

# Basic Requirements for a Food Establishment



Be prepared! Print this list and check off items as you prepare for opening.

\*Please note: these are not all the requirements for operating a food establishment, and this list is subject to change.

## Paperwork & Policy

- Application for Food License
- Payment
- Floor plans/blueprints
- Pre-opening inspection (and approval) prior to opening
- All food items must be obtained from a licensed or approved source
- Employee Health Reporting Documentation

All 3 must be submitted together to initiate review process by Health Department

- If changing ownership, facility must be brought into compliance with current laws/regulations
- Comply with Fire and Building Codes (electrical, plumbing, ventilation, etc.)
- Person knowledgeable of FDA food Code shall be present during all hours of operation
- If changing ownership, facility must be brought into compliance with current laws/regulations
- Certified Food Protection Manager (CFPM)
- Procedure for cleanup of bodily fluids with appropriate equipment (protect against norovirus)

## Equipment

- All equipment must be properly constructed, located, and installed (cleanable)
- All coolers must maintain 41°F or below and hot-holding units must maintain 135°F or above
- Approved equipment for cooking, storing, displaying, and serving food
- Thermometers: for coolers, cooking/monitoring food, and high-temperature dishwasher (if applicable)
- Proper sanitizer and containers for storage of wiping cloths between use
- Sneeze guards and ice bin covers

- Bars & Taverns: 3-compartment glass washing sink, hot & cold running water & drainboard
- Kitchen: 3-compartment ware-washing sink, properly equipped, or an automatic commercial dishwasher (booster heater or chemical)
- Handwashing sinks in all food prep, dishwashing areas and bars with hot & cold running water, cleanser, drying, and handwashing signs
- Proper sanitizer and test strips for 3-compartment sinks
- Proper dispensers for soda/pop machines (correctly installed and maintained)

## Physical Location

- Approved, light-colored walls & ceilings
- Smooth, washable surfaces in food prep areas
- Approved floor covering (no carpet in kitchen, food prep areas, behind bars or in restrooms)
- Proper storage for toxic items (cleaning and caustic items, insecticides, etc.)
- Proper storage for cleaning maintenance equipment (mops, brooms, etc.)
- Storage facilities for clean & soiled linens, etc.
- Adequate lighting with shielded fixtures in food prep, dishwashing, service & storage areas

- Outer openings protected (screens) and tight-fitting doors (insect and rodent proof)
- Outside garbage storage areas properly located, equipped and maintained
- Outside premises must be properly maintained at all times (no junk, weeds, litter, etc.)
- Proper storage for personal clothing, belongings, medicines, etc.
- Utility/mop sink for mop and waste water equipped with hot & cold running water (cannot use hand sink as mop sink)
- Restrooms: required number, be properly located & equipped, have electric vents and self-closing doors