



TOWN OF GRAFTON

GRAFTON MEMORIAL MUNICIPAL CENTER
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GRAFTON, MA 01519

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FOOD ESTABLISHMENT PLAN REVIEW APPLICATION/CHECKLIST

NEW REMODEL CONVERSION

DATE: _____

FEE: \$150.00

APPROVAL SHALL BE GRANTED/DENIED WITHIN THIRTY (30) CALENDAR DAYS AFTER SUBMISSION OF THESE PLANS. **NO WORK MAY BEGIN ON THE FACILITY UNTIL THIS OFFICE GIVES FINAL APPROVAL.** SHOULD CHANGES FROM THE ORIGINAL PLAN BE MADE DURING THE CONSTRUCTION/ALTERATION, AN UPDATED PLAN MUST BE SUBMITTED.

Name of Establishment: _____

Restaurant: _____ Institution: _____ Daycare: _____ Retail Market: _____ Other: _____

Address: _____ Phone: _____

Name of Owner: _____ Cell Phone: _____

Mailing Address: _____ Home Phone: _____

Applicant's Name (if different): _____ Title: _____

Mailing Address: _____ Phone: _____

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

Zoning: _____ Planning: _____ Building: _____ Conservation: _____ Fire: _____ Other: _____

Number of Seats: _____ Daily Meal Volume: _____ No. Staff per Shift: _____

Total Square Feet of Facility: _____ Number of Floors in Operation: _____

Maximum Meals to be Served: Breakfast _____ Lunch _____ Dinner _____

Projected Start Date: _____ Projected Finish Date: _____

Type of Service: Eat-in _____ Take-out _____ Caterer _____ Mobile Vendor _____ Delivery _____ Other _____

Please enclose the following documents:

_____ Proposed Menu (including seasonal, off-site and banquet menus)

_____ Manufacturer Specification sheets for each piece of equipment including toxics storage cabinet

_____ Site plan showing location of business in building; location of building on sites and location of any outside equipment (dumpsters, well, septic system, in-ground grease trap, etc. as applicable)

_____ Plan drawn to scale of food establishment showing location of equipment, plumbing, electrical services, mechanical ventilation, dressing rooms, locker areas/employee coat racks, employee rest area

_____ Details of Special Operations (salad bar, buffet, bulkfood, vacuum packaging, etc.)

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. 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.

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

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

5. Clearly designate handwashing lavatories for each toilet fixture and in each area of food preparation.

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

7. Provide the room size, aisle space, space between and behind equipment and their placement.

8. On the plan represent auxiliary areas such as storage rooms, garbage rooms, garbage can washing area/facility; dressing rooms, locker areas, employee rest areas, and/or coat rack as required; toilets, basements and/or cellars used for storage or food preparation. Show all features of these rooms.

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, counter tops and covered 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, walk-in refrigeration units
 - (2) At least 110 lux in dry food storage areas and other areas/rooms during cleaning
 - (3) At least 220 lux (20 foot candles):
 - (a) At a surface where food is provided for consumer self-service such as buffets/salad bars
 - (b) Where fresh produce or packaged foods are sold or offered for consumption
 - (c) Inside equipment such as reach-in and under-counter refrigerators
 - (d) At a distance of 75cm (30 inches) above the floor in areas used for handwashing and warewashing
 - (e) At a distance of 75 cm above the floor in areas used for equipment/utensil storage, toilet rooms
 - (4) At least 540 lux (50 foot candles) at a surface where a food employee is working with food
 - (5) At least 540 lux where an employee is working with utensils/equipment where employee safety is a factor.
- e. Food Equipment schedule including make/ model numbers, listing of equipment that is certified/classified by ANSI (when applicable).
- f. A color coded flow chart demonstrating flow patterns for:
 - food (receiving, storage, preparation, service);
 - food and dishes (portioning, transport, service);
 - dishes and utensil (clean, soiled, cleaning, storage);
 - trash and garbage (service area, holding, storage);
- g. Ventilation schedule for each room;
- h. Written policy to exclude or restrict food workers who are sick or have infected cuts and lesions.

FOOD PREPARATION REVIEW

Check categories of Potentially Hazardous Foods (PHF's) to be handled, prepared and served.

<u>CATEGORY</u>	<u>(YES)</u>	<u>(NO)</u>
1. Thin meats, poultry, fish, eggs, hamburger, sliced meats, fillets	()	()
2. Thick meats, whole poultry (chicken, turkey), roast beef, pork roast, ham	()	()
3. Cold processed foods (salads, sandwiches, vegetables, fruits)	()	()
4. Hot processed foods (soups/chowders, stews, rice/pasta, casseroles, gravy)	()	()
5. Bakery goods (pies, cakes, custards, cream fillings, toppings, etc)	()	()
6. Other _____	()	()

PLEASE CIRCLE/ANSWER THE FOLLOWING QUESTIONS

FOOD SUPPLIES:

1. Are all food supplies from inspected and approved sources? YES / NO
2. What are the projected frequencies of deliveries for Frozen Foods: _____
Refrigerated Foods: _____ Dry Goods: _____
3. Provide information on the amount of space (in cubic feet) allocated for:
Dry Storage: _____ Refrigerated Storage: _____ Frozen Storage: _____
4. How will food/single service items be stored at least 6" off the floor?
5. Food storage units/shelving smooth, non-absorbent, durable?

COLD STORAGE:

1. Is adequate and approved freezer and refrigeration available to store frozen foods frozen, and refrigerated foods at 41°F (5°C) and below? YES / NO. Provide the method used to calculate cold storage requirements.
2. Will raw meats, poultry and seafood be stored in the same refrigerators and freezers with cooked/ready-to-eat foods? YES / NO If yes, how will cross-contamination be prevented?

3. Does each refrigerator/freezer have a thermometer? YES / NO

Number of refrigeration units: _____ Number of freezer units: _____

4. Is there a bulk ice machine available? YES / NO

THAWING FROZEN POTENTIALLY HAZARDOUS FOOD:

Please indicate by checking the appropriate boxes how frozen potentially hazardous foods (PHF's) in each category will be thawed. More than one method may apply. Also, indicate where thawing will take place.

Thawing Method	*THICK FROZEN FOODS	*THIN FROZEN FOODS
Refrigeration		
Running Water Less than 70°F(21°C)		
Microwave (as part of cooking process)		
Cooked from Frozen state		
Other (describe)		

*Frozen foods: approximately one inch or less = thin, and more than an inch = thick.

COOKING:

1. Will food product thermometers be used to measure final cooking/reheating temperatures of PHF's: Yes ____
No _____

What type of temperature measuring device: _____

Minimum cooking time and temperatures of product utilizing convection and conduction heating equipment:

Beef roasts 130°F (121 minutes)

Solid seafood pieces, eggs, pork, immediate service and other PHF's 145°F (15 seconds)

Pooled eggs, comminuted meats/fish 155° (15 seconds) (only pasteurized to highly susceptible population)

Poultry, reheated PHF's 165° (15 seconds)

2. List types of cooking equipment.

HOT/COLD HOLDING, SERVING:

1. How will hot PHF's be maintained at 140°F (60°C) or above during holding for service?

Indicate type and number of hot holding units _____

2. How will cold PHF's be maintained at 41°F (5°C) or below during holding for service?

Indicate type and number of cold holding units _____

3. Are food display units/salad bars protected/shielded? Connected to floor drain?

Include specifications.

Explain how method for preventing bare hand contact with food and reuse of plates

will be handled _____

COOLING:

Please indicate by checking the appropriate boxes how PHF's will be cooled to 41°F (5°C) within 6 hours (140°F to 70°F in 2 hours and 70°F to 41°F in 4 hours). Also, indicate where the cooling will take place.

COOLING METHOD	THICK MEATS	THIN MEATS	THIN SOUPS/ GRAVY	THICK SOUPS/ GRAVY	RICE/ NOODLES
Shallow Pans					
Ice Baths					
Reduce Volume or Size					
Rapid Chill					
Other (describe)					

REHEATING:

1. How will PHF's that are cooked, cooled, and reheated for hot holding be reheated so that all parts of the food reach a temperature of at least 165°F for 15 seconds. Indicate type and number of units used for reheating foods.

2. How will reheating food to 165°F for hot holding be done rapidly and within 2 hours?

PREPARATION:

1. Please list categories of foods prepared more than 12 hours in advance of service.

2. Will food employees be trained in good food sanitation (FS) practices? YES / NO Anti-choking? (AC) YES/NO

Method of training:

Number(s) of employees (FS): _____ (AC): _____

Dates of completion: _____

3. Will disposable gloves utensils and/or food grade paper be used to prevent handling of ready-to-eat foods? YES / NO

4. Will employees have paid sick leave? YES / NO

5. How will cooking equipment, cutting boards, counter tops and other food contact surfaces which cannot be submerged in sinks or put through a dishwasher be sanitized?

Chemical Type: _____ Concentration: _____ Test Kit: YES / NO

6. Will ingredients for cold ready-to-eat foods such as tuna, mayonnaise and eggs for salads and sandwiches be pre-chilled before being mixed and/or assembled? YES/NO

If not, how will ready-to-eat foods be cooled to 41°F?

7. Will all produce be washed on-site prior to use? YES / NO

Describe _____

If not, describe the procedure for cleaning and sanitizing multiple use sinks between uses.

8. Describe the procedure used for minimizing the length of time PHF's will be kept in the temperature danger zone (41°F - 140°F) during preparation.

9. Provide a HACCP plan for specialized processing methods such as vacuum packaged food items prepared on-site or otherwise required by the regulatory authority.

10. Will the facility be serving food to a highly susceptible population? YES / NO

If yes, how will the temperature of foods be maintained while being transferred between the kitchen and service area?

A. FINISH SCHEDULE

Applicant must indicate which materials (quarry tile, stainless steel, 4" plastic coved molding, etc.) will be used below.

Kitchen	FLOOR	COVING	WALLS	CEILING
Bar				
Food Storage				
Other Storage				
Toilet Rooms				
Dressing Rooms				
Garbage & Refuse Storage				
Mop Service Basin Area				
Warewashing Area				
Walk-in Refrigerators and Freezers				

Floors slope toward floor drains? YES/NO Backflow preventors on faucets and all kitchen equipment? YES/NO

Drains from all equipment must have air gaps and be properly installed? YES/NO

Handsinks present in each food preparation and warewashing area? Provide specifications.

Aisles sufficient width? YES/NO Space between equipment and walls for easy cleaning? YES/NO

Kitchen countertops of suitable material? YES/NO Raw food prep tables available and suitable material?
YES/NO

Self-serve food area adequately protected? YES/NO

B. INSECT AND RODENT CONTROL

1. Will all outside doors be self-closing and tightfitting with rodent proof flashing ?

2. Are screen doors provided on all entrances left open to the outside?

3. Do all openable windows have a minimum #16 mesh screening?

4. Is the placement of electrocution devices identified on the plan?

5. Will all pipes & electrical conduit chases be sealed; ventilation systems exhaust and intakes protected?

6. Is area around building clear of unnecessary brush, litter, boxes and other harborage?

7. Will air curtains be used? If yes, where? _____

C. GARBAGE AND REFUSE

Inside

8. Do all containers have lids? _____

9. Will refuse be stored inside or outside? _____

10. Is there an area designated for garbage can or floor mat cleaning?

Outside

11. Will a dumpster be used?

Number _____ Size _____ Location _____

Frequency of pickup _____ Contractor _____

12. Will a compactor be used?

Number _____ Size _____ Location _____

Frequency of pick up _____ Contractor _____

14. Is there an area to store recycled containers?

Indicate what materials are required to be recycled;

() Glass () Metal () Paper () Cardboard () Plastic

15. Is there any area to store returnable damaged goods

D. PLUMBING CONNECTIONS

	AIR GAP	AIR BREAK	*INTEGRAL TRAP	*"P" TRAP	VACUUM BREAKER	CONDENSATE PUMP
18. Toilet						
19. Urinals						
20. Dishwasher						
21. GarbageGrinder						
22. Ice machines						
23. Ice storage bin						

	AIR GAP	AIR BREAK	*INTEGRAL TRAP	*"P" TRAP	VACUUM BREAKER	CONDENSATE PUMP
24. Sinks a. Mop b. Janitor c. Handwash d. 3 -Bay e. 2 -Bay f. 1 -Bay g. Water Station						
25. Steam tables						
26. Dipper wells						
27. Refrigeration condensate/ drain lines						
28. Hose connection						
29. Potato peeler						
30. Beverage Dispenser w/carbonator						
31. Other _____						

* **TRAP:** A fitting or device which provides a liquid seal to prevent the emission of sewer gases without materially affecting the flow of sewage or waste water through it. An integral trap is one that is built directly into the fixture, e.g., a toilet fixture. A "P" trap is a fixture trap that provides a liquid seal in the shape of the letter "P". Full "S" traps are prohibited.

32. Are floor drains provided, properly installed and trapped & easily cleanable? (Floors that receive discharge of water/fluid or are in areas where pressure spaying methods for cleaning are used must have floor drains).

E. WATER SUPPLY

33. Is water supply public () or private () ?

34. If private, has source been approved? YES () NO () PENDING ()

Please attach copy of written approval and/or permit.

35. Is ice made on premises () or purchased commercially () ?

If made on premise provide specifications.

Describe provision for ice scoop storage: _____

Provide location of ice maker or bagging operation _____

36. What is the capacity of the hot water generator?

37. Is the hot water generator sufficient for the needs of the establishment? Provide calculations for necessary hot water (see Part 5 & Part 9 Under Section III in this manual)

38. Is there a water treatment device? YES () NO ()

If yes, how will the device be inspected & serviced? _____

39. How are backflow prevention devices inspected & serviced?

F. SEWAGE DISPOSAL

40. Is building connected to a municipal sewer? YES () NO ()

41. If no, is private disposal system approved? YES () NO () PENDING ()

42. Are grease traps provided? YES () NO () If so, indicate on plan.

Provide schedule for cleaning & maintenance _____

G. DRESSING ROOMS

43. Are dressing rooms provided? YES () NO ()

44. Describe storage facilities for employees' personal belongings (i.e., purse, coats, boots, umbrellas, etc.)

H. GENERAL

45. Are insecticides/rodenticides stored separately from cleaning & sanitizing agents? YES () NO ()

Indicate location: _____

46. Are all toxics for use on the premise or for retail sale (this includes personal medications), stored away from food preparation and storage areas? YES () NO ()

47. Are all containers of toxics including sanitizing spray bottles clearly labeled? YES () NO ()

48. Will linens be laundered on site? YES () NO ()

If yes, what will be laundered and where? _____

If no, how will linens be cleaned? _____

49. Is a laundry dryer available? YES () NO ()

50. Location of clean linen storage: _____

51. Location of dirty linen storage: _____

52. Are containers constructed of safe materials for bulk food products? YES () NO ()

Indicate type: _____

53. Location of utensil/equipment/dish storage:

clean _____ soiled _____

54. Indicate all areas where exhaust hoods are installed:

LOCATION	FILTERS &/OR EXTRACTION DEVICES	SQUARE FEET	FIRE PROTECTION	AIR CAPACITY CFM	AIR MAKEUP CFM

55. How is each listed ventilation hood system cleaned?

I. SINKS

56. Is a mop sink present? YES () NO () Type: floor () tub () other ()

If no, please describe facility for cleaning of mops and other equipment:

57. If the menu dictates, is a food preparation sink present? YES () NO ()

J. DISHWASHING FACILITIES

58. Will sinks or a dishwasher be used for warewashing?

Dishwasher () Two compartment sink () Three compartment sink ()

59. Dishwasher / Type of sanitization used:

Hot water (temp. provided) _____

If Booster required, type/model _____

Chemical type _____

Is ventilation provided? YES () NO ()

60. Do all dish machines have templates with operating instructions? YES () NO ()

61. Do all dish machines have working temperature/pressure gauges? YES () NO ()

62. Does the largest pot/pan fit into each compartment of the pot sink? YES () NO ()

If no, what is the procedure for manual cleaning and sanitizing?

63. Are there drain boards on both ends of the pot sink? YES () NO ()

64. What type of sanitizer is used? Will instructions be posted for cleaning/sanitizing and use of test kits?

65. Are test papers and/or kits available for checking sanitizer concentration? YES () NO ()

chlorine () Iodine () Quaternary ammonium () hot water () other ()

Will you have a chart to record testing of sanitizer concentration? Include copy of template.

K. HANDWASHING/TOILET FACILITIES

66. Is there a handwashing sink in each food preparation and warewashing area? YES () NO ()

67. Do all handwashing sinks, including those in the restrooms, have a mixing valve or combination faucet?
YES () NO ()

68. Do self-closing metering faucets provide a flow of water for at least 15 seconds without the need to reactivate the faucet? YES () NO ()

69. Is hand cleanser available at all handwashing sinks? YES () NO ()

70. Are hand drying facilities (paper towels, air blowers, etc.) available at all handwashing sinks? YES () NO ()

71. Are covered waste receptacles available in each restroom? YES () NO ()

72. Is hot and cold running water under pressure available at each handwashing sink? YES () NO ()

73. Are all toilet room doors self-closing? YES () NO ()

74. Are all toilet rooms equipped with adequate ventilation? YES () NO ()

75. Is a handwashing sign posted in each employee restroom? YES () NO ()

L. SMALL EQUIPMENT REQUIREMENTS

76. Please specify the number, location, and types of each of the following:

Slicers _____

Cutting boards _____

Can openers _____

Mixers _____

Floor mats _____

Counter-mounted equipment _____

Floor-mounted equipment _____

Other _____



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STATEMENT

I hereby certify that the above information is correct and complete with **NO** unanswered questions, and I fully understand that any deviation from the above without prior permission from this Health Regulatory Office may nullify final approval. Unapproved changes to the facility will be rectified at the owner's expense prior to Operation Permit being issued. I have received and read the Grafton Board of Health Inspection Policy. I understand that no work may begin on the facility until the Board of Health grants final approval. **INCOMPLETE/INACCURATE APPLICATIONS WILL SIGNIFICANTLY DELAY FINAL APPROVAL.**

Signature(s) _____

Please Print: _____

Owner(s) or Responsible Representative(s) Date: _____

Approval of these plans and specifications by this Regulatory Authority **does not** indicate compliance with any other code, law or regulation that may be required--federal, state, or local. It further does not constitute endorsement or acceptance of the completed establishment (structure or equipment). After plan approval is granted, this office will make checks of the construction progress. A pre-opening inspection appointment to determine compliance with local and state laws with equipment in place & operational must be scheduled with this office at least one week prior to desired opening date. The new facility/operation may not begin food storage, preparation or service until the pre-opening inspection is made and a permit to operate is issued. will be necessary to determine if it complies with the local and state laws governing food service establishments.

Application Approved by: _____ Date: _____

Application Denied by: _____ Date: _____

Reasons/Comments: _____

Permit#: _____

Date Issued: _____