

PLAN REVIEW GUIDELINES AND SPECIFICATIONS
FOR FOOD SERVICE ESTABLISHMENTS



WHITMAN COUNTY DEPARTMENT OF PUBLIC HEALTH
ENVIRONMENTAL HEALTH SECTION
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CHECKLIST FOR FOOD SERVICE ESTABLISHMENTS

Please include the following information for permitting a new food service establishment in Whitman County. Incomplete applications will be returned. Please return checklist with requested information.

1. Cover Page

- Name and address of food service establishment
- Contact person and phone number with mailing address
- Ownership information (if different from contact person)
- Complete site plan showing building, streets, sidewalks, parking, and neighboring building

2. Menu

- List all food items to be served
- Description of food preparation procedures
- Estimated meal service

3. Equipment Floor Plan

- Make and model of all refrigeration and freezer units
- Make and model of cooking equipment (fryers, stove, ovens, and grills)
- Hot holding equipment
- Work station details (cutting blocks, tables, prep tables, etc.)
- Shelving and storage for food items and equipment
- Equipment certified by the National Sanitation Foundation (NSF). Equipment equivalent to the NSF standards may be allowing following approval of the Health Department.

4. Seating

- Total number of seats
- Maximum occupancy of facility (as determined by Fire Marshal).

5. Finish Schedule

- Floors, walls, ceiling details
- All surfaces must be smooth, durable and easily cleanable

6. Sinks

- Handwashing sinks
- A food preparation sink (indirectly drained).
- 3 compartment sink or mechanical dishwasher (with backflow prevention).
- Mop sink (plumbed to prevent backflow).
- Ice cream dipperwell (indirectly drained if required).

7. Restrooms

- Distance to restrooms
- Public
- Employee Only

8. Inspections

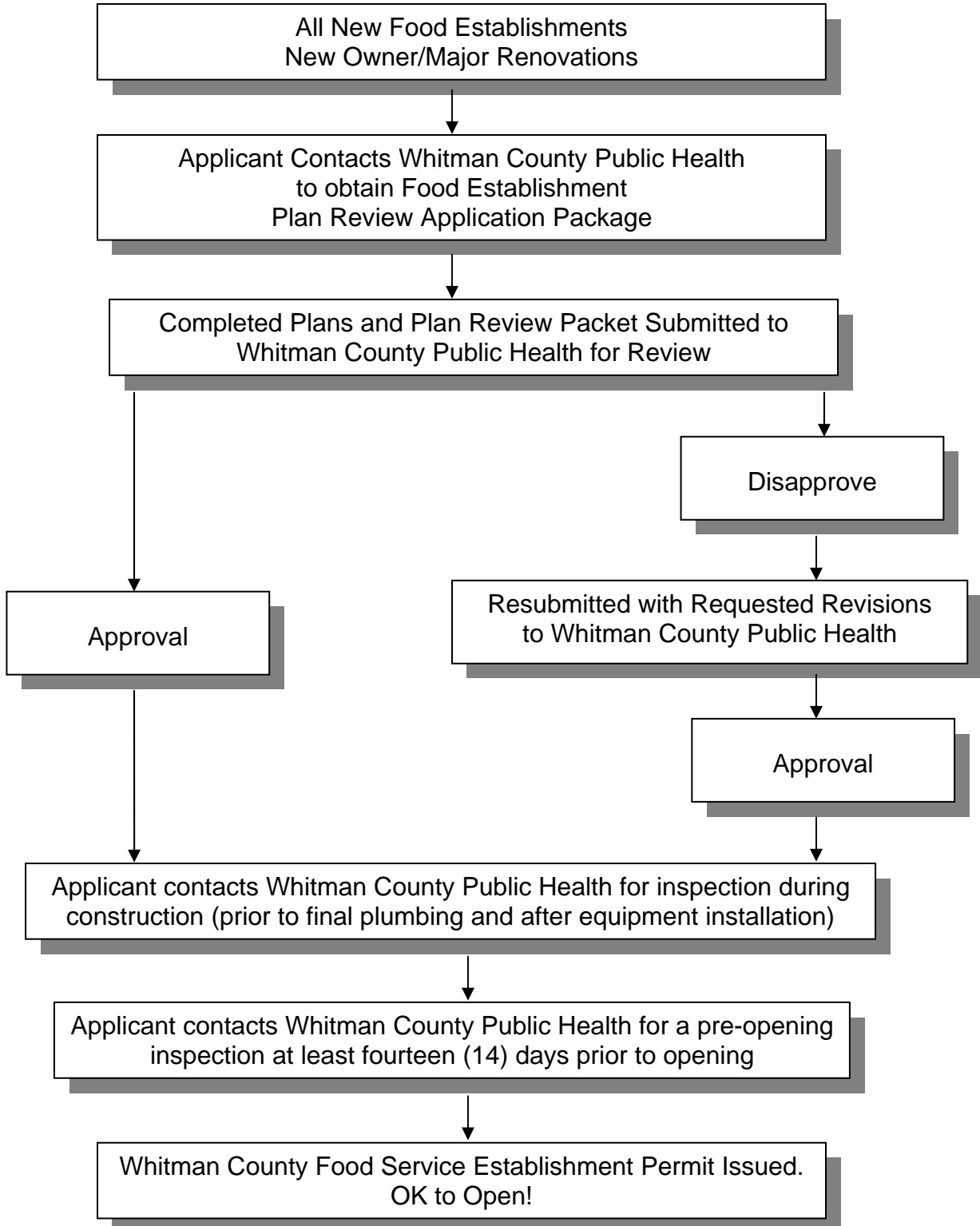
- A pre-opening inspection is required before completion of work and prior to opening.

9. Plan Review Fee

- \$ 175.00 for first 2 hours
- \$ 125.00 for each additional hour
- Plan Review fees are non-refundable

“NO CHANGES WILL BE MADE WITHOUT HEALTH DEPARTMENT APPROVAL”

PLAN REVIEW PROCESS FLOW CHART



GENERAL INFORMATION

Prior to construction or extensive remodeling requiring a building permit, a food service establishment in Whitman County must complete and submit plans to the Whitman County Department of Public Health, Environmental Health Section. The plan review process allows Whitman County Public Health and food service establishment owners a good review of plans helps to avoid future problems. By listing and locating equipment on floor plans and diagramming specifications for electrical, mechanical and plumbing systems, potential problems can be spotted while still on paper and modifications made BEFORE costly purchases, installation and construction.

SUBMITTAL:

Please submit two (2) sets of professional quality plans (drawn to scale) to the Whitman County Public Health offices prior to construction or remodel of a food service establishment. Refer to the attached “Checklist for Food Service Establishments” for expected content. The fee for a plan review is \$175.00 for the first 2 hours. If additional requirements are needed prior to approval, a rate of \$125.00 per hour will be charged. Please note: The plan review fee is not refundable.

Additionally, the following information must be returned with the “Application for Food Service Establishment Plan Review”

1. Facility Information
 - (a) Name and physical address of establishment.
 - (b) Name, address, and telephone number of person or persons to contact.
 - (c) Estimated seating capacity
 - (d) Name of water purveyor and type of sewage system serving establishment; public or private, (please specify).
 - (e) Name of refuse service company. Please indicate what type of refuse and/or garbage waste facilities you plan to utilize and what method of cleaning maintenance is planned.
2. Overall view of the interior design showing complete layout of the food establishment drawn to scale.
3. Equipment schedule layout: Provide an equipment schedule listing the manufacturer and model number of each piece of equipment and/or a statement that all equipment meets N.S.F. standards. Show the location where the equipment is to be situated.
4. Finished construction material list: Example—floors, walls, ceilings, counters, etc., throughout the building. Show areas where various types of materials are to be utilized.
5. Plumbing and ventilation schedules: For plumbing and ventilation details, check with your appropriate building codes department. **The local building inspector must sign off on the Plan Review Application.**
6. Food menu Completed plan review checklist.

The final approval of plans for the construction or remodeling of a food service establishment is contingent upon compliance with local requirements and Whitman County Department of Public Health food service establishment regulations. Please consult with your local building codes department for details regarding permits and construction matters pertaining to them. The issuance of building permits is contingent upon Health Department approval.

PRE-OPERATIONAL INSPECTION:

BEFORE BEGINNING CONSTRUCTION OR REMODEL OF A FOOD SERVICE ESTABLISHMENT, CHECK WITH THE LOCAL BUILDING INSPECTOR. After a building permit has been issued, construction can begin

Contact Whitman County Public Health during the construction phase to arrange for a pre-opening inspection. This inspection must be scheduled at least seven (7) days prior to the proposed opening date. No food service establishment will be authorized to operate without completing a pre-opening inspection.

Prior to arranging the pre-opening inspection, please ensure:

- ✓ A valid Whitman County Public Health Food Service Establishment permit is issued
- ✓ Building and plumbing permits are signed off by appropriate agencies.
- ✓ A completed Application for Food Service Establishment Plan Review is submitted

THIS IS A GENERAL GUIDELINE TO THE BASIC REQUIREMENTS OF A FOOD SERVICE ESTABLISHMENT OPENING IN WHITMAN COUNTY. REQUIREMENTS MAY VARY FOR DIFFERENT ESTABLISHMENTS. CONTACT THE PUBLIC HEALTH DEPARTMENT FOR SPECIFIC QUESTIONS OR REQUIREMENTS FOR YOUR ESTABLISHMENT.

EQUIPMENT SPECIFICATIONS

SINKS

A food service establishment must have at least:

1. A handwashing facility in the food preparation area.
2. A handwashing sink in each bathroom facility.
3. A utility sink, more commonly known as a mop sink.
4. A three-compartment dishwashing sink. A mechanical dishwasher may be substituted for a three-compartment facility.
5. A two-compartment washing sink if a mechanical dishwasher is utilized.
6. A food preparation sink.

Handwashing sinks are required in all food preparation and warewashing areas. Handsinks must remain accessible and conveniently located to in all areas where food is handled and prepared. **This may require more than one handwashing sink in your food service establishment** Handwashing sinks must be equipped handsoap and paper towels (or a mechanical hand dryer) at all times. The minimum hot water temperature allowed at all handwashing sinks is 100 degrees Fahrenheit. A utility sink or prep sink may not be designated for handwashing. It is recommended that the handwash sink be located away from the general food preparation area, but close enough to make it readily accessible. All restrooms (employees and customers) must be equipped with a handwash sink.

If tableware is utilized in the facility, then an approved dishwasher or three-compartment sink with drainboards must be used. Where an acceptable dishwashing machine is provided (please provide the make and model of the dishwasher), the pot and pan sink may have a minimum of two compartments, and a drainboard on each end. This sink is to be large enough to accommodate the largest piece of food preparation equipment normally cleaned by submersion. If a dishwashing machine is not provided, then a three-compartment sink can be utilized both for cleaning tableware and food preparation equipment. When single service utensils are utilized, then all that is necessary is a two-compartment equipment wash sink with drainboards.

Sufficient food preparation sinks may be required in those establishments which normally prepare/wash vegetables and fruit or if meats are thawed. The food preparation sink must have an indirect waste drain line with an air gap or floor drain. It is recommended that the produce/food preparation sink be equipped with drainboards at each ends. Produce and meat preparation shall be done in separate compartments.

All sinks must meet NSF (National Sanitation Foundation) specifications.

DISHWASHER

Above-counter dishwashers must have the capacity to adequately wash and sanitize tableware during peak periods of business. It must be equipped with adequately-sized drainboards to handle soiled and clean dishes and a pre-rinse unit with a hot water supply.

A full tray with a scrap trough located between pre-rinse and dishwasher is recommended. A hot water sanitizing dishwasher must have a booster heater, capable of producing and maintaining temperatures in accordance with NSF standards for that particular unit, typically 150-165⁰F wash cycle and 165-195⁰F for final sanitizing rinse cycle. Adequate counter space is needed for assembling soiled dishes and utensils in racks prior to washing, and for receiving clean dishes and utensils after washing. Dishwashers, dish tables, and canopy hoods must be of stainless steel construction and meet NSF standards. The approval of under counter dishwashers is based the type of establishment and proposed menu.

FUME HOODS

An adequately-sized fume hood must be provided for grills, fryers, ovens, broilers, steam-kettles, stoves, broasters, etc., and must be constructed and installed according to the following requirements:

1. Construction material is to be stainless steel, copper, or other metal providing a smooth, corrosion-resistant, durable, nonabsorbent, and easily cleanable surface. Stainless steel is commonly utilized and recommended. Please note: Painted exterior surface will be considered ONLY when applied by the manufacturer as a “baked” enamel surface.
2. Wall-hung canopy hoods are to be sealed to the supporting wall in order to prevent grease and/or condensation build-up between the wall and hood. All suspended canopy hoods are to be installed in such a manner to provide adequate separation between the exterior hood surface, adjacent walls, and ceiling in order to facilitate easy cleaning.
3. All hood designs and materials must meet building, fire and health codes.

CONTACT THE LOCAL BUILDING DEPARTMENT TO ENSURE THE PROPOSED VENTILATION SYSTEM MEETS MINIMUM REQUIREMENTS.

BUFFET SERVICE

All buffet lines must be equipped with sneeze guards so sized to provide protection of all displayed food items from customer contamination. Hot and/or cold holding equipment must be capable of maintaining food temperatures below 45°F or above 140°F. Recommend hot food items such as prime ribs, beef barons, etc., have heat sources above as well as below the cutting surface. Lamps utilized as the sole source of heating are not acceptable.

Identify other self service areas and equipment that are equipped with sneeze guards (buffet lines, salad bars, self service condiments, self service beverage, etc.).

FOOD HOLDING EQUIPMENT

Adequately sized hot and cold food holding equipment must be provided for both prepared and unprepared food products, such as steam tables and refrigeration units. Please submit make and model of food service equipment, including: walk-in coolers, reach-in refrigerators, sandwich prep refrigerators, refrigerated display cases, freezers, steamers, display cases, etc.).

EQUIPMENT SPACING

All food preparation equipment is to be spaced so as to facilitate cleaning. If it is necessary to abut equipment, the seams are to be capped to prevent entrance of food soil or vermin between equipment.

A final set of plans detailing location of equipment in food service areas must be submitted.

COVERED LIGHT FIXTURES

All bare light fixtures installed in the area of food preparation and storage must be shatter-proof to protect food from possible breakage. Generally, plastic slip tubes are acceptable for fluorescent fixtures; however, decorative or custom light fixtures may require protective covers or coated bulbs.

GARBAGE AREA

As a minimum, the outside garbage storage surface area must be of concrete construction or other smooth, cleanable, impervious surface (e.g., asphalt) and large enough to facilitate all waste generated from the establishment. The pad should also be surrounded on three sides by concrete curbing. The fourth side must be open to allow easy passage of the dumpster or pick-up vehicle. Running water must be provided for the garbage areas. Interior faucets with attached hose may be utilized. All surfaces are to be cleanable. Garbage containers should not be stored near any entry into the food service establishment.

FOOD SERVICE – GENERAL ITEMS

All food service establishments must provide a separate area, away from food preparation and food storage, for their cleaning compounds and toxic materials. Additionally, an area for employees' personal articles is to be provided.

Ice machine scoops are to be stored in a washable container – not in the ice. The container may be mounted on the outside of the machine for convenience of handling.

All permanently located counter tops abutting against a wall must be sealed to the wall. Recommend counter tops be constructed with at least a four-inch lip that is sealed to the wall. Counters that are located close to a wall must be constructed with a splash-back of sufficient height to prevent materials from getting in-between.

Food storage areas and cabinetry must detail construction and identify storage at least six (6) inches off the floor.

FINISHES

A final set of plans detailing finishes of food preparation, service, and storage areas must be provided prior to approval. Please include the following descriptions;

- A. Identify the finish of the floors, walls and ceilings in all areas. Note: floors, walls and ceilings must be non-porous, smooth, and easily cleanable.
- B. Backsplashes must be identified on counter surfaces
- C. All wood surfaces (doors, trim, shelves, cabinets, etc.) must be sealed.
- D. All plumbing or wiring must be covered per building code requirements.
- E. All equipment and cabinetry must be flush mounted to counters, walls or floors, or be raised/located to allow access for cleaning.

RESTROOMS

Please include the following descriptions for restroom facilities;

- A. Location and construction of employee facilities. Employee restrooms are required.
- B. If consumption of food and/or beverages will occur in establishment, a public restroom will be required. These restrooms must be conveniently located while exclude customers from areas of food preparation, service, or storage.
- C. Please note: The local building department has regulatory authority over specific requirements for restrooms. Contact the building department for questions concerning your establishment.

WHITMAN COUNTY DEPARTMENT OF PUBLIC HEALTH

ENVIRONMENTAL HEALTH SECTION

310 NORTH MAIN STREET

COLFAX WA 99111

PHONE: 509-397-6280 FAX: 509-397-6239

APPLICATION FOR FOOD SERVICE ESTABLISHMENT PLAN REVIEW

Name of Establishment: _____

Address of Establishment: _____

Contact Person: _____

Phone Number: _____

Email: _____

Mailing Address: _____

Seating Capacity: _____

Name of Water Purveyor: _____

Type of Sewage System: _____

Refuse Disposal Company: _____

Additional Information

- Completed checklist for food service establishments
- Overall view of interior design, showing complete layout of the food service establishment to scale
- Equipment schedule layout; including manufacturer and model number of all equipment
- Finished construction material list (floors, shelves, counters, etc.)
- Plumbing and ventilation schedule
- Complete menu and information of how foods are prepared

_____ **Local Building Inspector initials; premises has met all local building requirements.**

Completion of Plan Review is required for all newly constructed or remodeled food service establishments. Plan review is not complete without Building Inspector's approval. Approval of plan review is not issuance of a food service establishment permit.

-----*Office Use Only*-----

Approved by: _____ Date: _____

WHITMAN COUNTY
Department of Public Health

CENTRAL OFFICE

310 N. MAIN STREET
COLFAX, WASHINGTON 99111
PHONE (509) 397-6280
FAX (509) 397-6239

PULLMAN BRANCH OFFICE

1205 SE PROFESSIONAL MALL BLVD STE # 203
PULLMAN, WASHINGTON 99163
PHONE (509) 332-6752
FAX (509) 334-4517

VARIANCE REQUEST FORM

PLAN REVIEW/VARIANCE FEE: \$175.00

DATE _____

NAME OF ESTABLISHMENT _____ TYPE _____

NAME OF OWNER/OPERATOR _____

ADDRESS _____ CITY _____ ZIP _____

PHONE _____ EMAIL _____

Upgrade for which variance is requested: _____

Reason for non-compliance: _____

Conditions or actions to be implemented to alleviate any public health or safety concerns:

Estimated date of completion: _____

OWNER (Print Name)

OWNER SIGNATURE

-----Office Use Only-----

Date of Review: _____ Name of Environmental Health Specialist: _____

- Variance Granted
- Variance Granted with Conditions (see comments)
- Variance Denied (see comments)

Comments: _____

