



Langlade County Health Department

1225 Langlade Road, Antigo, Wisconsin 54409-2795

Phone: 715-627-6250 Fax: 715-627-6391

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<https://langladecountyhealthdepartment>



General Food Establishment Plan Review Guidelines For Food Service Operators in Langlade County

This guide is designed to help you submit an accurate and complete plan for review. ATCP 75.075 states, "An applicant or license holder of a new or extensively remodeled retail food establishment shall submit a retail food establishment plan to the department or its agent." It does not list every requirement for new or remodeled establishments, but may help you understand the food service requirements listed in the Wisconsin Food Code. The complete WI Food Code (ATCP 75 & ATCP 75 Appendix) can be found here: https://docs.legis.wisconsin.gov/code/admin_code/atcp/055/75

The plan review and pre-inspection process will help ensure that your food establishment meets requirements. A plan that is submitted and complete allows the plan review process to proceed, which may reduce time and money spent on improper equipment, materials or other items that are costly to correct and delay opening your establishment.

Information required to complete plan review includes:

- Proposed menu, including expected number of meals served per day and number of deliveries per week. Include detailed descriptions of food processing operations.
- Equipment already in place and list of equipment to be installed (Make/model)
- Floor plan drawn to scale showing the location and label for all equipment, plumbing, electrical, ventilation, and storage:
 - Food preparation sinks and food preparation counters
 - Drains, grease traps, utility/service sink, backflow prevention devices/ methods, and location of all plumbing drains and water lines
 - Handwashing sinks and ware washing equipment, including the hot water heater
 - Equipment for cooking, hot holding, and cold holding of food, beverages, and ice
 - Ventilation equipment
 - Label all food and beverage storage area, including back stock, self-service areas, etc.
 - Label all chemical, equipment, garbage, restrooms, employee-use areas, outer openings (Windows/ Doors)
- Site Plan showing location of business in building; location of building on site, including street names; and location of any outside food or beverage serving areas or equipment (grill, tiki bar, grease traps, dumpsters, well, septic system, etc.)
- Source of water supply (if private well, must submit most recent water test results)
- Method of sewage and grease disposal
- Finish materials content/ type for all surfaces (floors, walls, ceilings, sinks, counters, shelving, etc.) in the establishment
- Copies of Conditional Letters of Approval (if applicable)
- Completed Application and payment



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Determining Factors for Assigning License Categories

****The below DOES NOT apply to: Food establishments only serving pre-packaged foods, a transient retail food establishment, a vending machine, a micro market or a mobile retail food establishment base with no food preparation.****

<u>Determining Factor</u>	<u>Point Value</u>
A retail food establishment that only sells pre-packaged food or meal items, regardless if the food items are time/temperature controlled for safety food.	0
The retail food establishment does not serve meals and has annual gross food sale receipts less than \$25,000.	0.25
The retail food establishment does not serve meals and has annual gross food sale receipts more than \$25,000 but not more than \$1,000,000.	0.5
The retail food establishment does not serve meals and has annual gross food sale receipts more than \$1,000,000 but not more than \$5,000,000.	1.0
The retail food establishment does not serve meals and has annual gross food sale receipts more than \$5,000,000.	2.0
The retail food establishment contains a self-service salad or food bar.*	1.0
The retail food establishment handles raw poultry, meat, eggs, or seafood.	1.0
The retail food establishment has a variance under 3-502.11 (special processing methods**) or a required HACCP plan under 3-502.12 (reduced oxygen packaging) of ch. ATCP 75 Appendix, Wisconsin Food Code.	1.0
The retail food establishment has an approval under 3-301.11 (bare hand contact plan) or 3-501.19 (time as a public health control plan) of ch. ATCP 75 Appendix, Wisconsin Food Code.	1.0
The retail food establishment has a catering operation or processes, packages, or holds customer preordered meals or food items.	1.0
The retail food establishment does cold holding, hot holding, or reheating of time/temperature control for safety foods.	1.0
The retail food establishment does cooling of cooked or reheated time/temperature control for safety foods	1.0
The retail food establishment prepares TCS food at their location and then transports it to be sold, under the wholesale exemption for retail food establishments.	1.0
The retail food establishment serves or sells food that requires food-processing activities including chopping, dicing, mixing, slicing, blanching, boiling, cooking, packaging, and assembly in order for that product to be served or sold.	1.0
The retail food establishment has one or more additional areas where food preparation activities occur	1.0
The retail food establishment specifically prepares or serves food to a population identified as highly susceptible, such as a nursing home or day care.	1.0
The retail food establishment has a customer seating capacity greater than 75, or operates a motor vehicle drive-through service window for food purchase and service.	1.0



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* If only "condiments" or other non-meal, ready-to-eat, non-TCS foods are offered or displayed for customer self-service, that display does not qualify as a salad or food bar, such as, but not limited to, pickles, onions, non-TCS dessert topping, relishes, garnishes, and bakery items.

** Smoking, curing, using food additives or components for preservation rather than flavor, reduced oxygen packaging, operating a molluscan shellfish life-support system, custom processing, sprouting seeds or beans, or any other method as determined by the department to require a variance.

Simple license category- point value is not greater than 2.5
Moderate license category- point value is greater than 2.5 but not greater than 4.5
Complex license category- point value is greater than 4.5

Variance Procedure	
<p>A request for modification of waiver of the requirements of ATCP 75 & ATCP 75 Appendix must be submitted in writing and have the supporting documents required.</p> <p>A variance request may be either approved or denied by the department.</p>	<p>The variance request shall have the following information:</p> <ul style="list-style-type: none"> • The completed variance application form. • The variance request shall state the relevant chapter number and section numbers that is variance is being requested for. • A rationale for how the public health hazards will be alternatively addressed by the proposed variance. • If required, a HACCP plan. <p>For more information and a list of when a variance is required visit: https://datcp.wi.gov/Documents/SpecialProcessesVarianceHACCP.pdf</p>
HACCP Plan Requirements	
<p>Before the license holder can do any activity that required a HACCP plan the licensee must submit a HACCP Plan.</p> <p>A HACCP plan may be either</p>	<p>The HACCP Plan shall have the following information:</p> <ul style="list-style-type: none"> • License and establishment contact information. • A list of the foods controlled under the HACCP plan. • A flow diagram for each food items to include the process steps, hazards, hazard controls, steps that are critical control points, ingredients, equipment and recipes. • Critical control points and critical limits. • Method and frequency for monitoring critical limits and to verify standard operating procedures are being followed. • Corrective actions.



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<p>approved or denied by the department.</p>	<ul style="list-style-type: none"> Supporting documents, such as employee training standard operating procedures, blank record forms, and any other information required. <p>For more information and a list of when a HACCP plan is required visit: https://datcp.wi.gov/Documents/SpecialProcessesVarianceHACCP.pdf</p>
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Management & Personnel

<p>Every food establishment shall have a person in charge and shall ensure that a person in charge is present at the food establishment during all hours of operation.</p> <p>At least one food establishment employee that has supervisory and management responsibilities shall be a certified food protection manager.</p>	<ul style="list-style-type: none"> The person in charge must demonstrate knowledge of foodborne disease prevention. Know the symptoms associated with diseases that are transmissible through food. Know the hazards involved with the consumption of raw or undercooked meat, poultry, eggs and fish. Know the correct temperatures and times for the safe refrigerator storage, hot holding, cooling, and reheating. Describe the major food allergens. Explain correct cleaning procedures for cleaning and sanitizing of equipment, utensils, and food contact surfaces.
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Employee Health

<p>A food employee or conditional employee shall report signs & symptoms of illness to the person in charge.</p>	<p>The following symptoms should be reported to the person in charge:</p> <ul style="list-style-type: none"> Vomiting Diarrhea Jaundice Sore throat with fever Lesion containing pus such as a boil or infected wound that is open or draining. <p>The following diagnosis should be reported to the person in charge:</p> <ul style="list-style-type: none"> Norovirus Hepatitis A virus Shigella spp.
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	<ul style="list-style-type: none"> • Shiga-toxin producing E.coli • Typhoid fever • Salmonella <p>For more information regarding employee reporting and illness visit: https://datcp.wi.gov/Documents/FoodborneIllness.pdf or https://datcp.wi.gov/Documents/foodemployeeReportingAgreementsSupplement.pdf</p>
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Hand Washing Sinks	
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<p>Conveniently located, properly supplied handwashing sinks are required in food and beverage preparation or dispensing areas, ware washing areas, and restroom so food workers can wash their hands as needed.</p> <p>The number of required hand sinks is based on the layout and size of the facility, number of food employees, and menu.</p> <p style="background-color: #e0e0e0; padding: 5px;">Label the locations of all handwashing sink on the plan.</p>	<ul style="list-style-type: none"> • Must be conveniently located and only used for handwashing. • Must provide water under pressure and at a temperature of at least 110°F through a mixing valve or combination faucet. • Fixtures must be non-hand operated to prevent recontamination of hands. *Wrist paddles, elbow paddles, foot or knee pedals, phot-eye or single wand/lever off top of faucet if long enough are typical examples. • Metered faucets must provide water for at least 15 seconds without the need to reactivate. Ensure proper clearance between faucet handles and backsplash to allow proper activation. • Soap, single-use disposable towels, a hand wash sign, and a trash container must be provided. Non-heated air-knife, high velocity hand dryers are also acceptable for hand drying. • Must be located to avoid contamination and be accessible at all times. • If unpackaged food or clean equipment and utensils are within 28 inches of the hand sink, the food or equipment must be protected from splash by use of a splash guard attached to the hand sink that extends at least as high as faucet outlet and is made of durable, cleanable, nonabsorbent material, such as stainless steel or plastic.
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Food Preparation Areas	
<p>Adequate surface area must be provided for handling and preparing raw meat, fish, and poultry if animal products are served.</p> <p style="background-color: #d9d9d9; padding: 5px;">Label all food preparation areas on the plan. Include the surface finishes (such as stainless steel solid surface) for each area.</p>	<ul style="list-style-type: none"> Work surfaces used for food preparation must be made of stainless steel or other material that is smooth, free of breaks, open seams, cracks, chips, pits and finished to have smooth welds and joints. If the menu has products that require washing produce, rapid thawing, or rapid cooling (Ice bath), a food preparation sink separate from utensil washing sinks must be installed. This sink must be finished with an indirect (air-gapped) waste drain.
Dish Washing Facilities	
<p>A properly sized and supplied three-compartment sink (minimum) or commercial ANSI/NSF dish machine is required to safely wash multi-use kitchen utensils, food preparation equipment, serving ware, and related utensils. Proper dishwashing procedure is to wash, rinse,</p>	<p>Sinks:</p> <ul style="list-style-type: none"> A ware-washing sink may not be used for any other purposes (ex. Hand washing). Pre wash sinks (first compartment of four-compartment sink or sink before dishwasher) may not be used as handwashing sinks. Must be smooth, easily cleanable, nonabsorbent, and durable. Must have rounded (covered) corners, be smooth, and have no welded seams. Must be large enough to allow immersion of largest equipment and utensils . Must have self-draining drain boards at each side of the three-compartment sink to accommodate soiled and clean items. Drain racks may also be used. Drain boards/ racks must be sufficient capacity to separately store all clean and dirty dishes at peak times. Air drying of all items is required after dishwashing. Must be indirectly drained. To facilitate thorough cleaning a four compartment sink is recommended where heavy volume or grease-producing activities occur. Must supply a test kit to accurately measure sanitizer concentration.



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<p>sanitize and air dry.</p> <p>Label the location of the dishwashing sinks and machines on the plans. Include the mechanical specifications for all ware washing equipment.</p>	<p>Ware Washing Machines:</p> <ul style="list-style-type: none"> • Must be National Sanitation Foundation (NSF) certified or equivalent with an appropriate data information plate. • Must be air-gapped (or other approved cross-connection protection method) to the waste drain. • Must follow Department of Safety and Professional Services (DSPS) requirements for ventilation. • May require pre-wash sink prior to dishwasher for heavily soiled items to ensure thorough cleaning. • A test kit or other device that accurately measures the concentration of sanitizer solution must be provided. • Shall be equipped with a temperature measuring device that indicates water temperature. <p>Chemical Sanitization:</p> <ul style="list-style-type: none"> • dishwashing machines that use a chemical sanitizer must automatically dispense detergents and sanitizers and must be equipped with a device that audibly or visually indicates if the sanitizer or detergent are not delivered. <p>High Temp Sanitization:</p> <ul style="list-style-type: none"> • Dishwashing machines that use a hot water sanitizing step must have a booster heater, or be connected to an approved hot water recirculating system that is capable of maintain the rinse water at 165°F for stationary rack systems, and 180°F for all other machines. • Final dish surface temperature must reach 160°F as indicated by an irreversible registering temperature indicator (waterproof min/max thermometer, thermotabs). • Hot water sanitizing machines must have an accurate pressure and temperatures guage.
Utility or Service Sink	
<p>At least one service sink or curbed cleaning facility with a floor drain must be provided for cleaning mops or the disposal of similar liquid wastes.</p> <p>Label the location of the</p>	<ul style="list-style-type: none"> • Disposal of mop water into toilets or urinals is not allowed. • A designated area is required for the proper storage and air drying of mops, brooms, and other cleaning equipment.



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designated mop sink on the plans.	
Cold Holding Food Storage or Display- Refrigeration and Freezers	
<p>Adequate cold holding is an essential element in food safety. In order to quickly and safely cool time/temperature control safety foods and store foods for extended periods of time, cold holding equipment must be available in sufficient quantity with enough storage space.</p> <p>Domestic-type refrigeration or freezer units are not acceptable in food establishments because they do not have sufficient capacity, are not easily cleanable, and do not withstand the usage associated with a commercial food establishment.</p>	<ul style="list-style-type: none"> • Refrigeration units must be capable of maintain cold food to an internal temperature of 41°F or below when used for time/temperature control safety foods. <ul style="list-style-type: none"> ○ Includes salad bars, cold food bars, prep top coolers, and/or similar top opening coolers. • Freezers must maintain frozen food frozen. • All cold holding units must be provided with a thermometer, accurate to plus or minus 3°F, in easy-to-see location in the warmest part of the unit. • Shelving must be smooth, nonabsorbent, easily cleanable, and allow airflow. Wood or foil-covered shelving is not acceptable. • The interiors of cold holding units must be smooth, nonabsorbent, and easily cleanable; all joints must be sealed. • Condensate water from cold holding units must be drained with an air gap to an evaporator pan or floor drain. Floor drains for walk-ins cannot be directly connected to sanitary water disposal system. • Walk-in refrigerators may be required when there is a need for long-term storage of foods or when the menu includes foods that are cooler, such as pasta salads, soups, and roasts. • Reach-in refrigerators are designed to for short-term storage of time/temperature control safety foods and should not be used to cool hot, time/temperature for safety foods. • Refrigerated worktables are to provide easy access to foods during assembly. They are not to be used for long-term storage or for cooling of hot, time/temperature for safety foods. • The number and type of refrigeration units required are determined by the menu, flow of operation, food handling steps (such as cooling, and thawing practices), and quantity and frequency of deliveries. • Refrigeration storage must maintain proper storage order of raw animal foods (meats, fish, poultry, eggs, etc.) to prevent cross-contamination of ready-to-eat foods.



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<p>ANSI or NSF Standard 7-approved cold holding equipment is required.</p> <p>Note the location of all refrigerated equipment on the plans. Include the mechanical specifications for each piece of cold holding equipment.</p>	
Cooking and Hot Food Storage or Display	
<p>Adequate cooking and hot holding equipment must be provided and must meet ANSI or NSF standards.</p> <p>Include the location and specifications of all cooking and hot holding equipment on the plan.</p>	<ul style="list-style-type: none"> • All cooking equipment must be constructed to be safe, durable, and easily cleanable. • Reheating equipment must be able to readily reheat TCS (Time/Temperature Control for Safety of Foods) to 165°F. • All hot storage or display facilities must: <ul style="list-style-type: none"> ○ Be capable of maintaining hot food at an internal temperature of 135°F or above and ○ Be provided with thermometer accurate to plus or minus 3°F.
<p>For temperature verification of hot and cold food temperatures, a food-probe thermometer accurate to plus or minus 2°F must be available with a range of 0-220°F. If thin meats, such as filets, chicken patties, hot dogs, and hamburgers, are prepared, a thin probe thermometer for measuring the internal temperature of the product is required.</p>	
Ventilation, Hoods & Ducts	



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<p>Hood exhaust systems are required to remove moisture and cooking by-products (smoke, steam, grease, vapors, and heat). Insufficient removal of by-products and moisture may lead to flammability, clean ability, or contamination issues.</p> <p>Note the location of ventilation units on the plans. Include the mechanical specifications.</p>	<ul style="list-style-type: none"> • Ventilation for cooking equipment and toilet rooms must be designed and installed in accordance with mechanical and fire codes (DSPS- Department of Safety and Professional Services). • All rooms must have sufficient make-up air and exhaust ventilation to keep them free of excessive heat, steam, condensation, vapors, odors, smoke, and fumes. • Filters or other grease-extracting equipment must be designed to be readably removable for cleaning and replacement, if not designed to be cleaned in place. • Gas connections need to be installed as specified by manufacture (flexible or ridge piping depending on whether on caster or non-movable). Quick disconnects are recommended for convenience. • Fire suppression requirements are regulated by the local fire codes.
Equipment	
<p>All display cases, counters, shelves, tables, refrigeration, sinks, utensils, grills, griddles, fryers, ice machines, steam tables, slicers, grinders, food processors, and other equipment used in connection with preparation,</p>	<ul style="list-style-type: none"> • Equipment and utensils must be designed and constructed of non-toxic, durable materials that are safe, corrosion-resistant, nonabsorbent, smooth, easily cleanable, and able to withstand repeated washing and sanitizing. The equipment and utensils shall be resistant to pitting, chipping, crazing, scratching, scoring, distortion and decomposition. • Equipment must be American National Standards Institute (ANSI) certified [such as National Sanitation Foundation (NSF), or United Laboratory- Sanitation (UL-S)], when appropriate. • Identify custom fabricated equipment with the name and address of the fabricator. Shop drawings must be provided for custom fabricated equipment, indicating the construction details. • Table-mounted equipment that is not easily movable must be sealed to the counter or elevated at least four inches. • Floor-mounted food equipment that is not easily movable or on casters must be sealed to the floor, elevated on wheels or legs with a



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<p>service, and display of food must be made of non-toxic materials and be constructed and installed to be easily clean and maintain.</p> <p>Include the specifications of all pieces of equipment and note location of equipment on the plans.</p>	<p>minimum height of six inches, or installed with sufficient space around the equipment to allow cleaning in place (CIP).</p> <ul style="list-style-type: none"> • Equipment standards also apply to dry storage shelving and shelving located in walk-in refrigerators and freezers, counters and cabinetry (not to be installed with enclosed hollow bases). • Wood and natural wicker may not be used as a food-contact surface, except closed-grained hardwood may be used for items such as cutting blocks, cutting boards, baker’s tables, rolling pins, or salad bowls. • Beverage tubing and cold-plate beverage cooling devices must not be installed in contact with stored ice that is intended for consumption. • Aisles and working spaces between units of equipment and walls shall be unobstructed and of sufficient width to permit employees to perform their duties readily without contamination of food-contact surfaces by clothing or personal contact. All easily moveable storage equipment, such as pallets, racks, and dollies, shall be positioned to provide accessibility to working areas. • A mechanical washer and dryer must be provided if linens (other than wiping cloths) are washed on site and must be located to prevent contamination of food, equipment, utensils, single service items, clean linens, etc. • Additional surface material considerations: <ul style="list-style-type: none"> ○ Non-food-contact surfaces exposed to splash, spillage, soiling or that require frequent cleaning shall be constructed of a corrosion-resistant, nonabsorbent, and smooth material. ○ Food/beverage contact surfaces must be food/water grade. ○ Finished (sealed) hardwood may be acceptable on a limited basis for decorative purposes on service and display equipment.
<p>Customer Self- Service</p>	
<p>Self-service displays of unpackaged foods or utensils must be protected from contamination by the customer.</p> <p>Label the location of all customer self-service areas,</p>	<ul style="list-style-type: none"> • Soft drink machines for self-service and refiling must be designated to prevent contact with the lip-contact surface of glasses or cups. • Adequate sneeze shields on display cases must be installed at all displays of unpackaged foods accessible for service by the customer. Shields must be constructed of transparent material- tempered glass, safety glass, or shatter-resistant plastic. The exposed ends of the salad bar/buffet must be protected from contamination by patrons by installing full-length side shields or panels. • Consumer self-service operations for ready-to-eat foods shall be provided with suitable utensils or effective dispensing methods that protect the food from contamination. • A sign must be conspicuously posted advising the consumer to use the utensils provided. The dispensing utensil must be secured in a manner that precludes the potential for consumer contamination. It is



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<p>such as buffets, salad bars, and bulk food dispensers, on the plans.</p>	<p>recommended to post a placard in self-service food areas instructing the customer to the tissues or tongs provided.</p> <ul style="list-style-type: none"> • A notice must be posted at the self-service food area to notify consumers that soiled table ware and single-service utensils may not be re-used. For example: "Please take a clean plate for each trip to the salad bar." • Approved dispensers shall be installed for proper storage and dispensing of single-service items (e.g., cups, straws, toothpicks).
<p>Storage</p>	
<p>Food storage areas must be constructed so that food and equipment are stored off the floor and protected from potential sources of contamination.</p> <p>Include the dimensions and locations of storage rooms on the plans. Include the type (Painted wood, metal) and square footage of shelving.</p>	<ul style="list-style-type: none"> • Food, clean utensils and equipment, linens, and single-service articles must be stored at least six inches above the floor. • Items may not be stored in locker rooms, mechanical rooms, restrooms, dressing rooms, garbage rooms, toilet rooms, under sewer lines that are not shielded, under leaking water lines, under open stairwells or in other areas with potential contamination. • All chemicals and cleaning equipment must be stored away from food and food-contact equipment storage and be labeled to indicate contacts. • All exposed surfaces of cabinetry and shelving must be finished with a smooth, nonabsorbent, corrosion-resistant, easily cleanable surface. Bare wood shelving is not permitted. • Shelving over sinks or near water sources must be made from water-impervious materials, such as metal. • The size of storage area required is determined by the amount of equipment, the menu and the frequency of deliveries. Provide a separate approved area for the temporary storage of products held for return, including damaged, spoiled or recalled products.
<p>Employee Areas</p>	
<p>Note the location of employee areas on the plan review.</p>	<ul style="list-style-type: none"> • Lockers or other suitable facilities away from food preparations areas must be provided for the storage of employee possessions. • Dressing areas must be provided in the establishment if the employees regularly change their clothes in the establishment. • A separate area away from food preparation and ware washing areas should be designated if employees are not allowed to eat in the dining room.
<p>Delivery & Catering</p>	
<p>Include quantities and</p>	<ul style="list-style-type: none"> • Containers and temperature-control equipment of adequate quantity and construction, such as commercial, insulated carriers, must be



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<p>material specifications for all transportation and temperature control for delivery and catering equipment.</p> <p>Also include plans and equipment used for handwashing availability.</p>	<p>available to safely transport time/temperature control safety foods off site.</p> <ul style="list-style-type: none"> • Electric hot holding equipment must be used to maintain proper temperatures of hot, time/temperature control safety foods off site. • Mechanical cold holding units, or ice, must be available to maintain the proper temperature of cold, time/temperature control safety foodfoods. • Transportation vehicles must be adequate in size and repair to transport foods without contamination and with minimal time in transit. • Handwashing units must be available for offsite food preparation or service. • A proper Consumer Advisory is required for all animal products that are served raw or undercooked.
<p>Outer Openings-Pest Control</p>	
<p>Label the location of all doors and windows that open to the outside.</p>	<ul style="list-style-type: none"> • Windows and doors must be kept closed or must be protected against the entry of insects and rodents by 16 mesh to 1-inch screens, properly designed air curtains, or other effective means. • Outer opening doors must be equipped with adequate self-closing devices and vermin-resistant thresholds. • Openings from establishment to the outdoors must be protected against the entry of vermin by filing or closing holes and other gaps along the floors, walls, and ceilings. • Establishments must be pest free.
<p>Garbage and Refuse</p>	
<p>Include the location of the outdoor refuse area on the site plan.</p>	<ul style="list-style-type: none"> • Receptacles fore refuse, recyclables, returnable and materials containing food residue must be durable, cleanable, insect and rodent resistant, leak proof, and nonabsorbent. • Receptacles used outside the food service establishment must be designed and constructed to have tight-fitting lids, doors or covers. The outdoor storage surface for refuse must be constructed of nonabsorbent material, such as sealed concrete or asphalt, and must be smooth, durable, and sloped to drain. • Garbage and refuse must be located away from food, equipment, utensils, linens, and single-use articles and must be maintained so that a public health hazard or nuisance is not created. • Ideally, outdoor garbage receptacles should be located near a hose bib with hot water to facilitate periodic cleaning and should drain to the grease interceptor. Contact the building department to see if this is an option in your area.
<p>Restrooms</p>	



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<p>Properly designed, adequately stocked, accessible, and well-maintained restrooms must be available at all time for employees.</p> <p>Indicate the location and surface finished of all restrooms in the facility.</p>	<ul style="list-style-type: none"> • At least one restroom is required for employee use. Additional toilet facilities may be required by national, state, or municipal building codes. • If establishment is carryout or has customer seating, restrooms must be through food preparation areas or areas where packaged foods are stored. • Restrooms must be provided with tight-fitting, self-closing doors, adequate forced-air ventilation, trash receptacles, and approved handwashing sinks. Where Z-type entrances are used, self-closing doors are not required. • Restrooms used by woman require covered garbage containers for disposal of sanitary items. • Handicap-accessible restrooms are required by DSPS (Department of Safety and Professional Services).
<p>Sewage Disposal</p>	
<p>Indicate wastewater disposal method (sewer or onsite septic system) on the plans</p>	<ul style="list-style-type: none"> • All sewage and wastewater must be disposed into public sewage system or a private sewage system that is sized, constructed, maintained and operated according to the State Uniform Plumbing Code. Private systems will need approval from local zoning and/or DSPS before use for a food establishment.
<p>Water Supply</p>	
<p>Include the water source and hot water tank size and location on the plans.</p> <p>Label all locations of nondrinking water (such as fire protection or air conditioning systems) on the plans.</p>	<ul style="list-style-type: none"> • Potable water for the needs of the food establishment must be provided from a public water system or from a source constructed, maintained, and operated according to Chapters NR 809, Safe Drinking Water and NR 812, Well Construction and Pump Installation. • Adequate supply of water under pressure must be provided to all plumbing fixtures, equipment and non-food equipment that are required to use water. • All water, including hot water, must be sufficient to meet the peak water demands throughout the food establishment. The number of sinks, type and frequency of dishwashing, menu, and other factors determined hot water needs. • A drinking water system must be flushed and disinfected before being placed into service after construction, repair, contamination, or modification. • Nondrinking water may only be used as approved by the health department and may only be used for non-food purposes, such as conditioning, equipment cooling, fire protection, and irrigation. All



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	<p>pipng used for nondrinking water must clearly and durably identified.</p> <ul style="list-style-type: none"> • If the establishment is not on a municipal water system, a recent water test result will need to be verified as safe prior to opening the establishment.
Plumbing	
<p>All water entering the food establishment for food or drinking purposed must be from an approved potable source and delivered through approved plumbing materials.</p> <p>Include the plumbing schedule and location of all drains and water lines on plans. Also include the size and location of the grease trap.</p>	<ul style="list-style-type: none"> • Plumbing must be fixed, installed, and maintained in a safe manner and according to local, state, and federal codes. • All utility and sewer lines must be installed so they cannot contaminate foods or food-contact surfaces. • If unpackaged food or clean equipment and utensils are within 18 inches of any sink fixture, the food or equipment must be protected from splash by use of a splashguard attached to the sink that extends at least as high as the faucet outlet and is made of durable, cleanable, nonabsorbent material, such as stainless steel or plastic. • Condensate from refrigeration equipment shall be drained to a floor drain located outside the unit or shall be equipped with an evaporator pan. Floor drains for walk-in coolers cannot be directly connected to a sanitary water disposal system. • Floor drains must be easily accessible for maintenance and cleaning as well as be equipped with proper strainers. • In order to prevent blockage of the sewer system due to an accumulated grease and oils from a food establishment, many wastewater treatment agencies or city building departments require the installation of grease traps that must be easily accessible for cleaning and maintenance.
Backflow and Back Siphonage Prevention	
<p>Backflow prevention devices or methods are necessary to protect the public water system from back siphonage</p>	<ul style="list-style-type: none"> • The supply lines or fittings for every plumbing fixture must be installed so as to prevent backflow. This also includes all hose bibs, ice cream dipper wells, and water supply lines to carbonators. • Air-gapped inlets: All water inlets (such as faucets) must have an air gap between the water supply and the flood-level rim of the plumbing fixture. The air gap must be at least twice the diameter of the water supply inlet and may not be less than one inch. • Submerged inlets: Any inlet that does not have an approved air gap is a submerged inlet and must have a vacuum breaker or other approved backflow prevention device (double-check valves, reduced pressure



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<p>of wastewater from the establishment, Backflow prevention also helps protect the establishment from backflow of sewage into warewashing sinks, food prep sinks, ice machines, ice bins, dipper wells, thermalizers, beverages dispensers, espresso machines and similar types of equipment. Backflow prevention devices must meet American Society of Safety Engineers (ASSE) standards.</p> <p>List all types and label locations of backflow prevention devices or methods.</p>	<p>zone backflow preventers). Common submerged inlets include faucets used with hose attachments, toilets, urinals, ware washing machines with automatic detergent and/or sanitizer dispensers, chemical faucet dispensers (pre-mix wall-mounted stations) and garbage disposals.</p> <ul style="list-style-type: none"> • Outlets: Equipment and fixtures used for the storage, preparation ,and handling of food, including ice, must discharge through an indirect waste pipe by means of an air gap. Food equipment such as ice machines, ice bins, espresso machines, food preparation sinks; dipper wells. Refrigeration units (including walk-in coolers and freezers), seam tables, thermalizers, and salad bars must be indirectly drained to the waste system.
<p>Physical Facilities</p>	
<p>The finished materials for floors, walls, ceilings, partitions, and half walls in all</p>	<ul style="list-style-type: none"> • Floor materials considered smooth, nonabsorbent, easily cleanable and durable include: <ul style="list-style-type: none"> ○ Quarry, terrazzo, or ceramic tile, sealed concrete, commercial-grade sheet vinyl with grease resistant finish. • Carpet and other absorbent flooring is not allowed in food preparation or serving areas, refrigeration areas, food storage areas, restroom facilities, or refuse storage. Carpet provided must be closely



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<p>food preparation areas, food storage areas, dishwashing, garbage areas, walk-in cooler/freezer units, and toilet rooms must be smooth, durable, nonabsorbant and easily cleanable and should be light in color.</p> <p>Floors, walls, and ceiling in high-use heated or moist areas must also be nonabsorbent (corrosion resistant if metal to withstand moisture, repeated cleaning, grease, and chemicals.</p> <p>Specify finish materials for all floors (including walk-in refrigeration units), walls, and ceilings.</p>	<p>woven and easily cleanable. Wood floors in dining areas must be sealed to facilitate cleaning.</p> <ul style="list-style-type: none"> • Mats and duckboards must be removable and easily cleanable. • Wall materials considered smooth, nonabsorbent, easily cleanable: <ul style="list-style-type: none"> ○ Stainless steel, FRP (Fiberglass-Reinforced plastic), ceramic title, and gloss or semi-gloss enamel paint. • Wall materials such as unsealed brick, concrete block, rough plaster, grooved paneling, and wallpaper are difficult to clean and/ or lack durability. • Walls below any hood shall be covered with ceramic wall tile or stainless steel, properly installed from the base of the hood to the coved baseboard. • If a shelter or other equipment (such as salamander heater or cheese melter) will be installed over cooking equipment, an angled or coved deflector constructed of stainless steel shall be installed according to NSF standards. • Floor and walls junctures shall be coved and closed to no larger than 1 mm(1/32 inch) • Where water flush cleaning methods are used, floors shall be provided with drains and be graded to drain, and the floor wall junctures shall be coved and sealed. • Ceiling materials considered smooth, nonabsorbent, easily cleanable: <ul style="list-style-type: none"> ○ Washable vinyl tiles, FRP gloss or semi-gloss enamel paint. • Acoustical ceiling materials can be used in dining rooms. These are not smooth, nonabsorbent or easily cleanable so are not approves in most other food establishments areas. • Backsplashes behind sinks and dishwashing equipment must be made of nonabsorbent material. Suitable wall coverings in these areas include sealed metal flashings, sealed FRP, and ceramic title. Painted drywall is not acceptable in high-moisture areas. The water-resistant material should extend at least three feet above counters and at least six feet above the floor. • All junctures between the wall surface and the edges of attached as well as all annular openings around pipes or other conduits where they as through walls and floor shall be sealed with an approved caulk/ sealing compound. • Studs, joists and rafters shall not be exposed in food preparation areas, equipment-washing and utensil-washing areas, storage areas, vestibules, and toilet rooms.
<p>Lighting</p>	
<p>Adequate levels of shielded light are essential in</p>	<ul style="list-style-type: none"> • All lights must be shielded, coated, or otherwise shatter resistant in areas where there is exposed food, clean equipment, utensils, linens, or unwrapped sing-use articles.



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<p>food preparation areas to protect the food, ensure the adequacy of cleanup operations, and reduce accidental injury to the food worker.</p>	<ul style="list-style-type: none"> • Shielding can include a complete outer cover for the fixture, shatterproof bulb, or light tube with secure fit into end caps. • The light intensity should be: <ol style="list-style-type: none"> 1) At least 10 foot candles at a distance of 30 inches above the floor in walk in refrigeration units and dry food storage areas and other areas and rooms during cleaning. 2) At least 20 foot candles: at a area that is provided for consumer self-services or where fresh produce or packaged foods are sold or offered, inside equipment, at ware washing and hand washing areas, and toilet rooms. 3) At least 50 foot candles at an area where a food employee is working with food, utensils, or equipment.
<p>Other Considerations</p>	
<p>Outside food/beverage areas</p>	<ul style="list-style-type: none"> • A private home, a room used as a living or sleeping quarters, or an area directly opening into a room used as living or sleeping quarters may not be used for conducting food establishments operations. Complete partitioning and solid-closing doors must separate such areas. • Outside bar and grilling areas must meet food code standards (handwashing, ice storage, materials, equipment, etc.). Additional permits and inspections may be required.
<p>Banquet facilities</p>	<ul style="list-style-type: none"> • Banquet facilities must meet code requirements based on extent of food handling conducted on the premises. If prepared offsite, food must be rom an approved source (properly licensed food establishment).
<p>Shared facilities, multiple licensed food establishments on premises</p>	<ul style="list-style-type: none"> • In cases of shared facilities, when a single premise is used by multiple food establishments with different owners/operators (carts, incubator/commissary kitchen, etc.) Each food establishment must have its own food establishment license and certified food protection manager.
<p>No Smoking</p>	<ul style="list-style-type: none"> • Wisconsin public establishments are smoke-free. http://www.dhs.wisconsin.gov/tobacco/
<p>Consumer Advisory for Menu</p>	<ul style="list-style-type: none"> • Facilities that serve raw or undercooked animal products are required to provide a proper Consumer Advisory at the point of order (menu, table tent, sandwich board, or other device).
<p>Employee training</p>	<ul style="list-style-type: none"> • Employees must be properly trained in food safety as it relates to their assigned duties (illness reporting, handwashing, cleaning and sanitizing, preventing cross-contamination, date marking, etc.).



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Other requirement/agencies	<ul style="list-style-type: none">• Other requirements may be applicable for your specific facility. Please check with all relevant licensing and regulatory agencies if you have any questions (building, fire, zoning, plumbing, HVAC, electrical, etc.)
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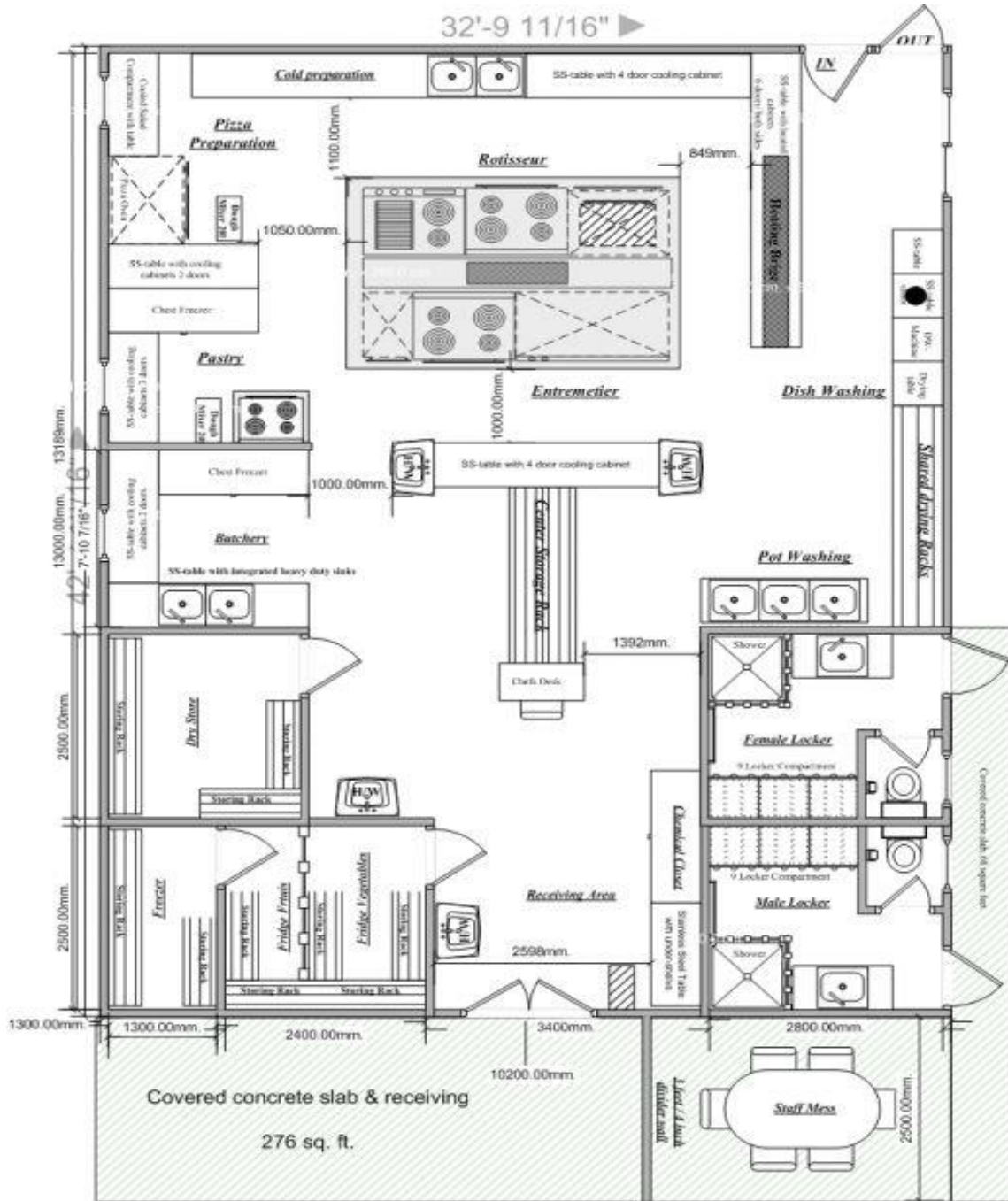
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***Your plan must include a drawing to scale that includes all equipment, storage, etc.**