

PLAN REVIEW CHECKLIST FOR FOODSERVICE ESTABLISHMENTS:

- Plans shall be submitted on a **minimum** of 11 X 14 inches in size and include the layout of the floor plan accurately drawn to a minimum scale of ¼ inch = 1 foot.
- Included with on the floor plan, is a proposed seating layout, and wait staff area if applicable.
- Menu** shall be submitted with the floor plan.
- Location of **all** equipment shall be shown with each piece clearly labeled with its common name. Also include drawings of self-service hot and cold holding units with sneeze guards shown, if applicable.
- Plans shall include finish schedules for each room. Schedule shall list the finish surfaces for all **floors** (include base coving), **walls**, and **ceiling** surfaces.
- Plans shall include a lighting schedule showing the location and minimum foot candle amount of light provided for each area. For example, a minimum of 10 foot candles shall be provided in walk-ins and dry storage; a minimum of 50 foot candles is provided directly above work surfaces in food preparation and dish-wash areas. Include type of shielding for each light fixture.
- Plans shall include **dry storage areas** (this area shall equal at least 15% of the total kitchen area); indoor garbage areas (to include outdoor dumpster location), and can wash areas where applicable.
- Plans shall specify room sizes, aisle spaces (36" inch width minimum), and width between equipment.
- Plans shall include a plumbing schedule, and show the location of floor drains, hot water generating equipment (**note water heater capacity on the plan**), and toilet facilities.
- Plans shall show adequate hand-washing sinks in designated toilet rooms, in ware-wash areas, in food preparation areas, and in bar or wait staff areas. Splash-guards shall be shown where needed, and/or required.
- Plans shall include specifics about dish washing; 3 compartment sink with dual integral drain-boards, and non-corrosive racks/shelves for air drying. Plans shall also include any other sink that may be needed such as a pot wash, bar dump sink, or food preparation sink.
- Plans shall include the location and type of a mop facility enclosure with a rack to hang mops and brooms up off the floor. Said walls must resist moisture, and shall be marked as such.
- Plans shall include areas to handle soiled dishes and pans, and areas for washed items to dry.
- Food equipment schedule shall be included to specify that all equipment is commercial grade and **NSF** approved. Include manufacturer and model #'s on all equipment.
- Plans shall include specifications about entrances, exits, loading docks, etc., and show self-closing doors on exits and bathroom doors. Plan should also show air curtains where required.
- Plans shall include storage for toxic items, personal belongings, and locker areas.
- Plans shall include the location and type of laundry facilities, if applicable.