

## GARRETT COUNTY FOOD PLANS REVIEW

### PROCEDURES FOR SUBMITTING PLANS FOR FOOD SERVICE FACILITIES

It is to the advantage of the food service operator/owner/contractor to have a thorough understanding of the following information. Should there be any questions, contact the Environmental Health Services Department of the Garrett County Health Department at 301-334-7760.

The following requirements pertain to any situation where a food service facility is constructed or materially altered, or when an existing structure is converted for use as a food service facility. Properly prepared plans and specifications showing layout, arrangement, and construction materials; including information on equipment, scope of operation, and specific details of proposed methods of food processing using the Guidelines for Conducting a HACCP Plan Review must be submitted to, reviewed, and approved by this office before the work is begun. Approval may also need to be obtained from various County agencies such as: Permits and Inspections, Planning & Zoning, Liquor Control, Maryland State Fire Marshall, Department of Public Utilities, and/or various town halls.

- A. Classification of Facility: In order for this Department to evaluate the potential risk for a foodborne illness to occur in the proposed food service facility, the following information is required:
  - 1. Describe the clientele to be served- e.g.) general public, elder care, school students, etc.
  - 2. Submit a proposed menu or a written description of foods which will be prepared and served.
  - 3. Indicate the type of food service system(s) proposed- e.g.) cook-serve, cook-hot hold-serve, cook-chill-reheat-hot hold serve, etc. After reviewing the information, a priority assessment (high, moderate or low) will be assigned to your facility.
- B. Lay out of Facility: Improper or poor arrangement of food service equipment may create unhealthy conditions, difficulty in maintaining a sanitary operation, as well as an inefficient operation. The success or failure of a food service facility is greatly affected by the amount of thought and effort that goes into the planning and layout of the equipment and the facility.
  - 1. Submit a floor plan showing that the flow of food through the facility allows for temperature control, product integrity and minimal potential for cross contamination.
  - 2. Indicate that adequate preparation and storage space is provided.
  - 3. Position equipment to allow for easy cleaning and maintenance.
  - 4. The spaces between equipment and between equipment and walls must comply with COMAR 10.15.03.15A(13). In a new facility or a facility that is remodeled, a minimum width of:
    - (a) 3 feet where food preparation occurs on only one side of the aisle;
    - (b) 4 feet where food preparation occurs on both sides of the aisle, employees work back to back;
    - (c) 5 feet where food preparation occurs on both sides of the aisle, employees work back to back, and other employees must pass through the area.

Plans are **not** forwarded to the Health Department by any other agency, nor do we forward plans to any other agency. Submittals must be made directly by the applicant and are retained as part of the Health Department's records.

- C. Hazard Analysis: For each type of food service system proposed (cook-chill-serve, cook-hot hold-serve, etc) submit a flow process diagram which includes the following:
1. Identify the Critical Control Points (CCP's) for each flow process. A Critical Control Point is the step or steps involved in the preparation of food where the potential for the introduction or the growth of pathogenic microorganisms exist.
  2. Indicate how each Critical Control Point (CCP) will be controlled and monitored.
  3. Submit written procedures as to how the food will be handled if the CCP is not under control due to: employee error, equipment malfunction, power failure, etc.
  4. Provide written procedures for training employees regarding plans described above.
- See the Guidelines for Conducting a HACCP Plan Review. Call 301-334-7760 with questions. We will assist if needed.
- D. Finish Schedule: Specify by areas. Finishes must, in general, be smooth, easily cleanable, durable, and grease resistant. Refer to COMAR 10.15.03 for specific requirements.
1. Floors: specify material. Sample may be required.
  2. Base: specify coving for concrete, quarry tile, ceramic tile, or CVT (commercial vinyl tile) floors. Specify all other floor/wall junctures to be closed.
  3. Walls: Specify materials and finish. Samples of vinyl or wood wall coverings may be required. Epoxy or oil-based enamel paint is acceptable, latex paint is not. Masonry walls need to have all porous holes filled with an acceptable sealant prior to painting. Joints are to be finished flush.
  4. Specify that all piping, conduit, bx cable and similar construction will be located inside a wall, sealed to the wall, or incased in a conduit with a minimum ¾ inch space from the wall.
  5. All joints, annular spaces, or openings into hollow or inaccessible areas are to be closed to 1/32 inch or less for food service areas.
- E. Doors & Windows: Specify that all doors to the outside are self-closing and rodent proof. Include a statement that there will be no opening of ¼ inch, or greater, in or around the doors. During hours of non-operation, all access to facilities located in shopping malls must be rodent-proof. Restroom doors are required to be self-closing. Drive-thru windows must be provided with windows what allow minimum access for vermin, and can be readily closed immediately after customer service.
- F. Lighting: Specify that a minimum of 20 foot candles 30 inches from the floor of shielded light will be provided at all work surfaces in storage areas, utensil washing areas, toilet rooms, locker rooms, and in garbage and rubbish storage areas. Specify that a minimum of 50 foot candles at a surface where an employee is working with food, equipment or utensils be provided. This applies to dining rooms during cleaning. Walk-in refrigerators and freezers are included in this requirement.
- G. Cooking Exhaust Ventilation:
1. If the ventilation system is custom fabricated, submit complete scaled shop drawings of each exhaust hood showing the position of cooking equipment and indicate rating of exhaust fan in cubic feet per minute (CFM). Otherwise, submit commercial manufacturer's specification information.
  2. Ventilation hoods must provide the required minimum horizontal 50 feet per minute air movement as measured at the front edge of the cooking surface.

3. Ventilation cooking exhaust hood drawing must properly show that the readily-removable grease filters (or grease extractors) are securely fastened in a T-bar filter frame construction. The drawing needs to illustrate that the grease trough slopes to a grease cup. The grease cup cannot exceed one gallon capacity.
4. Paint is not permitted on interiors of ventilation hoods.
5. Make up air is required on all exhaust systems unless a variance has been granted.
6. Ventilation hoods must comply with National Fire Protection Code (NFPA).
7. Hoods must have one foot overhang on all open sides (except charbroiler which is 18 inches) of canopy-type hoods.

H. Toilet Facilities:

1. Facilities with 100 seats or greater are required (by the plumbing code) to have an employee restroom(s).
2. Location: Restrooms for employees must be within the food service facility space and must be accessible without going outside.
3. Public restrooms are required when customer seating is provided.
4. Provide mechanical exhaust ventilation to the outside sized at a minimum of 2 cubic feet per minute per square foot of floor area.
5. Provide waste receptacles in each toilet room. A covered waste receptacle(s) are required in the women's rest room.

I. Hand washing Facilities:

1. Indicate the location(s) on the plans. Hand washing facilities are required in the following locations:
  - a. In each food preparation, processing and utensil washing area.
  - b. In, and adjacent to, toilet facilities.
2. Provide a mixing valve for hot and cold water or combination faucet.
3. Provide splash guards, as necessary, when a hand sink is installed adjacent to any food preparation or storage area. Splash guards are typically required for hand sinks that are set into counters.
4. Each hand sink needs to be equipped with hand cleaning soap and a means of drying hands.
5. Rest room hand sinks, utensil washing, food preparation sinks and mop sinks are not to be used as regular hand sinks.

J. Equipment:

1. A complete list of equipment needs to be submitted with the manufacturer and model number of each piece of equipment. All equipment must be National Sanitation Foundation (NSF) approved or equivalent.
2. For custom built equipment by a NSF listed manufacturer, specify "Custom: To be built to all applicable NSF standards", and specify the manufacturer's name. Shop drawings may be required.
3. For custom built equipment by a non-NSF listed manufacturer, submit complete shop drawings showing intended compliance with the applicable NSF standards.
4. Submit a floor plan. Show the equipment either sealed to adjacent surfaces, placed on NSF approved casters, or spaced for easy cleaning. Cooking equipment must be on casters with flexible utility quick disconnects.
5. Specify that all floor mounted equipment will either be placed on NSF approved 6 inch legs with casters/bullet feet, or be sealed to the floor. Equipment needs to be properly spaced from adjacent equipment to allow cleaning.

6. Indicate that all counter mounted equipment weighing in excess of 80 pounds will be placed on NSF approved 4 inch legs.
7. Shelving intended for storage or holding of open foods or utensils must be a minimum of 18 inches from the floor.
8. The floors of walk-in boxes are to be graded to drain to the outside through a waste pipe, doorway, or other opening when flushing with water is the method of cleaning.
9. No overselves or salamanders are allowed above cooking surfaces.
10. Submit shop drawings for all food guards.
11. All equipment must be adequate for operation needs and sized accordingly.
12. Backsplash on equipment needs to be a minimum of three inches from the wall or sealed to the wall.
13. Existing equipment installed prior to December 17, 2007 must comply with COMAR 10.15.03.15 A (15) and all that it entails.
14. Single service cup dispensers are to be pull-down type or properly shielded and protected. If inverted dispensers are to be used, the lip surfaces of the cups must be protected from splash or drip.
15. Food (sneeze) guards are to be constructed so as to intercept the direct line between the customer's mouths to the food being displayed. Guards are required for exposed, unwrapped foods such as salad bars, smorgasbords, buffets, and cafeterias.
16. Walk-in refrigerators or freezers must meet requirements of COMAR 10.15.03 Regulations: Food Service Facilities. Refrigerators are to maintain a temperature of 41° F. or below. Freezers are to maintain a temperature of 0° F. or below. They are also subject to lighting requirements.
17. Metal stem-type, numerically-scaled indicating thermometers accurate to 2° F. **must** be provided and used to assure attainment of proper internal cooking and cooling temperatures of all potentially hazardous foods. If infrared thermometers are used, metal stem-type thermometers are still required to be on hand as infrared thermometers register surface temperatures only.
18. Floor drains shall be provided only in floors which are water flushed or which receive fluid waste from equipment. Floors shall be graded to drain.
19. Properly located lockers shall be provided and used for the storage of employees' coats, clothing, and personal belongings.
20. Equipment must either connect condensate waste lines indirectly with the sewer system or provide evaporator pans.

K. Utensil/Ware Washing:

1. Three compartment sink:
  - a. Must be equipped with integral left and right drainboards or approved dish carts.
  - b. Indicate that the sink will be sufficient in size to accommodate the largest pot, pan, or utensil.
  - c. Supplied with hot and cold running water at each sink compartment.
  - d. If used for tasks other than ware washing, such as produce, thawing of foods or storage of wiping cloths, indicate that:
    - i. the sink is washed and sanitized before and after every different task.
    - ii. does not contain an automatic chemical dispenser.
  - e. Each bay must be individually drained and be provided with an air gap. The air gap/break must comply with current plumbing code.

f. Exterior grease interceptors (grease traps) are required for all food service facilities with open foods unless a variance has been obtained.

2. Dishwasher:

- a. Except for a pumped or re-circulated final rinse, a pressure gauge is required immediately upstream from the final rinse control valve and should be between 15 and 25 psi when the equipment is in operation.
- b. Pre-rinse devices are required when using automatic dishwashers.
- c. See COMAR 10.15.03.16H regarding the temperature/sanitizer strength for dish machines.
- d. Dishwasher canopy ventilation hoods are required for heat sanitizing machines.
- e. Machines need to be indirectly drained except when the dishwashing machine is adjacent to a trapped floor drain. If so, the waste may be connected directly to the upstream of the floor drain trap.
- f. For machines using hot water sanitizing, the water must be at least:
  - i. 160°F for single tank conveyor machines
  - ii. 150°F for other types of machines.

The final rinse temperature must be at least 180°F at the entrance of the manifold and 160°F at the dish/utensil surface.

L. Plumbing: Must comply with the National Standard Plumbing Code (or the code currently in force).

1. Indirect connections are required for the following:  
Dishwashing machines; multi-compartment and food preparation sinks; steam kettles; potato peelers; ice machines; condensate drains from refrigerators, freezers and walk-ins; hand sinks set in counters; and all food service equipment which generate waste. Garbage disposals (grinders) are directly plumbed and **NOT** drained to grease traps(interceptors).
2. Indicate separate drains from each compartment of multi-compartment sink to an open site drain. Floor sinks are the preferred plumbing receptacle.
3. Unprotected submerged inlets are not permitted.
4. All hose bibs are required to have proper back flow preventers where hoses are attached and left unattended.
5. Overhead plumbing above food preparation must comply with COMAR 10.15.03.18H.
6. Exterior grease traps are required for all food service facilities with open foods unless granted a variance. Sizing of the grease trap is determined by menu and size of facility.

M. Storage: Specify shelving, dunnage racks, etc. by manufacturer and model number. Storage systems must be NSF or equivalent.

N. Utilities: Specify:

1. Water- Public or private supply.
2. Sewage- Public sewerage or septic system.
3. For all private water and/or septic systems contact Environmental Health Services at 301-334-7760.

O. Refuse Storage: Note type of facilities on plans. Specify that the outside storage of refuse will be located on a grease resistant, durable surface. Containers must be leak proof and inaccessible to vermin and have tight-fitting lids. Storage areas cannot create a nuisance.  
If fryer oil is used in the facility, detail grease barrel location and/or the method of disposal.

- P. Mop Sink: Specify the location. Indicate the location for the hanging storage of mops and brooms. Mops sinks should be floor-model type wherever possible.
- Q. Toxic Chemical Storage: Specify method and location of storage. Chemicals should not be stored with food.

No foods are to be brought into the facility without the approval of the Garrett County Health Department. When the plans for the proposed facility are submitted, a review will be conducted and a letter detailing the review will be sent.

No Food Service Facility license will be issued until the Health Department receives the following:

1. Completed HACCP Plan Review Sheets.
2. Completed application for license.
3. Appropriate fee.
4. Completed Workmen's Compensation Insurance form.
5. Use and Occupancy from the Garrett County Permits and Inspections Office.

As you are progressing through the process, should you have any questions, please contact personnel at the Environmental Health Office at 301-334-7760.

## CHECKLIST OF INFORMATION WHICH MUST BE SUBMITTED

- \_\_\_\_\_ Complete set of plans and specifications drawn to scale.
- \_\_\_\_\_ Type and finish schedule of walls, floors and ceilings for food preparation, restrooms, serving, storage and machine vending areas.
- \_\_\_\_\_ Plumbing in reference to floor drains, direct or indirect drains, vacuum breakers and absence of overhead sewer or drain lines in the food preparation, storage or serving areas.
- \_\_\_\_\_ Source of water supply and method of sewage disposal. Number of seats (including bar stools) if on private sewage disposal system.
- \_\_\_\_\_ Toilet facilities, number and location.
- \_\_\_\_\_ Handwashing facilities for each food preparation room, including soap, hand-drying device and convenient waste receptacle.
- \_\_\_\_\_ Light and ventilation of all areas including toilets.
- \_\_\_\_\_ Complete specifications of hood and filter systems, include total CFM, shop drawings, cooking equipment placement, where hoods are required, including make-up air provisions. Most dishwashing machines require hoods.
- \_\_\_\_\_ Location or placement of all equipment. Indicate if equipment is movable, on casters or sealed to the wall.
- \_\_\_\_\_ Make and model numbers of all equipment, including grease trap if applicable. (Copies of brochures will help expedite the review).
- \_\_\_\_\_ Complete specifications or shop drawings and fabricator's name for all custom-made equipment.
- \_\_\_\_\_ Type of storage shelving.
- \_\_\_\_\_ Facilities for employees' personal clothing.
- \_\_\_\_\_ Insect and rodent control procedures, if required.
- \_\_\_\_\_ Garbage and trash storage area and method of disposal.
- \_\_\_\_\_ Completed HACCP plan review packet (not needed for low priority facilities).
- \_\_\_\_\_ Copy of menu or list of menu foods.