

Food Facility Checklist

Establishment Name: _____

Site Address: _____

The items below have been included in the plans being submitted at this time. It is understood that omission of any required information will result in a delay in the plan approval.

Yes	No	Requirements
		Three complete set of plans: 1/8 inch/foot scale
		Vicinity map. Site plan showing outside refuse storage area
		Floor plan showing equipment layout
		Plumbing plan showing hot and cold water; waste lines from fixtures; water heater location (gallons, BTU's or kW's); floor sinks and/or floor drains
		Electrical plan including lighting
		Interior room finish schedule including walls, floors, base and ceiling. Show type of material, surface finish and color; material samples or brand names provided
		Manufacturer's brochures (cut sheets) of all equipment including counters and cabinets and detailed elevation drawings specifying make and model. Notation that all equipment is NSF approved or equivalent
		Kitchen exhaust ventilation plans including make-up air. Provide drawings, calculations, and details
		Hand sinks in the kitchen and restrooms shown with soap and towel dispensers
		Approved janitorial service sink or area; faucet with hot and cold water; vacuum breaker
		Utensil washing facilities
		Food preparation sink with indirect waste drain to floor sink
		Restrooms
		Clothing change room or storage facilities
		Storage area (food): 25% of food preparation area or a minimum of 100 square feet
		Storage for chemical or toxic cleaners; janitorial storage
		Garbage containers
		Linen storage (clean and dirty)
		Refrigerator/freezer
		Proposed Menu

Signature: _____