



Public Health
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WAYNE COUNTY HEALTH DEPARTMENT

FOOD SERVICE OPERATION AND RETAIL FOOD ESTABLISHMENT FACILITY REVIEW MANUAL

*Environmental Health Unit
Food Safety Program
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This facility review manual has been designed to (1) assist you in properly completing the application and submitting the required documentation and (2) provide valuable information regarding code requirements and the facility review process. It is not intended to replace or supersede any State or Local Codes, but to make the entire process more user-friendly and efficient.

Ohio law requires the following:

- (1) All new Food Service Operations (FSO's) and Retail Food Establishments (RFE's) must be licensed by the local licensing authority prior to operation; and
- (2) The plans for the construction of new or remodeling/altering of existing licensed FSO's (see *Ohio Administrative Code 3701-21-03*) and RFE's (see *Ohio Administrative Code 901:3-4-07*) must be submitted to and approved in writing by the local licensing authority prior to the commencement of construction or remodel/alteration.

The Wayne County Health Department (WCHD) is the local licensing authority for all areas located within Wayne County and may place restrictions or limitations on the approved license for the facility. FSO's are under the authority of the Ohio Department of Health (ODH) and RFE's are under the authority of the Ohio Department of Agriculture (ODA). The Ohio Uniform Food Safety Code (see *Ohio Administrative Code Chapter 3717-1*) governs both FSO's and RFE's.

If you have any questions or need further assistance in completing the application, please feel free to contact the following:

For New and/or Existing Licensed Facilities -

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SECTION 1: CONTACT INFORMATION

This section is self-explanatory. The primary contact will be the person who is to receive all original correspondence from this office. If you wish to have copies sent to additional contacts, please notify this office.

SECTION 2: FACILITY INFORMATION

The first part of this section is self-explanatory.

TYPE OF FACILITY shall be *New, Remodel/Alteration or Addition*.

New is defined as new construction of a facility or a new location for a currently licensed facility.

Remodel/Alteration is defined as a significant remodel and/or alteration of an existing location for a currently licensed facility. What is considered a "significant" remodel or alteration depends on a variety of factors. Therefore, please contact this department for clarification purposes.

Addition is defined as an addition to an existing location for a currently licensed facility.

CATEGORY OF FACILITY shall be *Food Service Operation (FSO) or Retail Food Establishment (RFE)*.

Food Service Operation means "a place, location, site, or separate area where food intended to be served in individual portions is prepared and served for a charge or a required donation". Therefore, the primary business is the on-site preparation and/or consumption of ready to eat foods in individual portions.

Retail Food Establishment means “a premises or part of a premise where food is stored, processed, prepared, manufactured, or otherwise held or handled for retail sale”. Therefore, the primary business is the sale of food in bulk portions for off premise consumption and/or preparation.

Primary Business is defined through sales volume. If a facility is conducting both FSO and RFE activities, whichever has the greater sales volume determines the category.

CATERING means “a food service operation where food is prepared for serving at a function or event held at an off-premises site, for a charge determined on a per-function or per-event basis”. Retail Food Establishments may also provide catering.

SEASONAL means “a food service operation, other than a mobile food service operation, or a retail food establishment, other than a mobile retail food establishment, that is operated for not more than six months in a licensing period”. If your facility is seasonal, please designate the **DATES OF OPERATION**.

PROJECTED START DATE and **PROJECTED COMPLETION DATE** are self-explanatory.

TOTAL SQUARE FEET OF FACILITY is self explanatory.

SEATING CAPACITY is self explanatory.

WATER SUPPLY shall be from either a public water system (i.e. village or city) or from a private water system (i.e. private water well).

NEGATIVE TOTAL COLIFORM BACTERIA RESULT AVAILABLE FOR PRIVATE WATER SUPPLY is required for all facilities that are connected to a private water system. This is not applicable for facilities connected to a public water system.

SEWAGE DISPOSAL shall be to either a public wastewater disposal system (i.e. village or city), a private wastewater disposal system (i.e. residential septic system), or a semi-public wastewater disposal system (i.e. package plant).

GREASE COLLECTION shall be to an interior grease trap or an exterior grease interceptor. However, depending on the proposed menu and food handling practices at the facility, a grease collection system may not be required. The size of the unit and how it shall be installed is determined by the Ohio Plumbing Code. If a grease collection system is required, please designate the **CAPACITY** of the unit in gallons.

SECTION 3: RISK CLASSIFICATION

This section must be fully completed to determine the risk classification for the facility. Risk classification is based upon both the proposed menu and the food handling practices. All items applicable to the facility must be checked. The risk classification shall determine the specific needs for the facility, the minimum applicable requirements, and the annual fee for the license.

RISK LEVEL I poses potential risk to the public in terms of sanitation, food labeling, sources of food, storage practices, or expiration dates.

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.

RISK LEVEL III poses a higher 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.

RISK LEVEL IV poses a higher 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 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 time/temperature controlled for safety (TCS) food.

RISK LEVEL IV WITH A VARIANCE includes operations that perform a food handling process that is not addressed, deviates, or otherwise requires a variance for the process according to rules adopted pursuant to section 3717.05 of the Ohio Revised Code. These facilities will need to have a written HACCP plan for these activities.

SECTION 4: GENERAL INFORMATION

This section involves:

METHOD OF SERVICE as related to Food Service Operations or Retail Food Establishments. Please check all items which apply to the facility.

SERVICE STANDARDS are self explanatory.

HOURS OF OPERATION involves the days and hours of operation when the facility will be open to the public.

MENU AND/OR RETAIL FOOD ITEMS involves the specific food items which will be prepared, served, and/or sold. For FSO's, a complete list of specific food items to be prepared and served shall be submitted and, if possible, a written menu. For RFE's, a complete list of all categories of food items to be sold at retail shall be submitted. If a facility is conducting both FSO and RFE activities, the required information for each category shall be submitted. The menu and the food handling practices are the key factors when determining the specific needs and minimum applicable requirements for the facility.

DRAWING TO LEGIBLE SCALE CLEARLY INDICATING THE FOLLOWING shall clearly indicate the following required items:

TOTAL AREA TO BE USED FOR THE FOOD SERVICE OPERATION OR RETAIL FOOD ESTABLISHMENT (SITE PLAN) shall include:

Building Size and Location on Lot is self explanatory.

Lot Size Indicating Surrounding Roads/Streets, Parking Lot and Location of Grease Interceptor (If Applicable) and Dumpster are self explanatory. An example of a basic site plan is included with this material.

ALL PORTIONS OF THE PREMISES IN WHICH FOOD SERVICE OR RETAIL FOOD ESTABLISHMENT OPERATIONS ARE TO BE CONDUCTED shall include:

All Room Sizes which is self explanatory.

The drawing does not have to be done professionally (i.e. architectural drawings) but it must be accurate, legible, and drawn to a reasonable scale that is clearly indicated. Normal scale that is considered legible is generally $\frac{1}{4}$ inch = 1 foot.

Receiving involves the area(s) where food and food-related items will be delivered and received.

Storage involves the indoor and outdoor area(s) where food and food-related items will be stored.

Preparation involves the area(s) where food items will be prepared.

Cooking involves the area(s) where food items will be cooked.

Service/Sales/Dining involves the area(s) where food items will be served, sold, and/or consumed.
Warewashing involves the area(s) where food equipment and utensils will be washed, rinsed, sanitized, and air-dried & may be accomplished either manually, mechanically, or both.
Dumpster Area involves the area(s) where solid wastes generated from the facility will be stored until disposed of properly.
Grease Collection involves the area(s) where grease generated from the facility will be collected until disposed of properly.
Utility/Laundry involves the area(s) where a mop sink will be located for proper disposal of mop water and for the laundering of linens.
Employee Locker/Break Room involves the area(s) where employees will store their personal items, such as hats, purses, and coats & to take rest breaks.
Toilet Rooms involves the area(s) where toilets will be installed for use by employees.

NOTES!

- All cleaning supplies and other toxic chemicals that are necessary for maintaining the facility must be stored separate from or below all food and food-related items.
- It is recommended, but not a requirement, that separate toilet facilities be available for employees and for the public.
- Toilet rooms opening into food preparation, equipment and utensil washing, or storage areas shall be completely enclosed and shall be equipped with tight-fitting, self closing doors.
- The container(s) used for the dumpster area and in the facility shall be of adequate size and number, provided with tight-fitting lids, doors, or covers and made of an approved material to allow for the proper disposal/storage of solid wastes. Trash dumpsters shall be located only on a non-absorbent surface (i.e. asphalt or sealed concrete) that is properly graded.

IDENTIFY USE FOR ENTRANCES AND EXITS shall include:

Fire Exits involves any designated door(s) which will be used to exit the facility due to emergency situations.
Customer involves any designated door(s) which will be used for customers to enter and exit the facility.
Employees involve any designated door(s) which will be used for employees to enter and exit the facility.
Deliveries involve any designated door(s) which will be used for the receiving of deliveries at the facility.

LOCATION, NUMBER, AND TYPES OF PLUMBING FIXTURES, INCLUDING ALL WATER SUPPLY FACILITIES shall include:

Sinks involves the location and number of handwashing, food preparation, mop, and warewashing sinks.
Toilets involves the location and number of toilets.
Floor Drains/Sinks involves the location and number of floor drains and/or floor sinks.
Grease Trap or Grease Interceptor involves the location of the grease collection unit.
Hot Water Tank involves the location and number of hot water tanks.
Mechanical Warewashing involves the location and number of mechanical warewashing equipment.
Garbage Disposal involves the location and number of garbage disposal units.
Beverage Stations involves the location and number of beverage stations.
Dipper Wells involves the location and number of dipper wells.
Outside Spigots/Hydrants involves the location and number of outside spigots and/or hydrants.

NOTES!

- All food-related equipment with a drain used for food preparation or storage (i.e. ice machines, food prep sinks, buffet tables) shall be properly air-gapped/safe-wasted to the sanitary.
- All food-related equipment with direct water lines (i.e. coffee brewers, fountain pop, etc.) shall be equipped with a proper ASSE 1022 backflow prevention device installed in the water line between the shut-off valve and each piece of equipment.
- The hot water heater shall be properly sized to provide a sufficient amount of hot water for the operation of the facility.

- All handwashing sinks used by employees shall be equipped with hot water (minimum of 100° F), hand soap, and an approved method of drying hands (i.e. paper towels). Three compartment sinks require a minimum of 110°F.
- All plumbing fixtures shall be equipped with sufficient pressure.
- All facilities shall be equipped with at least one utility sink or curbed mounted sink to allow for the cleaning of mops or similar wet floor cleaning tools and for the proper disposal of mop water or similar liquid wastes.

PLAN OF LIGHTING, BOTH NATURAL AND ARTIFICIAL shall include:

Location of windows and/or skylights is self explanatory.

Type and location of all interior lighting fixtures for the following areas shall include:

Food Preparation involves the area(s) where food items will be prepared.

Storage (Indoor/Outdoor) involves the indoor and outdoor area(s) where food and food-related items will be stored.

Warewashing involves the area(s) where food equipment and utensils will be washed, rinsed, sanitized, and air-dried & may be accomplished either manually, mechanically, or both.

Toilet Rooms involves the area(s) where toilets will be installed for use by employees.

Bar/Beverage Stations involves the area(s) where bar or beverage stations will be located.

Service/Sales/Dining involves the area(s) where food items will be served, sold, and/or consumed.

Handwashing involves the area(s) where employees will be washing their hands.

Equipment and Utensil Storage involves the area(s) where food related equipment and utensils will be stored.

NOTES!

- The minimum light intensity (in foot candles) shall be the following:
 - At least ten (10) foot candles at a distance of thirty (30) inches above the floor, in walk-in refrigeration units and dry food storage areas and in other areas and rooms during periods of cleaning;
 - At least twenty (20) foot candles
 - (a) At a surface where food is provided for consumer self-service such as buffets and salad bars or where fresh produce or packaged foods are sold or offered for consumption;
 - (b) Inside equipment such as reach-in and under-counter refrigerators;
 - (c) At a distance of thirty (30) inches above the floor in areas used for handwashing, warewashing, or equipment and utensil storage, and in toilet rooms; and
 - At least fifty (50) foot candles at a surface where a food employee is working with food or working with utensils or equipment such as knives, slicers, grinders, or saws where employee safety is a factor.
- Light fixtures located in food preparation areas, dishwashing, and storage areas shall be properly shielded or have shatterproof bulbs.
- Storage areas shall be sized accordingly to provide adequate storage of food and food-related items. Food and food-related items shall be stored at least six (6) inches off of the floor and not under sewer lines or other possible sources of contamination.

A FLOOR PLAN SHOWING THE GENERAL LAYOUT OF FIXTURES AND EQUIPMENT is self explanatory. An example of a floor plan is included with this manual.

BUILDING MATERIALS AND FINAL SURFACE FINISHES FOR FLOORS, WALLS, & CEILINGS IN THE FOLLOWING AREAS shall include the building material(s) and specific final surface finishes for the floor, walls, and ceilings in the following:

Receiving involves the area(s) where food and food-related items will be delivered and received.

Storage involves the indoor and outdoor area(s) where food and food-related items will be stored.

Preparation involves the area(s) where food items will be prepared.

Cooking involves the area(s) where food items will be cooked.

Service/Sales/Dining involves the area(s) where food items will be served, sold, and/or consumed.

Warewashing involves the area(s) where food equipment and utensils will be washed, rinsed, sanitized, and air-dried & may be accomplished either manually, mechanically, or both.

Utility/Laundry involves the area(s) where a mop sink will be located for proper disposal of mop water and for the laundering of linens.

Employee Locker/Break Room involves the area(s) where employees will store their personal items, such as hats, purses, and coats & to take rest breaks.

Toilet Rooms involves the area(s) where toilets will be installed for use by employees.

Dumpster Area (Floor and/or Wall) involves the area where the dumpster will be located.

Some acceptable final surface finishes include:

<u>FLOOR</u>	<u>WALL</u>	<u>CEILING</u>	<u>BASE COVING</u>
Marble	Aluminum	Smooth Vinyl Acoustical	Vinyl
Terrazzo (Poured Seamless)	Glazed Tile	Semi-Gloss or Gloss Paint	Tile
Quarry Tile	Stainless Steel	Fiber Reinforced Panels (FRP)	
Commercial Grade Vinyl	Semi-Gloss or Gloss Paint		
Smooth, Sealed Concrete	Fiber Reinforced Panel (FRP)		

NOTES!

- All final surface finishes shall be smooth, durable, non-absorbent, and easily cleanable.
- Sealed base coving shall be installed along all floor/wall junctures.
- Carpeting is prohibited in food preparation, equipment and utensil washing areas, food storage areas and in toilet rooms.

AN EQUIPMENT LISTING shall include the following:

New Equipment involves a manufacturer, model number and a specification sheet for each piece of new food-related equipment. An example of a specification sheet is included with this manual.

Used or Existing Equipment involves a manufacturer, model number and a specification sheet for each piece of used or existing food-related equipment. Please also indicate which spec sheets are for "used or existing" food-related equipment.

NOTES!

- All equipment shall be listed by a recognized food testing agency (i.e. National Sanitation Foundation (NSF), UL Sanitation Classified, ETL Sanitation Listed, etc.) or may be approved by the local licensing authority.
- All equipment shall be commercial grade, easily cleanable, and comply with code requirements. Residential grade equipment (i.e. stoves, microwaves, toasters) is not permitted!
- All used equipment or existing equipment (if applicable) shall be inspected prior to installation and/or use to verify compliance with applicable code requirements.
- All equipment shall be installed so that the floor and wall areas under, over, behind, and between pieces of equipment are easy to clean. If the equipment is not easily movable, it shall either be (1) Sealed to floors, walls, or other pieces of equipment; or (2) Placed at a sufficient distance away from walls, floors, or other pieces of equipment to allow for easy cleaning.
- Three compartment sinks shall be seamless, have adequate drain boards on both sides for soiled equipment and for air drying of sanitized equipment and sized large enough to accommodate the largest piece of equipment used in the facility.
- It is recommended, but not a requirement, that both a three (3) compartment sink and a mechanical warewashing unit be installed.
- Cold holding units shall hold time/temperature controlled for safety (TCS) foods at 41° F or less and hot holding units at 135° F or higher.

SECTION 5: FEE SCHEDULE

This section explains the applicable facility review fee as follows:

Facility Review Fee is **\$60.00 Per Hour**.
 Facility Review Hourly Fee is Tracked in **15 Minute Intervals**.
 Facility Review Fees are **Invoiced Monthly**.

After the application and required facility review materials are submitted to this department, they shall be acted upon within thirty (30) days from the date of receipt with either written approval or disapproval. For written disapproval, any additional requested information shall be acted upon within an additional thirty (30) days from the date of receipt. **THEREFORE, IT IS VERY IMPORTANT THAT ALL REQUIRED FACILITY REVIEW MATERIALS ARE PROVIDED AT THE TIME OF THE INITIAL SUBMITTAL TO AVOID DELAY. ALSO, THE FACILITY REVIEW PROCESS WILL NOT COMMENCE UNTIL THE APPLICATION FORM IS SUBMITTED.**

Once approval is granted in writing by this department, the owner or operator shall contact this department to schedule a final inspection preferably at least three (3) days prior to operating. At the time of the final pre-licensing inspection, the owner or operator must provide copies of all approved final inspection reports from other governmental agencies. Below is the most current license fee schedule for food service operations and/or retail food establishments.

COMMERCIAL			
LESS THAN 25,000 SQ. FT.	LOCAL FEE	STATE FEE	TOTAL FEE
LEVEL 1	\$255.00	\$28.00	\$283.00
LEVEL 2	\$282.00	\$28.00	\$310.00
LEVEL 3	\$503.00	\$28.00	\$531.00
LEVEL 4	\$628.00	\$28.00	\$656.00

COMMERCIAL			
MORE THAN 25,000 SQ. FT.	LOCAL FEE	STATE FEE	TOTAL FEE
LEVEL 1	\$340.00	\$28.00	\$368.00
LEVEL 2	\$360.00	\$28.00	\$388.00
LEVEL 3	\$1200.00	\$28.00	\$1228.00
LEVEL 4	\$1271.00	\$28.00	\$1299.00

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