

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

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|---|---|--|
| <input type="checkbox"/> Application for Food License | All 3 must be submitted together to initiate review process by Health Department | <input type="checkbox"/> If changing ownership, facility must be brought into compliance with current laws/regulations |
| <input type="checkbox"/> Payment | | <input type="checkbox"/> Comply with Fire and Building Codes (electrical, plumbing, ventilation, etc.) |
| <input type="checkbox"/> Floor plans/blueprints | | <input type="checkbox"/> Person knowledgeable of FDA food Code shall be present during all hours of operation |
| <input type="checkbox"/> Pre-opening inspection (and approval) prior to opening | | <input type="checkbox"/> If changing ownership, facility must be brought into compliance with current laws/regulations |
| <input type="checkbox"/> All food items must be obtained from a licensed or approved source | | <input type="checkbox"/> Certified Food Protection Manager (CFPM) |
| <input type="checkbox"/> Employee Health Reporting Documentation | | <input type="checkbox"/> Procedure for cleanup of bodily fluids with appropriate equipment (protect against norovirus) |

Equipment

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| <input type="checkbox"/> All equipment must be properly constructed, located, and installed (cleanable) | <input type="checkbox"/> Bars & Taverns: 3-compartment glass washing sink, hot & cold running water & drainboard |
| <input type="checkbox"/> All coolers must maintain 41°F or below and hot-holding units must maintain 135°F or above | <input type="checkbox"/> Kitchen: 3-compartment ware-washing sink, properly equipped, or an automatic commercial dishwasher (booster heater or chemical) |
| <input type="checkbox"/> Approved equipment for cooking, storing, displaying, and serving food | <input type="checkbox"/> Handwashing sinks in all food prep, dishwashing areas and bars with hot & cold running water, cleanser, drying, and handwashing signs |
| <input type="checkbox"/> Thermometers: for coolers, cooking/monitoring food, and high-temperature dishwasher (if applicable) | <input type="checkbox"/> Proper sanitizer and test strips for 3-compartment sinks |
| <input type="checkbox"/> Proper sanitizer and containers for storage of wiping cloths between use | <input type="checkbox"/> Proper dispensers for soda/pop machines (correctly installed and maintained) |
| <input type="checkbox"/> Sneeze guards and ice bin covers | |

Physical Location

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|---|---|
| <input type="checkbox"/> Approved, light-colored walls & ceilings | <input type="checkbox"/> Outer openings protected (screens) and tight-fitting doors (insect and rodent proof) |
| <input type="checkbox"/> Smooth, washable surfaces in food prep areas | <input type="checkbox"/> Outside garbage storage areas properly located, equipped and maintained |
| <input type="checkbox"/> Approved floor covering (no carpet in kitchen, food prep areas, behind bars or in restrooms) | <input type="checkbox"/> Outside premises must be properly maintained at all times (no junk, weeds, litter, etc.) |
| <input type="checkbox"/> Proper storage for toxic items (cleaning and caustic items, insecticides, etc.) | <input type="checkbox"/> Proper storage for personal clothing, belongings, medicines, etc. |
| <input type="checkbox"/> Proper storage for cleaning maintenance equipment (mops, brooms, etc.) | <input type="checkbox"/> Utility/mop sink for mop and waste water equipped with hot & cold running water (cannot use hand sink as mop sink) |
| <input type="checkbox"/> Storage facilities for clean & soiled linens, etc. | |
| <input type="checkbox"/> Adequate lighting with shielded fixtures in food prep, dishwashing, service & storage areas | <input type="checkbox"/> Restrooms: required number, be properly located & equipped, have electric vents and self-closing doors |

Questions? Contact City of Dubuque Health Services 563-589-4181