

Jay County Health Department

504 W. Arch St, Portland, IN 47371
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Retail Food Establishment Plan Review Questionnaire

Please answer the following questions and return this form and the application to our office. If you have any questions please call (260) 726-8080. This questionnaire is not designed as a complete list of requirements but should be used as a guideline only. The sanitation requirements noted in this document are specified under the Retail Food Establishment Sanitation Requirements Title 410 IAC 7-24. Please use this rule as it pertains to section numbers referenced at the end of each question.

Name of the facility: _____
Location of the facility: _____
Contact name and phone number: _____

Signature of Applicant

Relationship to Project

Date Signed

It is recommended that you provide plans that are a maximum of 11 X 14 inches in size including the layout of the floor plan. Plans should be accurately drawn to a minimum scale of 1/4 inch=1 foot. This allows for ease in reading plans.

I have submitted plans/applications to the authorities listed below on the following dates:

Zoning _____ Plumbing _____ Septic _____
Planning _____ Electric _____ Fire _____
Building _____

Number of seats: _____ Total square feet of the facility: _____

Number of floors on which operations are conducted: _____

Maximum meals to be served: (approximate number) Breakfast _____ Lunch _____ Dinner _____

Type of service: (check all that apply) Sit down meals _____ Mobile vendor _____
Take out _____ Caterer _____ Other _____

Whom (job title) will be your certified food handler? (Title 410 IAC 7-22) _____

How will employees be trained in food safety? (sect. 119) _____

The following procedures/questions should be considered before any further planning/construction begins or continues to ensure that special consideration is given to these standard sanitary operating procedures (SSOP's). This section should be completed by the operator. Please indicate (by either checking or completing the answers) whether or not a section applies to your operation.

FOOD

1. Please provide a list of all planned food vendors. (sect. 142) _____

2. What is the procedure for receiving food shipments? (sect. 166) Are temperatures checked and containers inspected for damage? _____
 What is the anticipated frequency of food deliveries for: Frozen _____ Fresh _____ Dry _____
3. Is your facility required to have pasteurized products? (sect. 153) Yes ___ No ___
4. Do you intend to make low-acid or acidified foods and intend your products to be shelf stable? If so, have you passed the Better Process and Control School exam? (sect. 143) Yes ___ No ___ NA ___ *Please include a copy of the certification.*
5. Do you intend to make reduced oxygen packaged (ROP, def. 73) foods? (sect. 195) Yes ___ No ___
 If yes, please list out the ROP foods. _____

FOOD PREPARATION

6. If foods are prepared a day or more in advanced, please list them out. _____

7. Will any food be prepared/stored offsite? Yes ___ No ___
 If so, list the foods and the location where they will be prepared: _____

8. What will be your procedure to prevent employees from touching foods that are ready-to-eat and will not be cooked or heat treated (such as, sushi, lettuce, buns, etc.)? (sect. 171)

9. Describe your date marking system (described under sect. 191) for potentially hazardous (defined under sect. 66) ready-to-eat foods (defined under sect. 72). (sect. 191)

10. Will all produce be washed prior to use? (sect. 175) Yes ___ No ___ NA ___
 If no, why? _____
11. Describe the procedure to minimize the amount of time potentially hazardous foods will be kept in the temperature danger zone (41°F-135°F) during preparation. (sect. 189)

12. Provide a list of the types of food that will need to be thawed before cooking. (sect. 199)

PROCESS	TYPES OF FOOD
Refrigeration	
Running water less than 70°F	
Microwave as part of the cooking process	
Cook from frozen	

Other (describe)	
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13. Provide a list of the types of food that will need to be cooled (eg. leftovers). (sects. 189, 190)

PROCESS	TYPES OF FOOD
Shallow pans under refrigeration	
Ice and water bath	
Reduced volume (quartering a large roast)	
Ice paddles	
Rapid chill devices (blast freezer)	
Other (describe)	

14. What procedures will be in place to ensure that foods are reheated to 165°F or above? (sect. 188)

15. Will a buffet be served? Yes ___ No ___ NA ___ If yes, who will be responsible for ensuring that the buffet is protected from consumer contamination? (sect. 181) _____

16. Will food be catered to other locations? Yes ___ No ___ If yes, how will the food be transported?

17. If your food establishment is temporary or mobile, will your establishment have a commissary? Yes ___ No ___
If yes, provide the name and location of the commissary.

Please provide a copy of the approval from the commissary.

HOT AND COLD HOLDING

18. Will "Time as a Public Health Control" (see sect. 193) be used for potentially hazardous food(s) (either hot or cold)?
Yes ___ No ___ NA ___ *Note: These procedures must be submitted and approved before their use.*

19. Will raw animal food(s) will be offered to the public in an undercooked form (sushi, rare hamburgers, eggs over easy, made from scratch Caesar dressing, etc.)? Yes ___ No ___ NA ___ If so, please attach your consumer advisory statement. (sect. 196)

20. Whom (line cook, kitchen manager, etc.) will be assigned the responsibility of taking food temperatures and at what steps will temperatures be taken (cooking, cooling, reheating, and hot holding)? (sect. 119)

21. Describe how cross-contamination of raw meats and ready-to-eat foods will be prevented in a refrigeration unit(s) (i.e. walk in coolers, under the counter coolers). (sect. 173)

22. Describe the storage of different types of raw meat and seafood in the same unit, and how cross-contamination will be prevented. (sect. 173)

SANITIZATION

23. Who will be assigned the responsibility of ensuring the correct amount of sanitizer will be used? (sect. 119)

24. What type of chemical sanitizer(s) will the facility use? (sect. 294) _____

25. Will the facility have test kits/papers on site for all types of chemical sanitizers? (sect. 291)

Yes ___ No ___ NA ___

26. How will cooking equipment, cutting boards, counter tops and other food contact surfaces which cannot be submerged in a sink or put through a dishwasher be sanitized? (sect. 303)

POISONOUS OR TOXIC MATERIALS AND PERSONAL CARE ITEMS

27. Where will poisonous or toxic materials be stored (including the ones for retail sale)? (sect. 439)

28. Will the facility use a hand sanitizer? (sect. 131) Yes ___ No ___ If so, what brand? _____

29. Will the facility ensure that insecticides and rodenticides are "Approved for Use in Food Establishments" and that they are applied in a safe manner? (sect. 119) _____

30. Will all spray bottles be clearly labeled? (sect. 438) Yes ___ No ___

31. Where will first aid supplies be stored? (sect. 421) _____

MISCELLANEOUS

32. Will any part of the retail food establishment open directly into any part of any living or sleeping quarters? (sect. 423) Yes ___ No ___ NA ___

33. Has the facility registered or applied for a permit from the regulatory authority? (sect. 107) Yes ___ No ___

34. Will any cleaning supplies, single service articles/utensils, or equipment be stored at another location while not in use? Yes ___ No ___ If yes, list the items and the location where they will be stored. _____

The following list of questions should be generally completed by the architect/contractor/engineer

WAREWASHING/DISHWASHING

35. Dishwashing methods (sect. 269) (check one or both): 3 Compartment Sink ____ Dishmachine ____

36. If a 3 compartment sink is used, which sanitizing method will you use: Hot Water ____ Chemical ____

37. If a dishmachine is used, which sanitizing method will you use: Hot Water ____ Chemical ____

If hot water, do you have a booster heater? Yes ____ No ____ NA ____

If hot water, how will you ensure that the unit is sanitizing the utensils? (sects. 258, 303) _____

38. Does your chemical dishmachine have an alarm that indicates when more chemical sanitizer needs to be added? (sect. 281) Yes ____ No ____

39. What type of alarm will be used to detect when the sanitizer is too low? Sound ____ Visual ____

40. Can the largest piece of equipment be submerged into the 3 compartment sink or dishmachine? (sect. 233) Yes ____ No ____ NA ____

41. Does the facility plan to use alternative manual warewashing equipment? (sect. 233) Yes ____ No ____ NA ____

If yes, please submit your procedure for review.

42. Does your facility have enough drainboards/utensil racks/carts for the air drying of equipment and utensils for either the 3 compartment sink or the dishmachine? (sect. 289) Please describe below.

WATER SUPPLY

43. Is the water supply public (__) or private (__)? If public, skip question #2.

44. If private, has the source been tested? (sect. 327) Yes ____ No ____

If so, when was the last test _____ and did you send us a copy of the lab results? Yes ____ No ____

45. If your food establishment is temporary or mobile, from where will the water be obtained?

WASTE WATER/SEWAGE DISPOSAL

46. Is the sewage disposal system public (__) or private (__)? If public, skip question #2.

47. Has the waste treatment system been approved by the state or local septic inspector? (sect. 376) Yes ____ No ____

Please provide a copy of the approval.

48. If your food establishment is temporary or mobile, describe the method(s) of sewage disposal, and where the wastewater/sewage will be disposed of. _____

PLUMBING

49. Are hot and cold water fixtures provided at every sink? (sect. 330) Yes ___ No ___

50. If a water supply hose is to be used for potable water, is it made from food-grade materials? (sect. 364)

Yes ___ No ___

51. What is the recovery time, volume, and capacity of the hot water heater? (sect. 329) _____

52. The following technical information is needed on the proposed plumbing. This section is best completed by a licensed plumber, or engineer. (sect. 336)

Fixture	Water Supply					Sewage Disposal		
	AVB	PVB	VDC	HB	Air Gap	Air Break	Air Gap	Direct Connect
Dishwasher								
Ice Machine(s)								
Mop/Service Sink								
3 Compartment Sink								
2 Compartment Sink								
1 Compartment Sink								
Hand Sink(s)								
Dipper Well								
Hose Connections								
Asian Wok/Stove								
Toilet(s)								
Kettle(s)								
Thermalizer								
Overhead Spray Hose								
Other Spray Hose(s)								
Other:								
Other:								
AVB=Atmospheric Vacuum Breaker				HB=Hose Bib Vacuum Breaker				
PVB=Pressure Vacuum Breaker				VDC=Vented Double Check Valve				

53. Has contact been made to the municipality to determine if a grease trap is required? Yes ___ No ___ NA ___

54. What would be the frequency of cleaning for the grease trap? (sect. 378) _____

HANDWASHING/TOILET FACILITIES

55. Handwashing sinks are required in each food preparation and dishwashing area. (sect. 344)

How many handsinks will be provided? _____

56. Are all toilet room doors self-closing where applicable? (sect. 352) Yes ___ No ___

57. Are all toilet rooms equipped with adequate ventilation? (sect. 309) Yes ___ No ___

ROOM FINISH SCHEDULE (What the interior of the facility will look like.)

58. Please indicate which materials (i.e. quarry tile, stainless steel=SS, plastic cove molding, etc.) will be used in the following areas. (sect. 402)

AREA	FLOOR	COVING	WALL	CEILING
KITCHEN				
CONSUMER SELF SERVICE				
SERVING LINE				
BAR				
FOOD STORAGE				
OTHER STORAGE				
TOILET ROOMS				
GARBAGE STORAGE				
MOP/SERVICE SINK AREA				
DISHWASHING				
OTHER				
OTHER				

PERSONAL BELONGINGS

59. Are separate dressing rooms/lockers provided? (sect. 417) Yes ___ No ___ NA ___

60. Describe the storage location for employees' coats, purses, medicines and, lunches. (sects. 418, 422)

61. Where is the designated area for employees to eat, drink, and use tobacco? (sect. 136) _____

EQUIPMENT

62. Will all of the equipment meet the design and construction for the American National Standards Institute (ANSI) standards or meet section 205? Yes ___ No ___

63. Will the utensils and food storage containers be made from food-grade quality materials? (sect. 205) Yes ___ No ___

64. Will any pieces of used equipment be utilized? (sect. 106) Yes ___ No ___ NA ___

If so, please list equipment types: _____

65. Is the ventilation hood system sufficient for the needs of the facility? (sect. 307) Yes ___ No ___ NA ___

66. Will all of the equipment used for the storage of potentially hazardous foods be able to meet the minimum temperature requirements (frozen food 0°F, cold food 41°F, hot food 135°F)? Yes ___ No ___ NA ___

67. Please list equipment types for the hot and cold holding of foods; also during serving or transporting. (sect. 187)

68. Will each refrigeration unit have a thermometer? (sect. 256) Yes ___ No ___

69. What types of counter protective guards for food (sneeze guards) will be used for consumer self-service? (sect. 179)

INSECT AND RODENT HARBORAGE

70. Will all outside doors be self-closing, when applicable, and rodent/insect proof? (sect. 413) Yes ___ No ___

71. Will screens be provided on any open windows/doors to the outside? (sect. 413) Yes ___ No ___

72. Will air curtains be installed (made from either plastic or mechanical); if so, where on outer openings? (sect. 413)

73. Will all pipes and electrical conduit chases be sealed (i.e. ventilation systems, exhaust and intake be protected)? (sect. 414) Yes ___ No ___

74. Is the area around the building clear of unnecessary debris, brush, and other harborage conditions? (sect. 426) Yes ___ No ___

75. Do you plan to use a pest control service? Yes ___ No ___ Frequency _____ Company _____

REFUSE AND RECYCLABLES

76. Describe the surface (for refuse/recyclables) that the outside dumpster will be located on? (sect. 382)

77. Where will recyclables be stored prior to pick-up? _____

LIGHTING

78. What are the foot candles of light for the following areas? (sect. 411)

Food prep areas _____ Dishwashing areas _____

Dry storage areas _____ Restrooms and walk-in refrigeration units _____

79. Will light bulbs be properly shielded, coated, or otherwise shatter-resistant in areas where there is exposed food, clean equipment or utensils, or food preparation? Yes ___ No ___