



256 Williamstown Road

Ottawa, OH 45875

Phone: 419-523-5608

Email: pchd@putnamhealth.com

Website: www.putnamhealth.com

Food Facility Plan Review Guide

Obtaining a new license for a food facility is required by all new owners, new businesses and food facilities that are remodeling. Remodeling can include expansion, significant change in layout, equipment, and menu.

In Putnam County, food licenses are non-transferable. A change in ownership requires a new food license and the facility must be in compliance with current codes. An approved plan review is required prior to a license being issued.

The Ohio Food Safety Code, forms, and educational materials can be viewed and/or downloaded from our website at www.putnamhealth.com. If you would like any of these materials mailed to you or have any questions, please contact our office at 419-523-5608.

Steps to obtain a new food facility license

1. **Plan Review Application.** Review the Plan Review Application for New Food Facility. If you need help with the plan, call and schedule a consultation appointment.
2. **Contact agencies.** Contact each of the agencies listed on the "Agency Contact Information" (pg. 2) and ask what will be required by each agency to open your facility.
3. **Submit Completed Plan Review Application and Fee.** Submit the completed Plan Review (all pages with "Return this portion" on header) and fee of \$200 to our office. Once we receive the completed application, our office has 30 days to review the plan. It is best to submit the application as soon as possible to avoid any delays with licensing and your anticipated date to open the new facility. ***Make sure all items on the check-off are included or your application will be incomplete, which will delay the plan review process.***
4. **Pre-licensing inspection.** Schedule a pre-licensing inspection with our office. If your facility is approved, proceed to the next step. If there are issues to address, we will schedule a follow-up inspection.
5. **Food License Application.** Request and complete the Food License Application. Return to our office the completed and signed application with the required fee in person or by mail.
6. **License.** We will issue your food license. Once you receive the license, operation can commence.

Agency Contact Information

Contact the following agencies, even if you are purchasing an existing facility. Each of the following agencies will have specific requirements that vary from the requirements of the Putnam County Health Department.

You may need to contact other agencies to ensure that all appropriate steps are taken and that the necessary permits are received. Contacting the agencies in advance will help you to stay on track and on time. Contact these agencies, even if you are purchasing an existing facility. All necessary permits must be obtained before the Health Department can issue a food license. **A plumbing inspection is required for all plan review approvals in Putnam County.**

Office	Service	Phone Number	Website
Putnam County Health Department	Facility layout & Equipment Review / Food License, Private Water Systems	419-523-5608	www.putnamhealth.com
Ohio Department of Commerce – Division of Industrial Compliance	Plan Review, Building Code Compliance, Certificate of Occupancy, ADA and Restrooms	614-644-2223	www.com.ohio.gov
Ohio State Fire Marshall	Fire Safety, Ventilation Hoods and Extinguishing Systems	614-752-7126	www.com.ohio.gov
Local Fire Department	Fire Safety, Ventilation Hoods and Extinguishing Systems	Contact local fire department	http://www.firedepartment.net/directory/ohio/putnam-county
Ohio EPA – Northwest District Office	On-Site Sewage Treatment Systems, Storm Water and Public Water Systems	419-352-8461	epa.state.ohio.us
Township Zoning	Zoning	Contact zoning inspection in appropriate township	www.putnamcountyohio.gov
Plumbing Inspection	Plumbing Inspection	614.728.0052	www.com.ohio.gov

Form for remodel: https://www.com.ohio.gov/documents/bdcc_ApplicationForSpecialsRevision.pdf

Facility & Equipment Requirements

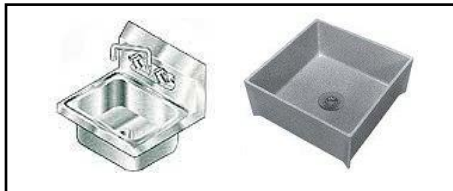
1. Floors, Walls & Ceilings

Surfaces must be smooth, non-absorbent and cleanable. The following are acceptable:



2. Sinks

The following sinks are required for all facilities.



- At least ONE handwashing sink must be provided for the CONVENIENT use by employees. It is recommended to have hand sinks in the following areas: food prep area, bar area, and the ware-washing room
- The hand sink must be visible from any food area and may not be separated by a door.
- At least ONE service sink (mop sink) equipped with a floor drain



- A 3-compartment sink is required for any facility using dishes or utensils. The 3-compartment sink must have 2 drain boards, one on each end, and must also be provided with an air gap between the water supply inlet and the flood rim of the plumbing fixture, as required by the Ohio plumbing code.
- A separate sink may be required for processing food, depending on the menu. If minimal produce is washed, the 3 compartment sink may be utilized for washing produce; however, if large amounts of produce will be washed, a separate culinary (prep) sink will be required.

3. Lighting

Intensity requirements: (this can be measured during the pre-licensing inspection)

Preparation & Cooking Surfaces	50 footcandles
Salad Bar & Buffets	20 footcandles
Dishwashing & Handwashing	20 footcandles
Inside Equipment	20 footcandles
Dry Storage	10 footcandles

Helpful tip: When submitting a lighting plan for plan review, it should include (1) type of fixtures, (2) location of fixtures, and (3) whether using plastic covers, shields, or shatterproof bulbs to protect food and equipment.

4. Sanitizers and Test Strips

All facilities are required to have sanitizer and test strips to measure sanitizer concentration. Unscented, non-ultra chlorine bleach or Quaternary Ammonia (QUAT- can be in tablet or liquid form) are the two types of sanitizers approved for use in a 3 compartment sink. Ensure that you have the correct test strips for the chosen sanitizer.



5. Equipment

All facilities are required to have commercial grade equipment certified by an approved agency. The following labels indicate the equipment is certified and approved for use:



Helpful tip: When choosing equipment, make certain that equipment is large enough to prevent overstocking and to allow for air circulation.

6. Thermometers

Food temperature measuring thermometers must be scaled to 0-220 degrees Fahrenheit to monitor both hot and cold holding temperatures, as well as cooling temperatures.

Thermometers must be available in the warmest part of each refrigeration unit to monitor the ambient air temperature. Temperature measuring devices are also required in hot food storage units—stored in the coolest of part of the unit.

A warewashing machine must be equipped with a temperature measuring device that indicates the temperature of the water in each wash and rinse tank.

Additional information to consider

Dry storage space: Adequate space must be planned for storage of food, dishes and equipment. All food items must be stored at least 6” off the floor, both in walk-in coolers or freezers and on storage shelving. Bins for bulk items must be made of *food grade material* and marked with the type of food inside. Trash cans and non-food grade containers *cannot be used* for food storage.

Chemical storage: Chemicals must be stored below and/or away from food items, equipment and utensils to prevent contamination of these items. Chemicals cannot be stored above the dishwashing sink or on the floor.

Employee area: There must be a designated area provided only for employee belongings. Personal belongings cannot be kept in food areas.

Smooth and cleanable surfaces: All floors, walls and ceilings in food areas (service, storage or preparation) must be smooth and easily cleanable. Walls and floors in areas with high heat equipment like grills and deep fryers need to be non-flammable and heat resistant. The following surfaces are commonly used:

FLOORS: quarry tiles, commercial grade VCT, ceramic tile, sealed concrete, poured epoxy.

WALLS: stainless steel, FRP, glossy painted drywall, painted concrete block, aluminum, quarry tile

CEILINGS: vinyl coated ACT (drop ceiling), glossy painted drywall

Ventilation hoods: A ventilation hood is required at a grill line, or where other cooking equipment and high temperature dish machines are located, to prevent the accumulation of grease, heat, condensation, smoke and vapors. Installation of a ventilation hood may require a permit and/or inspection. Contact Division of Industrial Compliance (pg. 2) with questions. *Please note that ventilation is always required for gas equipment.*

Fire suppression system: If a ventilation hood is required because of the use of grease producing equipment, a Type I Hood with fire suppression is required. If a hood is required for heat, condensation or gas only, a Type II Hood might be acceptable. Verify this information with the Division of Industrial Compliance.

Grease interceptor (grease trap): A grease trap is a device that is attached to sinks and/or drains to collect fats, oil and grease in order to prevent accumulation in a sewer system. According to EPA, grease is a pollutant that is subject to Ohio’s water pollution laws. Grease traps must be cleaned at least once per quarter to keep them working properly. The food code states that “If used, a grease trap shall be located to be easily accessible for cleaning”. If your operation will produce grease-laden food, then a grease trap must be installed.

Food safely training: As of March 1, 2010 the Ohio Revised Code requires that *at least one person in charge per shift* of a food service operation or retail food establishment have attended an Ohio Department of Health approved level one food handler certification in Food Protection course or an equivalent approved training prior to the business being licensed. In addition, **at least one** person with managerial or supervisory responsibilities must obtain a **level two certification in food protection**.

A list of providers including web based courses can be found at:

<http://www.odh.ohio.gov/odhprograms/eh/foods/cert/cert.aspx>

The Person-in-Charge (PIC) must understand basic food safety concepts, and will need to demonstrate knowledge by compliance with the food code. This person must make sure that safe food handling practices are followed to lower the risk of foodborne illness.



256 Williamstown Road
Ottawa, OH 45875
Phone: 419-523-5608
Fax: 419-523-4171

Email: pchd@putnamhealth.com
Website: www.putnamhealth.com

Return this portion

PLAN REVIEW APPLICATION

The Putnam County Health Department issues licenses in Putnam County through the Ohio Department of Health and the Ohio Department of Agriculture. These state agencies have developed food rules and laws that are written into the Ohio Revised Code and the Ohio Administrative Code. These rules and laws apply to licensed food facilities in the state of Ohio.

The Putnam County Health Department works directly with our licensed facilities to educate and enforce Ohio rules and regulations to ensure public health is being protected. Our office will be happy to assist you with this application process. This application is required for remodels, new facilities and change of ownership. Once a completed application is received, we have 30 days to review and approve the plans, but we will do our best to accommodate your schedule for opening. Submit this application early in your planning to avoid delay or licensing. If there are any questions about the plans, or changes that need to be discussed, we will contact you by phone or email. When the plans are approved, a formal approval letter will follow, and will be mailed or emailed to the plan review contact provided on the application.

Name of Facility _____

Name of License Holder (Legal Owner) _____

Location Address _____ **City** _____ **State** _____ **Zip** _____

Phone _____ **Cell** _____ **Email** _____

Mailing address if different than facility information

Name _____

Location Address _____ **City** _____ **State** _____ **Zip** _____

Phone _____ **Cell** _____ **Email** _____

Name of Contact Person (if not license holder) _____

Return this portion

Hours of Operation

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Planned Hours of Operation							

Type of Application

- Remodel**- Existing Facility/Same Owner **New Facility**- New Business or New License

*** Note*** Putnam County Health Department does not transfer licenses.

Types of Food Service or Retail Establishments (check all that apply)

- | | | | | |
|--|--------------------------------------|--|--|--|
| <input type="checkbox"/> Table Service | <input type="checkbox"/> Fast Food | <input type="checkbox"/> Take-out Menu | <input type="checkbox"/> Catering | <input type="checkbox"/> Delivery |
| <input type="checkbox"/> Buffet | <input type="checkbox"/> Cafeteria | <input type="checkbox"/> Drive Thru / In | <input type="checkbox"/> Bar w/ Food | <input type="checkbox"/> Fountain Drink/Coffee |
| <input type="checkbox"/> Grocery | <input type="checkbox"/> Fresh Meat | <input type="checkbox"/> Deli | <input type="checkbox"/> Seafood/Fish | <input type="checkbox"/> Ice Production |
| <input type="checkbox"/> Smoking Fish | <input type="checkbox"/> Bulk Water | <input type="checkbox"/> Smoked Meat | <input type="checkbox"/> Wholesale Foods | <input type="checkbox"/> Produce |
| <input type="checkbox"/> Bakery | <input type="checkbox"/> Other _____ | | <input type="checkbox"/> Other _____ | |

Sewage and Water

CHOOSE ONE:

- I am utilizing a private water system for this facility.** A private water system is a water system that is privately owned, such as a well, cistern, or hauled water tank. These private water system must be permitted and approved by the Ohio Environmental Protection Agency (EPA) because the system will now be utilized to serve a public food facility.

I am connected to private water. I contacted OEPA on (Date) _____

I spoke with _____

- I am utilizing a public water system for this facility.** A public water system is a water system that is operated and by a public agency, such as a city or village supply.

CHOOSE ONE:

- I am utilizing a private sewage treatment system (STS) for this facility.** A private sewage treatment system is a sewage treatment system that is privately owned, such as a septic tank, mound, etc. These sewage treatment system must be permitted and approved by the Ohio Environmental Protection Agency (EPA) because the system will now be utilized to serve a public food facility.

I am connected to private STS. I contacted OEPA on (Date) _____

I spoke with _____

- I am utilizing a public sewer system for this facility.** A public sewer system is a system that is operated and by a public agency, such as a city or village supply.

Return this portion

Submit the following information with the Plan Review Application:

1. **Plan Review Fee of \$150.** Checks can be made out to the Putnam County Health Department (PCHD)
2. **Layout of Facility-** If professional plans have not been done, these may be hand drawn. However, they must be neat and relatively to scale, including the following:
 - Entrances, exits & windows
 - Square footage
 - Location of all equipment
 - Location of each lighting fixture
 - Location of ventilation system (hoods & other ventilation)
 - Location of plumbing, all lines, fixtures and equipment
 - Sinks (label with intended use—include location of drainboards on the 3-compartment sink, prep sink, and all hand sinks)
 - Floor drains and floor sinks
 - Water and wastewater lines
 - Mop sink
 - Hot water generating equipment
 - Grease trap
 - Backflow prevention devices, including air gaps
 - Dishwasher (if present)
 - Auxiliary rooms showing any equipment in them
 - Storage rooms
 - Garbage room
 - Restrooms
 - Basement
 - Dressing rooms
 - Locker areas
 - Employee personal item storage and break room
 - Chemical storage
 - Location of building onsite including:
 - Alleys/streets
 - Well or septic if applicable
 - Dumpsters, including receptacles for recyclables, and surface material under the dumpster
 - Parking
 - All outside storage (including sheds, garage, coolers, freezers, etc.)
3. **Commercial equipment List with Manufacturer and Model number**

Equipment Description	Manufacturer	Model Number

Attach a separate sheet if additional space is needed.

Return this portion

4. Finish Schedule (See "Additional Information" page for reference):

	Prep area	Storage room	Restrooms	Service area	Dish wash area
Floor material:					
Wall material:					
Ceiling material:					
Base coving material:					

5. Square footage:

6. Menu (a list of all items that are prepared by the employees). This does not need to be the final menu that will be provided to consumers; however, if you are planning to allow undercooked foods, the consumer advisory must be present on the menu. *The consumer advisory is a disclosure identifying animal-derived foods that may be served raw or undercooked, or contain raw or undercooked ingredients, as a footnote on the menu.* Reminders shall include asterisking the animal-derived foods requiring disclosure to a footnote that states: Consuming raw or undercooked meats, poultry, seafood, shellfish, or eggs may increase your risk of foodborne illness or written information is available upon request.

7. Sign-offs of appropriate agencies (pg. 2)—this will be specific to each license issued and depends on whether the building had an initial certificate of occupancy issued where plumbing and other systems have been inspected. Also, if changes have been made to plumbing or other building components, then other sign offs may be necessary. Talk to your inspector to determine which of these are necessary.

8. At least one employee PER SHIFT must be certified in Level 1 Certification. **Provide a copy of each certificate** for each shift manager, and also list their names and certificate numbers below.

Name: _____ Certificate #: _____
Name: _____ Certificate #: _____
Name: _____ Certificate #: _____
Name: _____ Certificate #: _____

At least one employee with management and supervisory responsibility must be certified in **Level 2 Food Protection Manager Certification** (Ohio Certified). (Exemptions: Risk Level 1, Risk Level 2, and mobile units). **Provide a copy of each certificate**, and list their name and certificate numbers below.

Name: _____ Certificate #: _____
Name: _____ Certificate #: _____

Licensing Levels

The following common activities are listed to help give you an understanding of what licensing level you will be operating under. It is required by the Ohio Revised Code that you operate at the level that you are licensed under, so carefully consider what activities you will be conducting at your facility now and in the future. You may change levels at the time of each annual license renewal if you wish to expand or lessen your activities. Annual food license renewal is due on March 1 of each year.

Please check mark all activities that will take place at your facility.

Level 1 Activities;

- Selling pre-packaged non-hazardous foods
Ex. Chips, candy, pop, beer, snacks
- Selling prepackaged potentially hazardous foods (refrigerated or frozen)
Ex. Sandwiches, packaged ice cream
- Having self-serve beverages
Ex. Coffee, fountain pop
- Selling over-the-counter medications

Level 2 Activities (includes Level 1 & also includes);

- Handling, heat treating, or preparing non-potentially hazardous food
Ex. Slicing apples, making popcorn
- Having bulk display of unwrapped, non-potentially hazardous foods
Ex. Self-serve doughnuts, self-serve beef jerky
- Receiving HOT or COLD held bulk food and **keeping it at receiving temperature**
Ex. Receiving cold foods at 41°F or lower and hot foods at 135°F or
(Foods may not be cooked, re-heated or cooled)
- Hand dipping of yogurt or ice cream

Level 3 Activities (includes Level 1, 2 & also includes);

- Handling, cutting, grinding of raw meat products
Ex. Making sausage or hamburger, cutting meats for sale
- Handling, pouring, cutting or slicing ready-to-eat products
Ex. Pouring milk, slicing cheese & deli meats, making sandwiches, making salads
- Cooking food
Ex. Cooking hot dogs, pizza, chicken, soup, etc.
- Cooling of food
Ex. Cooling foods for cold service or cold holding
- Reheating of foods in individual portions only (reheating one person's order at a time)
Ex. Heating one cup of leftover soup in microwave when ordered by customer
- Operating a heat treatment dispensing freezer

Level 4 Activities (includes Level 1, 2, 3 & also includes)

- Using Time in Lieu of Temperature as a method of control of foodborne pathogens
Ex. Keeping food at room temperature and disposing after 4 hours.
- Serving food to a highly susceptible population
Ex. Hospital, nursing home, pre-school
- Reheating food in bulk
Ex. Re-heating pan of leftover soup, leftover meatloaf, leftover meatballs, leftover roasts, etc.
- Reheating food as a new ingredient
Ex. Leftover chicken halves used in next day's soup.
- Catering
Ex. Transporting food in carriers and keeping food at proper temperature.
- Offering foods that fall under the Consumer Advisory
Ex. Offering hamburgers or steaks undercooked "rare", using homemade Caesar dressing, etc.
- Freezing of fish under special procedures to kill parasites

The facility will be a (Check one):	
<input type="checkbox"/>	Food Service Operation – The majority of food sales are expected to be through the preparation and sale of individual meal portions.
<input type="checkbox"/>	Retail Food Establishment – The majority of food sales are expected to be through the sale of prepackaged foods or portions serving more than one individual.
Will the facility be Seasonal : Operates six or fewer months a year <input type="checkbox"/> Yes <input type="checkbox"/> No	

Equipment washing method – check all that apply:	
<input type="checkbox"/>	Three Compartment Sink with drain boards on each side
<input type="checkbox"/>	High Temperature Dish Machine (sanitizes with water temperature of 180°F or above)
<input type="checkbox"/>	Low Temperature Dish Machine (chemical sanitizer)

YES	NO	Processes which may require submission of additional plans or records.
		Will the facility have a soft serve ice cream / frozen yogurt machine? Will it be a heat treatment dispensing freezer? <input type="checkbox"/> Yes <input type="checkbox"/> No
		Will the facility offer for sale in a ready-to-eat form: raw or undercooked meats, dairy, eggs (i.e. eggs cooked to order, fish (such as sushi), poultry or shellfish (such as oysters)?
		Will the facility cook, cool, and reheat bulk quantities of food more than once per week?
		Will the facility use Time as a public health control for temperature controlled foods?
		Will the facility freeze fish to destroy parasites?
		Will the facility offer off-Site catering?
		Will the facility prepare food for resale at another location?
		Will the facility display for consumer self-service, unpackaged ready-to-eat foods?
		Will the facility repack bulk quantities of food for retail or wholesale?
		Will the facility have a bulk water dispenser or manufacture packaged ice?
		Will the facility <u>only</u> sell prepackaged foods from an approved source?

YES	NO	Processes which may require a variance under 3717-1-3.4 (J)
		Will the facility use smoke <u>or</u> curing agents (i.e. nitrates) to preserve foods?
		Will the facility use additives for food preservation or to render food Non-Potentially hazardous (i.e. acidified rice)?
		Will the facility process foods using Reduced Oxygen Packaging (i.e. Cryovac®)?
		Will the facility operate a molluscan shellfish life-support system tank to store and display shellfish (i.e. oysters) that are offered for human consumption?
		Will the facility custom process animals that are for personal use as food and not for sale or service in a food service operation or retail food establishment?
		Will the facility produce canned or bottled food or drinks?
		Will the facility press or bottle fruit or vegetable juices?
		Will the facility engage in any other process that requires a variance?

Return this portion

1. **Effective March 1, 2019, food handlers are required to wear hair restraints, such as hats, hairnets, and beard restraints.** This rule does not apply to food employees such as counter staff who only serve beverages and wrapped or packaged foods, hostesses, and wait staff. *Check all that apply.*

Hat Hairnet Visor with Hairnet beard restraints

2. **It is important to store raw animal products appropriately in order to prevent cross contamination and possible foodborne illness.** This can be done in a variety of ways. Food items can be stored on separate shelves in the same refrigeration unit in the order of required cooking temperatures. Ready to eat foods (foods that can be eaten without any further preparation), such as salad, fruits, etc. must be stored above raw animal products to prevent cross contamination. Raw animal products must be stored according to cooking temperature.

How will raw meats/fish/poultry be stored to prevent cross-contamination? *Check all that apply.*

Not Applicable Separate Shelves in Proper Order Separate Holding units Same Shelf with barriers

3. **Are your hand sinks properly equipped?** *Proper handwashing is imperative to providing safe food. Your handwashing sinks must be properly supplied with running hot water, signage, and a sanitary way to dry hands. Check all that apply.*

Soap dispenser Paper towels Air dryer/blower Hot water Handwashing signage Trash can

4. Refrigerated, time/temperature controlled for safety food (TCS) prepared by the FSO/RFE and ready to eat TCS food products shall be clearly marked when the package is opened to indicate the date or day by which the food shall be consumed on the premises, sold, or discarded when held at a temperature of 41 degrees Fahrenheit or less for a **maximum of seven days**. Food must be discarded within 7 days, which means the day the food is prepared or opened plus 6 days. Date marking is a means of controlling pathogen growth, especially *Listeria monocytogenes*, a bacteria that continues to grow even at refrigerated temperatures and can cause serious foodborne illness.

What Date Marking policy/system will you be using for *TCS food items? (stickers or a list posted in the facility)

5. **What method(s) will you use to thaw foods?** The following methods are approved for thawing food. Never thaw food by setting it out at room temperature. *Check all that apply.*

Not Applicable Under refrigeration Under cold running water Cooking from frozen Microwave

6. Your facility will need thermometers to ensure that food is cooked and maintained at appropriate temperatures. Refrigeration will require that you have thermometers (in the warmest part of the unit) to ensure that it is holding the product at 41 degrees Fahrenheit or less. Some refrigeration units have built in thermometers, and these are acceptable if they are functioning appropriately; however, it is advisable to place another thermometer inside the unit to verify accuracy. If you are cooking and cooling food, then you will also need some type of probe thermometer, accurate to plus or minus TWO degrees Fahrenheit, to measure the internal temperature of the food. These can include digital thermometers, probes with thin or thick tips, and thermocouple. *Check all that apply.*

Built-in refrigerator thermometer hanging internal refrigerator thermometer(s) infrared
 probe food thermometer with thick tip probe food thermometer w/ thin tip thermocouple

Return this portion

7. If you have probe or digital thermometers, how will you sanitize them?

- Alcohol wipes Wash, rinse, sanitize with chlorine wash, rinse, sanitize with Quaternary Ammonia

8. Are you cooling foods (this means saving leftovers to reheat at a later date)? **Yes** **No**

If YES, you MUST cool them properly to prevent bacterial growth. Improper cooling is the most common cause of foodborne illness outbreaks in the U.S. The Ohio food code requires that TCS food shall be cooled within 2 hours from 135°F to 70°F AND from 70°F to 41°F within an additional 4 hours or less. The entire process must be accomplished within a total of 6 hours. *Check one or more of the approved method that will be utilized.*

- Placing the food in shallow pans Food will be separated into smaller portions
 Adding ice as an ingredient Rapid cooling equipment
 Stirring the food in a container placed in an ice water bath Using containers that facilitate heat transfer

9. Which methods will be used to prevent bare hand contact with ready-to-eat foods? As of March 1, 2019, the use of latex gloves is prohibited. *Check all that apply.*

- Not applicable Non-latex disposable gloves Tongs Deli tissue, wax paper

10. Will you use any of the following pieces of equipment? *Check all that apply.*

- Cutting Boards Meat Grinder Meat Slicer

11. Dishes must be air dried. Where will you be placing clean dishes to properly air dry?

- Sink drain boards Dishwashing racks Wire racks/shelves

12. Does your largest piece of equipment fit in your sink? **Yes** **No**

If **NO**, explain how the equipment be washed, rinsed & sanitized _____

13. What type of sanitizer will be used for equipment and utensils? *Check all that apply.*

- Chlorine (bleach) Quaternary Ammonia Hot water (automatic dishwashers only)

14. What type of sanitizer will be used for surfaces? *Check all that apply.*

- Chlorine (bleach) Quaternary Ammonia

15. Are your restrooms equipped with self-closing doors? **Yes** **No**

16. Are all outside doors self-closing, tight-fitting, and rodent proof? **Yes** **No**

17. Will you have a dumpster available? **Yes** **No**

Outdoor refuse and recyclable storage must meet minimum requirements. Check all that apply.

- Outdoor storage surface is concrete or asphalt Outdoor storage surface is sloped to drain
 Receptacles are durable, cleanable, insect and rodent-resistant, leak-proof and nonabsorbent
 Receptacles constructed with tight-fitting lids, doors, or covers
 Outdoor receptacles will be kept covered w/tight-fitting lids Outdoor receptacles have drain plugs in place
 Refuse and recyclables will be removed at a frequency that will minimize attraction or insects/rodents

Lighting Checklist

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

<u>Location</u>	<u>Minimum Required Light Intensity (foot candles)</u>	<u>Meets or Exceeds Requirement</u>
Slicer Table*	50	_____
Food Preparation Areas*	50	_____
Restrooms	20	_____
Equipment/Utensil Storage	20	_____
Inside reach in and under-Counter refrigerators	20	_____
Hand wash areas	20	_____
Dish wash 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 in areas 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 _____

The Ohio Food Code now requires that there is a verifiable way to check that food employees know they must report certain illnesses to their supervisors. This form meets these requirements. **Please photocopy this form and have each of your employees sign it and maintain at your licensed operation.**

Food Employee Health Policy

Employees are required by law to report any illness to the owner/general manager, or other person in charge (PIC). If you are diagnosed with any of the following illnesses or experience any of the following symptoms, you must report it immediately to the person in charge.

1. Food employee is diagnosed by a *healthcare provider* as being ill with any of the following diseases that can be transmitted through food or person-to-person by casual contact such as:
 - ❖ Norovirus
 - ❖ Salmonella spp.
 - ❖ Salmonella Typhi
 - ❖ Shigella spp.
 - ❖ Hepatitis A virus
 - ❖ Entamoeba histolytica
 - ❖ Campylobacter
 - ❖ Vibrio cholerae
 - ❖ Cryptosporidium
 - ❖ Cyclospora
 - ❖ Giardia
 - ❖ Yersinia
 - ❖ Enterhemorrhagic or shiga toxin-producing Escherichia coli

2. Has symptoms caused by illness, infection, or other source that is associated with an acute gastrointestinal illness such as:
 - ❖ Diarrhea
 - ❖ Vomiting
 - ❖ Jaundice
 - ❖ Sore throat with fever
 - ❖ Lesions (such as boils and infected wounds, regardless of size) containing pus on the fingers, hand or any exposed body part.

3. In addition to the above conditions, food employees shall notify their PIC if they have been exposed to the following high-risk conditions:
 - ❖ Exposure to or suspicion of causing any confirmed outbreak involving the above illnesses.
 - ❖ A member of their household is diagnosed with any of the above illnesses.
 - ❖ A member of their household is attending or working in a setting that is experiencing a confirmed outbreak of the above illnesses.

Printed Name: _____ Signature: _____

Person-In-Charge: _____ Date: _____