All items must be completed prior to the establishment opening. Any incomplete items may hinder the permitting process and result in a delay in opening the establishment.



### Structure:

- The establishment shall conform to the plans approved by DCHD.
- Floors shall be smooth, impermeable and grease resistant.
- Walls and ceilings shall be smooth and non-absorbent with a washable finish.
- Walls in areas subject to splashing shall be covered with fiberglass reinforced plastic, stainless steel or some other durable covering approved by the health department.
- All gaps shall be sealed (e.g., fixed equipment, hood vents, floor and wall junctures, pipe fittings, etc.).
- Lights shall be shielded, coated or otherwise shatter-resistant over food preparation and storage areas.
- Adequate lighting is required for areas where employees are working with knives or other dangerous equipment (50-foot candles), other working areas and toilet rooms (20-foot candles) and in all other areas (10-foot candles).
- o If windows or doors are open for ventilation, air curtains, 16 mesh to 1 inch screens or other effective protection from insects and rodents shall be provided.
- The roof and perimeter walls shall protect the establishment from weather and against the entry of insects, rodents, and animals.

### **Kitchen Sanitation and Preparation:**

- Hand wash sinks shall be equipped with soap, a sanitary means to dry hands and a sign that notifies employees to wash their hands.
- Hand wash sinks that provide paper towels as a means to dry hands shall have a waste receptacle adjacent to the sink.
- Hand wash sinks shall be installed in a manner that is easily accessible and that does not contaminate food or equipment.
- Hand wash sinks shall be conveniently located for use by employees in food preparation, food dispensing, and ware wash areas.
- Ware wash sinks shall have a minimum of three basins and be large enough to allow for the immersion of the largest equipment and utensils to be washed using this method.
- Three-compartment sinks shall be equipped with drain boards or racks on both sides of the sink basins.
- o Mops shall air dry without soiling walls, equipment, or supplies.
- At least one service sink equipped with a floor drain shall be provided and conveniently located for the disposal of mop water.
- $\circ\quad$  Chemicals shall be stored in a manner that does not contaminate food or equipment.
- Chemicals and sanitizers shall be approved for use in food service establishments.
- o Appropriate sanitizer test kit or device shall be available.
- Ventilation hoods and devices shall be designed to prevent grease or condensate from dripping onto food preparation surfaces. Filters shall be readily removable for cleaning.
- Laundry shall be done in an area separate from all food preparation. Storage shall be supplied for both clean and dirty linens.
- Maintenance and cleaning tools shall be stored in a manner that does not contaminate food, utensils, equipment, or linens.
- A designated area separate from food preparation and storage areas shall be provided for employee personal belongings.
- Insect control devices shall be installed in a manner that will not allow for the contamination of food and equipment.

## **Waste Disposal:**

- Waste receptacles shall be durable, leak proof, and insect/rodent proof.
- Outdoor waste receptacles shall be on a hard, durable surface that is sloped to drain.



#### **Food Protection:**

- Adequate food storage shall be provided.
- o All food and food service items shall be kept a minimum of six inches (6") above the floor.
- Temperature measuring devices shall be provided and calibrated.
- Refrigerators and applicable hot food storage units shall be equipped with thermometers.
- o Equipment shall only be used for its intended purpose (e.g., beverage coolers).
- Food and equipment shall be protected from contamination by customers. (e.g., walls or sneezed guards.

### **Equipment:**

- Dishwasher shall have a working and accurate temperature and pressure gauge.
- o Dishwasher shall have a manufacturer data plate.
- Equipment shall meet ANSI Standards.
- Equipment shall maintain required temperatures (e.g., cold hold  $\leq$  41°F; hot hold  $\geq$ 135°F).

#### **Toilet rooms:**

- O Unless located outside of the establishment or that do not open directly into food service areas, toilet rooms shall have self-closing, tight-fitting doors.
- Toilet rooms used by females shall have covered waste receptacles.
- o Toilet rooms shall be conveniently located and accessible to employees.
- Hand wash sinks shall be located in or immediately adjacent to toilet rooms.

# **Plumbing:**

- Backflow protection assemblies shall be installed, tested and approved for designated equipment.
- Air gap shall be provided between the water supply inlet and the flood level rim where necessary and be at least twice the diameter of the water supply inlet.
- Conduits and pipes shall be installed in a manner that does not obstruct cleaning.
- o Floor sinks shall be accessible for cleaning.
- Hot and cold running water shall be available at all hand wash sinks.
- Hot water shall meet minimum requirements at specified fixtures:
  - o 110° F at three-compartment sink
  - o 100° F at all hand wash sinks
- o If used, a grease trap shall be located to be easily accessible for cleaning.

## Other: (\* if applicable)

- Documentation of a Food Safety Manager, unless exempt (e.g., Risk 1 establishments, Hospitals, Assisted Living, Residential Child Care).
- Documentation of Food Handler permits for all employees.
- Procedures for cleaning up vomit or diarrheal incidents.
- Inform all employees of their responsibility to report symptoms, exposures or diagnosis to management.
- \* A written policy for Time as a Control for Temperature Control for Safety food items.
- \*A written consumer advisory shall be provided if an animal food product is served raw, undercooked, or without having been otherwise processed to eliminate pathogens.
- \* A HACCP plan shall be approved by the Health Department prior to using specialized processing methods (e.g., Reduced Oxygen Packaging).
- Indoor Clean Air Act signage shall be clearly posted at all entrances to the establishment.

Note: This list includes general guidelines for requirements and is not a comprehensive list of all requirements.