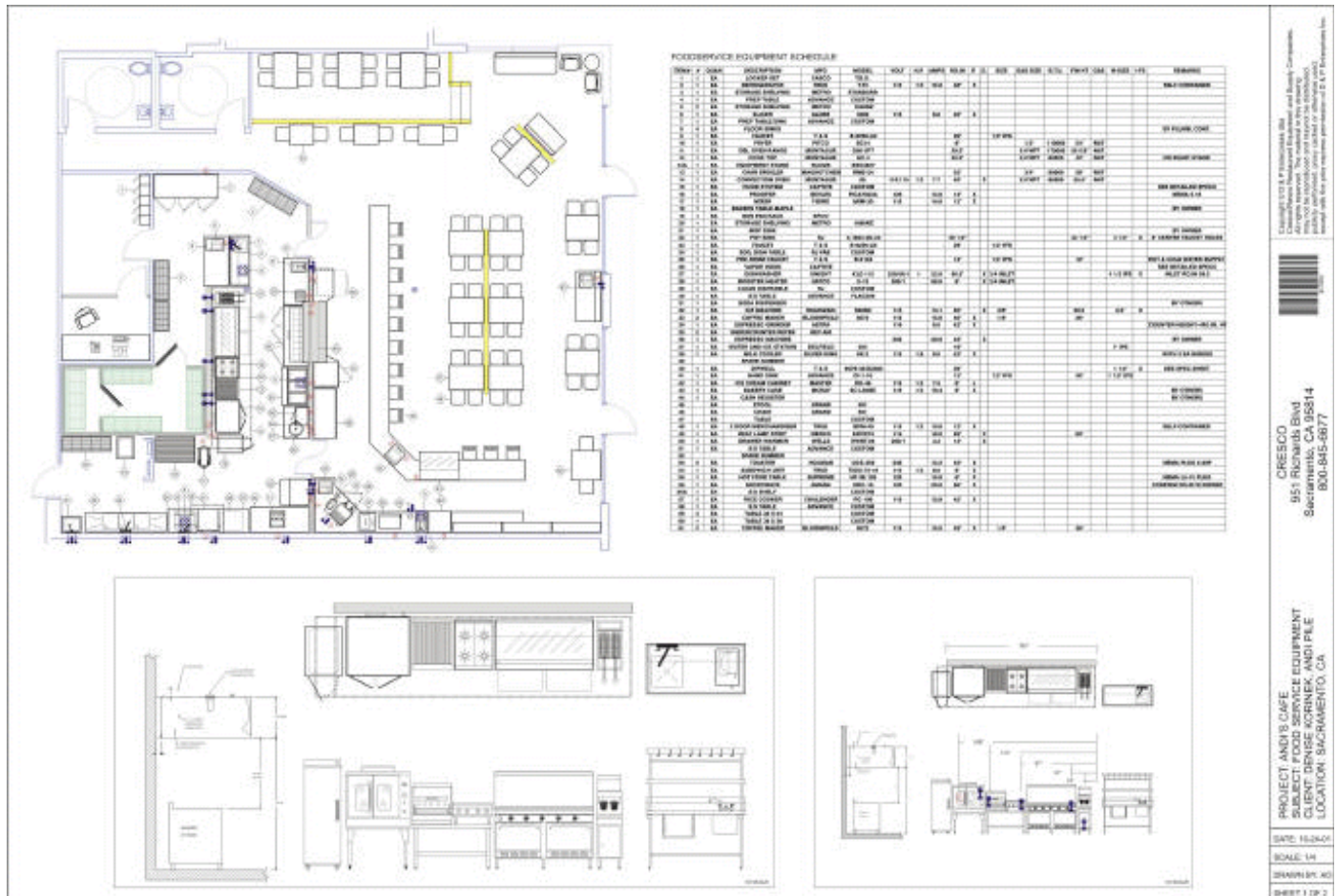


**FOOD OPERATION  
PLAN REVIEW  
GUIDELINES**

**STARK COUNTY HEALTH DEPT.  
3951 CONVENIENCE CIRCLE NW  
CANTON, OHIO 44718  
(330) 493-9904 FAX (330) 493-9920**

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1. **Private sewer and water systems which serve a food operation must be approved by the Ohio Environmental Protection Agency (EPA).** If the proposed operation will use a non-municipal sewer and water system, contact the Ohio EPA at 1-800-686-6330 for review and approval. A non-municipal system is one which is not supplied by a city or county.
  
2. **Submit a plan review packet to the Food Protection Unit prior to the beginning of any new construction or major renovation.** Plans should be drawn to scale and legible. No food operation license will be issued without the approval of the floor plan. Plans must include the following:
  - A. The type of operation proposed and foods to be prepared and served
    - \* Provide a Menu
  
  - B. The total area to be used for the operation
    - \* Building Size
    - \* All room sizes including toilet facilities and janitorial rooms
  
  - C. All portions of the premises in which the operations are to be conducted
    - \* Receiving
    - \* Storage
    - \* Preparation
    - \* Cooking
  
  - D. All entrances and exits
    - \* Deliveries/employee/customer
  
  - E. Location, number and types of plumbing fixtures
    - \* Size and BTU or kilowatt capacity of the water heater
  
  - F. Plan of lighting, both natural and artificial
    - \* Indicate location of windows
    - \* Indicate foot-candles of light for the following areas: Food prep. (min. 50 ft. candles), Dishwashing (min. 50 ft. candles), Food storage (min. 20 ft. candles), Toilet rooms (min. 20 ft. candles)
  
  - G. A floor plan showing the general layout of fixtures and other equipment
    - \* **See example floor plan attached**



## Example Floor Plan

H. Building materials and surface finishes to be used

\* Kitchen/Storerooms/Dishwashing Area/Toilet Rooms

- Floors
- Walls
- Ceilings

I. An equipment list with equipment manufacturers and model numbers

1. **Floors, Walls, And Ceilings:** All floors, walls, and ceilings shall be constructed of smooth, nonabsorbent and easily cleanable material. Carpeting cannot be used as a covering in kitchen areas, utensil-washing areas, food storage areas or toilet rooms around urinals or toilet fixtures. All floor wall junctures should be covered and sealed. Walls in kitchen areas should be light colored. Concrete, brick or pumice blocks used for interior wall construction shall be finished and sealed to provide a smooth, flat, easily cleanable surface. Wood paneling or wallpaper is not approved as a wall covering in kitchen or utensil-washing areas. Drop in ceiling tiles must be made of a smooth non-absorbent and easily cleanable surface.
2. **Exhaust Systems:** All kitchen equipment producing smoke, steam vapors, or excessive heat must be covered by an exhaust system which includes metal filters for collection of grease which are readily removable for cleaning and replacement. All hood ventilation systems must be vented directly outside. Some types of equipment requiring exhaust systems shall include grills, fryers, stoves, dish machines, steam kettles, bloaters, pizza ovens, etc. Ventilation systems shall be designed and installed according to Ohio Basic Building Code. Contact the Stark County Building Dept. for a permit to install the proper hood system. Hood systems over equipment which develop open flames during cooking or use hot cooking oil for frying shall be equipped with a fire extinguishing or annul system. Contact the local Fire Dept. for inspection and information.
3. **Equipment:** All equipment shall be designed and fabricate for durability under conditions of normal use and shall be resistant to denting, buckling, pitting, and chipping (NSF Approved equipment is preferred). All equipment shall be easily cleanable. Equipment designed for in-place cleaning shall be self draining or capable of being completely evacuated. Floor mounted equipment unless easily movable shall be sealed to the floor or elevated on legs at least 6" above the floor. Table mounted equipment which is not portable should be sealed to the table or counter or elevated on legs to provide at least 4" clearance between the equipment and the table or counter top.
4. **Lighting:** Permanently fixed artificial lights shall be installed to provide at least 50 foot candles of light on all food preparation surfaces. Also, at least 20 foot candles of light shall be provide in storage areas and restrooms. All lights in the food preparation area, dishwashing area, walk-in cooler, food display area, service area or any place where open food items are stored or displayed must be shielded to protect against broken glass contaminating the food or utensils.
5. **Hand Sink:** A separate hand sink shall be provided in the food preparation area, utensil washing area, restrooms, and any additional areas were foods are prepared or dispensed. The hand sinks shall be conveniently located and easily accessible by all employees. Hot and cold water provided through a mixing faucet, hand cleansing soap and sanitary towels or a hand-drying device providing heated air shall be conveniently located near each sink. Additional hand sinks may be needed depending on the size and design of the food operation as determined by the health authority.

6. **Dishwashing And Utensil Washing Facilities:** There may consist of either commercial dishwasher or a three-compartment sink. When a three-compartment sink is used, it shall be adequate size to accommodate the operations largest utensil requiring cleaning. It shall be provided with an attached drainboard of at least 18" in length and the entire width of the sanitizing rise sink. A dish table or counter space may be substituted for a drainboard for the dirty utensil storage area prior to beginning the cleaning and sanitizing procedure.
7. **Prep sink/Vegetable Sink:** A separate prep sink or vegetable sink must be provided whenever food preparation procedures require washing, soaking, or rinsing of food items. The sink must be plumbed with a physical air gap on the drain..
8. **Utility/Janitors Sink:** In all remodeled establishments at least one mop sink or janitors sink shall be provided and used for disposal of mop water or similar liquid wastes and for the cleaning of mops or similar wet floor cleaning tools.
9. **Plumbing:** All plumbing shall be installed in accordance with the Ohio Plumbing Code. Special attention shall be given to the prevention of back siphonage by using appropriate anti-siphon devices or vacuum breakers and by installing proper physical air gaps on dipper wells, ice machines and ice storage bins, dishwashers, culinary and food preparation sinks, and all other similar equipment. Dipper wells will be required for storage of ice cream scoops or in-use dispensing utensils. A separate plan review is required for plumbing in a food operation. For information about the Plumbing Plan Review, contact the Plumbing Unit at 330.493.9904 Ext. 243.
10. **General Premises:** Perimeter walls and roof of a food establishment must effectively protect the establishment from the weather and entry of insects, rodents, or other vermin. All openings to the building must be protected against entry of rodents and insects. Windows or doors, kept open for ventilation or other purposes must be protected against the entry of insects and rodents by use of screens, properly designed and installed air curtains or other effective means. All entry or exit openings must be equipped with solid self-closing, tight-fitting doors.

**Note:** In accordance with Ohio Food Code, the Stark County Health Department has **30 days** in which to complete the initial review of the plans.