around the building clear of brush, litter, boxes, and other insect or rodent harborages ?	Yes	No

Section 2- Finish Schedule

Fill out the chart below with the types of building materials used in the various areas. **All floor-wall junctures must have a minimum 4 inch cove base molding.**

Area	Floor	Wall	Ceiling
Kitchen - Cooking			
Kitchen – Food Prep			
Bar			
Food Storage			
Other Storage			
Restroom			
Garbage & Refuse			
Mop Service			
Warewashing			
Walk in Coolers/Freezers			
Dining			

Guidance for finishes for floors, walls, and ceilings.

Area	Floor	Wall	Ceiling
KITCHEN-COOKING	Quarry tile, poured seamless, sealed concrete	Stainless steel; aluminum; Ceramic tile	Plastic coated or metal clad fiberboard; Dry-wall epoxy, Glazed surface; Plastic laminate
KITCHEN-FOOD PREP	Same as above plus commercial grade vinyl composition tile.	Same as above plus approved wall panels (FRP) Fiberglass Reinforced Polyester Panel; epoxy painted drywall; filled block with epoxy paint or glazed surface	Same as above
BAR	Same as above	Same as above for areas behind sinks	Meets building codes
FOOD STORAGE	Same as above plus sealed concrete, commercial grade vinyl composition tile or sheets	Approved wall panels (FRP) Fiberglass Reinforced Polyester Panel; epoxy painted drywall; filled block with epoxy paint or glazed surface	Acoustic tile; painted sheetrock
OTHER STORAGE	Same as above	Painted sheetrock	Same as above
TOILET ROOM	Quarry tile; poured sealed concrete; commercial grade vinyl composition tile or sheets	Approved wall panels (FRP) Fiberglass Reinforced Polyester Panel; epoxy painted drywall; filled block with epoxy paint or glazed surface	Plastic coated or metal clad fiberboard; drywall with epoxy; glazed surface; plastic laminate
DRESSING ROOMS	Same as above	Painted sheetrock	Same as above plus painted sheetrock
GARBAGE & REFUSE AREAS (Interior)	Quarry tile; poured seamless, sealed concrete; commercial grade vinyl composition tile or sheets	Approved wall panels (FRP) Fiberglass Reinforced Polyester Panel; epoxy painted drywall; filled block with epoxy paint or glazed surface	Plastic coated or metal clad fiberboard; drywall with epoxy; glazed surface; plastic laminate
MOP SERVICE AREA	Quarry tile; poured seamless sealed concrete	Same as above	Same as above
WAREWASHING AREA	Same as above plus commercial grade vinyl composition tile	Stainless steel; aluminum; approved wall panels (FRP) Fiberglass Reinforced Polyester Panel; epoxy painted drywall; filled block with epoxy paint or glazed surface	Same as above
WALK-IN REFRIGERATORS & FREEZERS	Quarry tile; stainless steel; poured sealed concrete; poured synthetic	Aluminum; stainless steel; enamel coated steel (or other corrosion resistant material)	Aluminum; stainless steel; enamel coated steel (or other corrosion resistant material)

Section 3- Food Safety

1. Time/temperature controlled for safety (TCS) foods are foods that require either a limited time at room temperature or maintaining the food at a certain temperature to limit the growth of disease causing microorganisms or toxin formation. All TCS food being stored or held cold is required to be at 41° F or below. All TCS food being held hot is required to be at 135° F or above. Will this facility have TCS foods on-site?	Yes	No
2. Describe the methods that will be used to keep foods cold during storage or holding (i.e. walk-in coolers/freezers, reach-in coolers freezers, ice baths, etc.):		
3. Describe below the methods that will be used to keep foods hot during holding (i.e. steam tables, range, etc.):		
4. Will this facility use time , instead of temperature, as a control method to control microorganism growth and toxin formation? If "Yes", provide a copy of time procedure with application.	Yes	No
5. Cooking of raw meats, eggs, poultry and seafood is required to destroy certain disease causing microorganisms. Will this facility cook raw meats, eggs, poultry, or seafood?	Yes	No
6. Will this facility cook for service or sale any of the above listed raw meat products in a raw or undercooked form? If "Yes", provide copy of consumer advisory (either on menu or attached to application).	Yes	No
7. Thawing is the process by which a TCS food is taken from a frozen state to a non-frozen state. Acceptable methods of thawing TCS foods are: storage of frozen foods under refrigeration (41° F or below), submerge foods under running water not to exceed 70° F, thaw in a microwave (as part of cooking process), or cooking foods from a frozen state directly. Will this facility thaw TCS foods?	Yes	No
8. Which methods (as described above) will be used to thaw TCS foods (if no thawing will occur, write NA)?		
9. All TCS foods shall be cooled from 135° F to 70° F within 2 hours and from 135° F to 41° F within 6 hours. Various methods can be used to cool TCS foods within the appropriate time period, such as: placing food in refrigeration, placing food in shallow pans under refrigeration, placing food in ice baths, using ice paddles/ice wands/ice sticks, or using a rapid chiller. Will this facility cool TCS foods?	Yes	No
10. Describe what methods will be used to cool TCS foods (if no cooling will occur, write NA).		
11. Reheating is the process by which previously cooled TCS foods are heated again for hot holding. Reheating does not include heating TCS foods which arrive at the facility in a precooked state or reheating for immediate service. Reheated TCS food shall be heated to a temperature of 165° F for 15 seconds within 2 hours. Will this facility reheat TCS foods?	Yes	No
12. Describe what method(s) will be used to reheat TCS foods (if no reheating will occur, write NA).		
13. Non-continuous cooking means the cooking of raw animal food using a process in which the initial heating of the food is intentionally halted within 60 minutes, so that it may be cooled and held for complete cooking at a later time prior to sale or service. Will this facility use the non-continuous cooking process for raw animal foods? If "Yes", submit written procedures for approval.	Yes	No
14. Reduced Oxygen Packaging means the reduction of the amount of oxygen in a package by removing oxygen; displacing oxygen and replacing it with another gas or combination of gases; or otherwise controlling the oxygen content to a level below that is normally found in the surrounding atmosphere. This method includes vacuum packaging, modified atmosphere packaging, controlled atmosphere packaging, cook chill packaging and sous vide packaging. Will this facility use Reduced Oxygen Packaging ?	Yes	No
15. If "Yes", which method (indicated above) will you use? Submit HACCP plan for each method.		
16. What type of temperature measuring device thermometer will be used to check internal temperatures of TCS foods (i.e. digital, stem type, thermocouple, etc...)?		
17. How often will the temperature measuring device be calibrated ?		

18. Will this facility serve or prepare sushi ? If "No", skip to Question 19.	Yes	No
19. Will this facility freeze meats on-site for parasite destruction ? If "No", a "Letter of Guarantee" must be obtained from supplier(s) and kept on site for review during inspections.	Yes	No
20. Will this facility make acidified rice and store at room temperature? If "Yes", attach a copy of HACCP plan to this worksheet.	Yes	No
21. Catering is defined as preparing food on-site and then transporting prepared food to another location for service. Catering does not include preparing party trays, sandwich trays, special orders that are picked up at the facility by the consumer. Catering does not include the delivery of food (such as pizza) to the consumer. Does this facility plan on catering ?	Yes	No
22. Describe below how food will be kept hot/cold during transportation (if no catering will occur, write NA).		
23. Does this facility plan to serve a highly susceptible population (i.e. nursing home, hospital, etc...)?	Yes	No
24. All food is required to come from an approved and inspected source. Where does this facility plan to purchase its food from?		
25. Will vegetables and fruits be washed on-site prior to use or will they be purchased pre-washed?		
26. How will this facility prevent bare hand contact with ready-to-eat foods (i.e. disposable non-latex gloves, utensils, food grade paper, etc...)?		
27. How will you verify food employees and conditional employees are informed of their responsibility to report information about their health to the PIC as it relates to diseases that are transmissible through food?		
28. Describe the food safety training that food employees will receive.		
29. What chemical sanitizer(s) will be used on food contact surfaces (bleach, quat, etc...)?		
30. Will the facility have a warewashing machine on site? If "No", skip to Question 30.	Yes	No
31. What method of sanitization does the warewashing machine utilize: chemical or high temperature?		
32. All dishware, utensils, and equipment are required to air dry . Describe location where items will air dry.		
33. How often will the grease trap/interceptor be serviced (cleaned and/or emptied)?		
34. Dumpsters shall be large enough to store all garbage until pick up. How often will dumpsters be emptied?		
35. All pesticide application must be provided by a person certified in Ohio to apply pesticides in a commercial setting . Which company/person will be contracted to treat for pests in the facility?		
36. Clean linens shall be stored in a clean and dry location to prevent contamination of clean items. Dirty linens shall be stored to prevent contamination of clean surfaces. How will clean and dirty linens be stored ?		
37. How will dirty linens be cleaned ? (cleaning service, washer/dryer on site, dedicated sink, etc.)		
38. Other information you would like to share about your facility?		

Equipment List (Refer to page 4 for an equipment list example)

	Type of Equipment	Commercial	Name of Manufacturer	Model Number	Certification
1.					
2.					
3.					
4.					
5.					
6.					
7.					
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41.					
42.					
43.					
44.					
45.					

Menu

Identify sources of clean water supply: Municipal _____ Private _____ Other _____ N/A _____

Identify sources of all food items: _____

List all food items to be served and/or sold.

1.
2.
3.
4.
5.
6.
7.
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