**GUIDELINE**

##  FOR FOOD SERVICE PLAN REVIEW

To make the food service plan review process as easy as possible, complete the following checklist to assure that you have all of the necessary information. If you have any questions, please call Food and Consumer Safety Section, Department of Public Health and Human Services at 406-444-2089.

**THIS IS A GUIDELINE TO THE BASIC REQUIREMENTS OF A FOOD SERVICE FACILITY. ACTUAL REQUIREMENTS ARE DETAILED IN THE ADMINSRATIVE RULES OF MONTANA FOOD SERVICE (ARM). YOU CAN OBTAIN A COPY OF THE FOOD CODE BY CONTACTING THE LOCAL COUNTY OR STATE HEALTH DEPARTMENT.**

SUBMITT THE FOLLOWING DOCUMENTS WITH THE PLAN REVIEW PACKET:

\_\_\_\_\_Proposed Menu (including seasonal, off-site and banquet menus)

\_\_\_\_\_Manufacturer Specification sheets for each piece of equipment shown on the plan

\_\_\_\_\_Site plan showing location of business in building; location of building on site including alleys, streets; and location of any outside equipment (dumpsters, well, septic system - if applicable)

\_\_\_\_\_Plan drawn to scale of food establishment showing location of equipment, plumbing, electrical services and mechanical ventilation

\_\_\_\_\_Equipment schedule

# CONTENTS AND FORMAT OF PLANS AND SPECIFICATIONS

1. Provide plans that are a minimum of 11 x 14 inches in size including the layout of the floor plan accurately drawn to a minimum scale of 1/4 inch = 1 foot. This is to allow for ease in reading plans.

2. Include: proposed menu, seating capacity, and projected daily meal volume for food service operations.

3. Show the location and when requested, elevated drawings of all food equipment. Each piece of equipment must be clearly labeled on the plan with its common name. Submit drawings of self-service hot and cold holding units with sneeze guards.

4. Designate clearly on the plan equipment for adequate rapid cooling, including ice baths and refrigeration, and for hot-holding potentially hazardous foods.

5. Label and locate separate food preparation sinks when the menu dictates to preclude contamination and cross-contamination of raw and ready-to-eat foods.

6. Clearly designate adequate handwashing lavatories for each toilet fixture and in the immediate area of food preparation and dish washing areas.

7. Provide the room size, aisle space, space between and behind equipment and the placement of the equipment on the floor plan.

8. On the plan represent auxiliary areas such as storage rooms, garbage rooms, toilets, basements and/or cellars used for storage or food preparation. Show all features of these rooms as required by this guideline.

9. Include and provide specifications for:

a. Entrances, exits, loading/unloading areas and docks;

b. Complete finish schedules for each room including floors, walls, ceilings and coved juncture bases;

c. Plumbing schedule including location of floor drains, floor sinks, water supply lines, overhead wastewater lines, hot water generating equipment with capacity and recovery rate, backflow prevention, and wastewater line connections;

d. Lighting schedule with protectors;

(1) At least 110 lux (10 foot candles) at a distance of 75 cm (30 inches) above the floor, in walk-in refrigeration units and dry food storage areas and in other areas and rooms during periods of cleaning;

(2) At least 220 lux (20 foot candles):

(i) At a surface where food is provided for consumer self-service such as buffets and salad bars or where fresh produce or packaged foods are sold or offered for consumption;

(ii) Inside equipment such as reach-in and under-counter refrigerators;

(iii) At a distance of 75 cm (30 inches) above the floor in areas used for handwashing, warewashing, and equipment and utensil storage, and in toilet rooms; and

(3) At least 540 lux (50 foot candles) at a surface where a food employee is working with food or working with utensils or equipment such as knives, slicers, grinders, or saws where employee safety is a factor.

e. Food Equipment schedule to include make and model numbers and listing of equipment that is certified or classified for sanitation by an ANSI accredited certification program (when applicable).

f. Source of water supply and method of sewage disposal. Provide the location of these facilities and submit evidence that state and local regulations are complied with.

g. A color coded flow chart demonstrating flow patterns for:

* food (receiving, storage, preparation, service);
* food and dishes (portioning, transport, service);
* dishes (clean, soiled, cleaning, storage);
* utensil (storage, use, cleaning);
* trash and garbage (service area, holding, storage);

h. Ventilation schedule for each room;

i. A mop sink or curbed cleaning facility with facilities for hanging wet mops;

j. Garbage can washing area/facility;

k. Cabinets for storing toxic chemicals;

l. Dressing rooms, locker areas, employee rest areas, and/or coat rack as required.