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Washington County Health Department

*342 Muskingum Drive
Marietta, Ohio
45750*

***Plan
Review
Guidelines***

At the time of submittal of plans a check in the amount of \$ 150.00 made out to the Washington County Health Department is required. The plan review process will not begin until this fee has been paid.

Procedure For Submitting Plans

1. Submit a copy of the plans, drawn to scale, to the Washington County Health Department. The plans will then be reviewed by a member of the Environmental Health division within 30 days of receipt of the plans. The plans must include all of the following and any other items that you think might assist a timely review of the plans:
 - A. The overall layout of the entire facility.
 - B. A detailed floor plan of the food operation itself, listing all of the equipment to be used.
 - C. A drawing of the plumbing that will be present in the facility.
 - D. A drawing of the electrical schedule.
 - E. The cooking ventilation system/hood system (if required), including all specifications and distances.
 - F. A schedule of the finishes to be used on the floors walls and ceilings.
2. Plans will be acted on within 30 days of receipt. If information is missing, you will be notified in writing, and the plans will be put on hold until further information is received by this office. Upon approval of plans you will be notified in writing that your plans have been approved as submitted.
3. The plans must indicate the finishes to be used on the floors, walls, ceilings, etc. (i.e. FRP board, paint, ceramic tile, etc.) If paint is to be used in any of the food preparation areas it must be a high gloss, and non-toxic paint. Surfaces behind cooking areas must be of heat and grease resistant material which is easily cleanable and non-absorbent. Acoustical ceiling tiles are not acceptable in cooking areas.
4. Indicate type of baseboard to be used in all food preparation, dishwashing, restroom, and storage areas. The base molding / cove base tile will help to seal all floor and ceiling junctures and prevent water from collecting in these areas.
5. All hood systems must be installed in coordination with the local building code and meet all Fire Department specifications. (if applicable)
6. Indicate where cooking equipment will be placed under the hood system. (if applicable)
7. Any equipment that is not on casters and mobile must be at least 6 inches off of the ground to provide adequate space for cleaning or sealed to the floor so that the equipment does not have to be cleaned under.

8. The type of lighting fixtures used in food storage and preparation areas must be indicated. At least 50-foot candles of light must be provided on all work surfaces. At least 20-foot candles of light must be provided on self service bars, buffets, inside equipment, in toilet rooms, and above dish and hand-washing areas. At least 10-foot candles of light must be present in all storage areas. All light must be shielded or have shatter resistant bulbs with a protective outer coating.
9. The number and location of all restrooms must be indicated. All hand sinks must be provided with soap and hand drying provisions. If the restroom doors happen to open adjacent to food preparation, dishwashing, or utensil and food storage areas, they must be self closing doors. All restrooms must be adequately ventilated.
10. Indicate the type and location of all sinks. The following must be provided:
 - A. A three compartment sink with staging and drain boards. This sink is to be used for manual washing and sanitizing of equipment and utensils. The three compartments are used for washing, rinsing, and sanitizing. See figure 1.

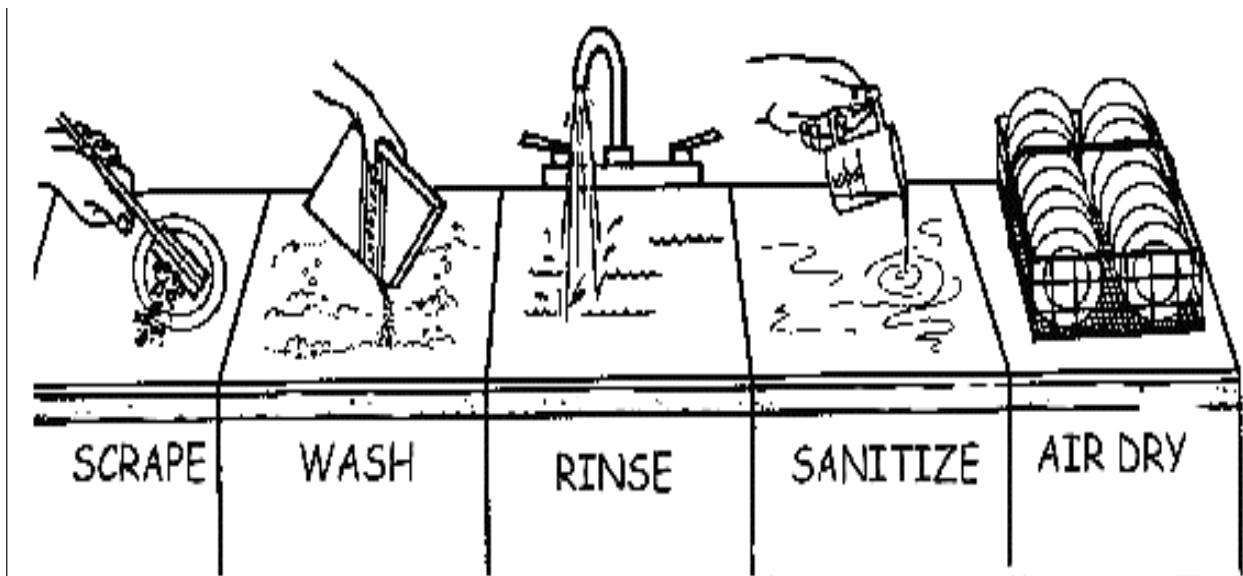


Figure 1

- B. A mop/utility sink must be located in an area convenient to the kitchen. This sink is the only sink that is to be used for dumping mop water. A single compartment fiberglass slop sink or shower stall type floor sink is acceptable.
- C. A hand-wash sink must be accessible in all food preparation, dishwashing areas, and all restrooms. Hand-wash sinks shall be placed so that employees do not have to move a great distance from their workspace to wash hands. Many times a second or third hand sink will need to be added.

- D. The food preparation sink will be used for washing all produce, thawing foods under cold running water, and any other food preparation that may take place. This sink may be a single or multi-compartment unit but may only be used for food preparation. This sink is not to be used for washing hands or dishes. The drain for this particular sink may not be directly connected. There must be an air gap to prevent back siphoning.
11. List the waste hauler and the location of the dumpster / trash storage area.
 12. Indicate where all chemicals will be stored. All chemicals must be stored away from food preparation and storage areas as well as away from all clean utensils and equipment.
 13. Designate an area for employee breaks and for employees to store their personal items. Eating drinking and smoking are not permitted in food preparation areas.
 14. Indicate what type of water supply will be used for the facility. If the system is a private water supply the installation and maintenance will be overseen by the Ohio Environmental Protection Agency. For information on their requirements and procedures, contact:

Ohio Environmental Protection Agency
2195 Front St.
Logan, Ohio
43138
(740) 385-8501

15. Indicate the type of wastewater disposal system that will be used for the facility. If the system will be a private system, the system installation will be overseen by the Ohio Environmental Protection Agency. For information regarding these requirements and procedures, contact: The Ohio Environmental Protection Agency, address and phone number listed above.
16. A menu must be submitted with the plans. If it has not been printed you may indicate the general types of foods that will be served. This will help in determining what risk classification you will fall under and what processes and equipment will be required.

When all of the requested information is received and the plan review is approved, you may begin construction. It is then your responsibility to contact this office to schedule a pre-licensure inspection. This should be scheduled well in advance of your intended opening date to avoid any unforeseen problems. This will also give you time to correct any problems that we may have. Do not wait until the day of the Grand Opening to schedule your pre-licensure inspection. After the pre-licensure inspection has been completed and everything is approved, you may bring your copy of the pre-licensure inspection to the Washington County Health Department and obtain your license.

The following is a list of equipment that is not required for plan review to be completed however; the equipment will be required for the everyday operation of the facility. The following items will be checked at the time of the pre-licensure inspection:

1. All refrigeration units must be provided with thermometers to properly monitor the unit's temperature.
2. Metal stem thermometers must be available for checking the hot and cold internal temperatures of food products.
3. Chemical sanitizer must be provided for the three-compartment sink, wet wiping cloths and the sanitizing of equipment and utensils.
4. The facility must provide sanitizer test strips to insure the proper concentration of sanitizer is being used in the applications listed in item number 3.
5. Hand cleanser and drying provisions must be available at all hand sinks at all times.
6. The trash receptacle in the women's restroom or any trash receptacle that is not in continuous use must be provided with a cover / lid.
7. All equipment adjoining other equipment, floors, walls, counters, etc., must be sealed together if they are not spaced apart enough for sufficient cleaning to occur.
8. All mops and brooms must be stored hanging or inverted.
9. Chemicals and cleaning supplies must be stored separately from food, utensils, and equipment.
10. The hot water provided to the hand sinks must not exceed 120 degrees Fahrenheit.

The following are taken from the Ohio Administrative Code Chapter 3701-21-2.3 and Ohio Administrative Code Chapter 901:3-4-05 and are used to determine the risk classification of your Food Service Operation and or Retail Food Establishment.

3701-21-02.3 Risk levels of food service operations.

The licenser shall determine the risk level based on the highest risk level activity of the food service operation in accordance with the following criteria:

(A) Risk level I poses potential risk to the public in terms of sanitation, food labeling, sources of food, storage practices, or expiration dates. Examples of risk level I activities include, but are not limited to, an operation that offers for sale or sells:

(1) Coffee, self-service fountain drinks, prepackaged non-potentially hazardous beverages;

(2) Pre-packaged refrigerated or frozen potentially hazardous foods;

(3) Pre-packaged non-potentially hazardous foods; or

(4) Baby food or formula.

(5) A "food delivery sales operation" as defined in division (H) of section 3717.01 of the Revised Code shall be classified as risk level I.

(B) Risk level II poses a higher potential risk to the public than risk level I because of hand contact or employee health concerns but minimal possibility of pathogenic growth exists. Examples of risk level II activities include, but are not limited to:

1. Handling, heat treating, or preparing non-potentially hazardous food;

(2) Holding for sale or serving potentially hazardous food at the same proper holding temperature at which it was received; or

(3) Heating individually packaged, commercially processed potentially hazardous foods for immediate service.

(C) Risk level III poses a higher potential risk to the public than risk level II because of the following concerns: proper cooking temperatures, proper cooling procedures, proper holding temperatures, contamination issues or improper heat treatment in association with longer holding times before consumption, or processing a raw food product requiring bacterial load reduction procedures in order to sell it as ready-to-eat. Examples of risk level III activities include, but are not limited to:

1) Handling, cutting, or grinding raw meat products;

- 2) Cutting or slicing ready-to-eat meats and cheeses;
- 3) Assembling or cooking potentially hazardous food that is immediately served, held hot or cold, or cooled;
- 4) Operating a heat treatment dispensing freezer;
- 5) Reheating in individual portions only; or
- 6) Heating of a product, from an intact, hermetically sealed package and holding it hot.

(D) Risk level IV poses a higher potential risk to the public than risk level III because of concerns associated with: handling or preparing food using a procedure with several preparation steps that includes reheating of a product or ingredient of a product where multiple temperature controls are needed to preclude bacterial growth; offering as ready-to-eat a raw potentially hazardous meat, poultry product, fish, shellfish or a food with these raw potentially hazardous items as ingredients; using freezing as a means to achieve parasite destruction; serving a primarily high risk clientele including immuno-compromised or elderly individuals in a facility that provides either health care or assisted living; or using time in lieu of temperature as a public health control for potentially hazardous food or performs a food handling process that is not addressed, deviates, or otherwise requires a variance for the process. Examples of risk level IV activities include, but are not limited to:

- (1) Reheating bulk quantities of leftover potentially hazardous food more than once every seven days; or
- (2) Caterers or other similar food service operations that transport potentially hazardous food.

901:3-4-05 Risk level of retail food establishments.

The licensor shall determine the risk level based on the highest risk level activity of the retail food establishment in accordance with the following criteria:

(A) Risk level I poses potential risk to the public in terms of sanitation, food labeling, sources of food, storage practices, or expiration dates. Examples of risk level I activities include, but are not limited to, an operation that offers for sale or sells:

- 1) Coffee, self-service fountain drinks, prepackaged non-potentially hazardous beverages;

- 2) Pre-packaged refrigerated or frozen potentially hazardous foods;
- 3) Pre-packaged non-potentially hazardous foods;
- 4) Baby food or formula.

(B) Risk level II poses a higher potential risk to the public than risk level I because of hand contact or employee health concerns but minimal possibility of pathogenic growth exists. Examples of risk level II activities include, but are not limited to:

- 1) Handling, heat treating, or preparing non-potentially hazardous food;
- 2) Holding for sale or serving potentially hazardous food at the same proper holding temperature at which it was received; or
- 3) Heating individually packaged, commercially processed potentially hazardous foods for immediate service.

(C) Risk level III poses a higher potential risk to the public than risk level II because of the following concerns: proper cooking temperatures, proper cooling procedures, proper holding temperatures, contamination issues or improper heat treatment in association with longer holding times before consumption, or processing a raw food product requiring bacterial load reduction procedures in order to sell it as ready-to-eat. Examples of risk level III activities include, but are not limited to:

- 1) Handling, cutting, or grinding raw meat products;
- 2) Cutting or slicing ready-to-eat meats and cheeses;
- 3) Assembling or cooking potentially hazardous food that is immediately served, held hot or cold, or cooled
- 4) Operating a heat treatment dispensing freezer
- 5) Reheating in individual portions only; or
- 6) Heating of a product from an intact hermetically sealed package and holding it hot.

(D) Risk level IV poses a higher potential risk to the public than risk level III because of concerns associated with: handling or preparing food using a procedure with several preparation steps that includes reheating of a product or ingredient of a product where multiple temperature controls are needed to preclude bacterial growth; offering as ready-to-eat a raw potentially hazardous meat, poultry product, fish, or shellfish or a food with these raw potentially hazardous items as ingredients; using freezing as a means to achieve parasite destruction; serving a primarily high risk clientele including immuno-compromised or elderly individuals in a facility that provides either health care or assisted living; or using time in lieu of temperature as a public health control for potentially hazardous food, or performs a food handling process that is not addressed, deviates, or otherwise requires a variance for the process. Examples of risk level IV activities include, but are not limited to

(1) Reheating bulk quantities of leftover potentially hazardous food more than once every seven days; or

(2) Caterers or other similar food service operations that transport potentially hazardous food.

The following is the Washington County Health Department fee schedule for Food Service Operations and Retail Food Establishments:

Food Service Operation/Retail Food Establishment Fee Schedule

Risk Level 1	\$ 153.00
Risk Level 2	\$ 178.00
Risk Level 3	\$ 313.00
Risk Level 4	\$ 388.00
Mobile	\$ 163.00
Vending	\$ 38.11
Temporary	\$ 30.00

If you have any questions regarding the plan review process please contact the Washington County Health Department at 374-2782