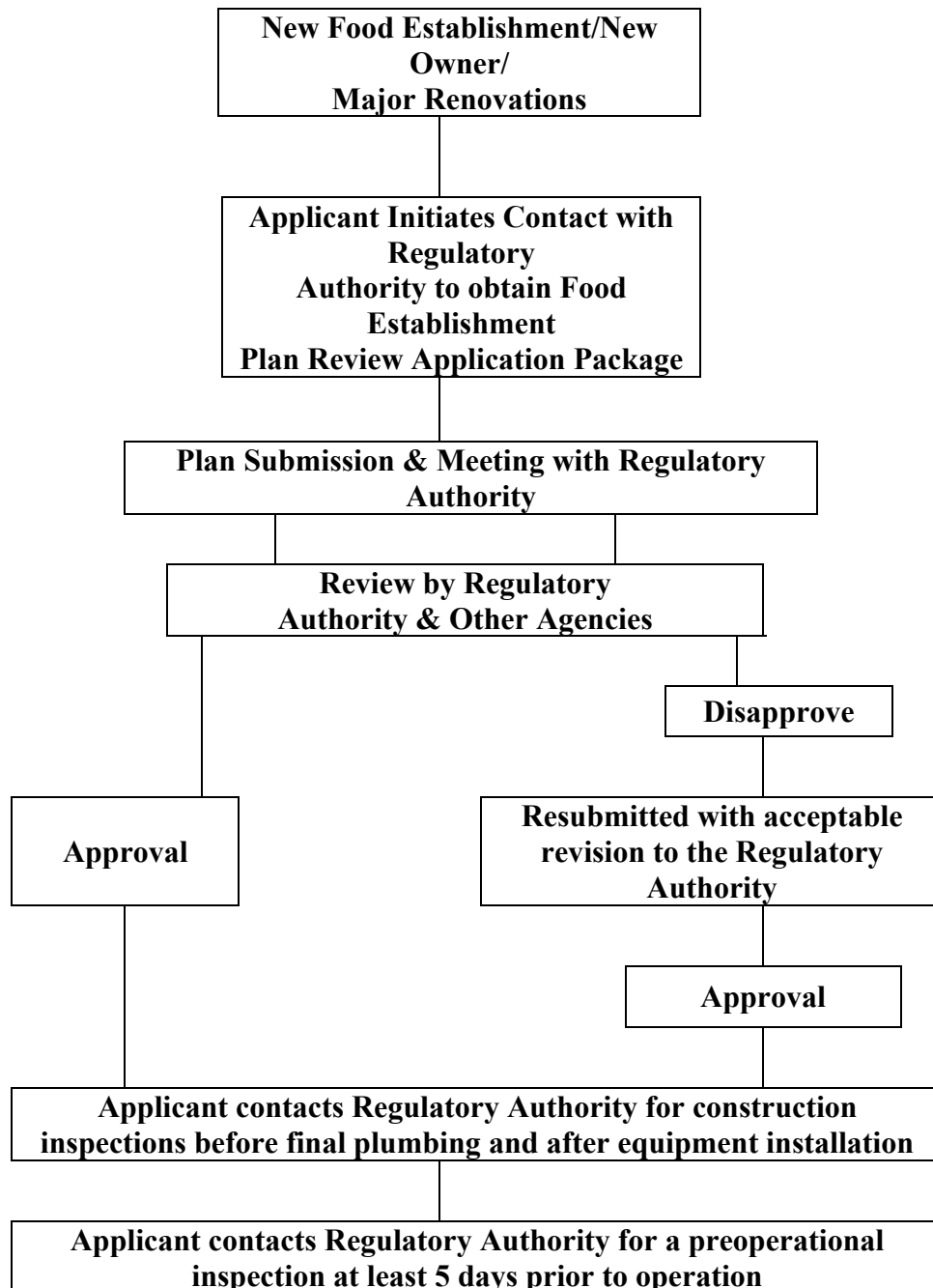


PINAL COUNTY DIVISION OF ENVIRONMENTAL HEALTH

31 N. Pinal Street, Bldg F
P.O. Box 2517, Florence, AZ 85232-2517
(520)866-6864 or 1(866) 237-0209
Fax – (520)866-6007

PLAN REVIEW PROCESS FLOW CHART



If you have any questions please feel free to call Pinal County Environmental Health at (520)866-6864 or if you would like a copy of the new Food Code it is posted on the Pinal County Environmental Health website at: www.co.pinal.az.us/EnvHealth

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CONTENTS AND FORMAT OF PLANS AND SPECIFICATIONS

1. Provide plans that are a minimum of 11 x 14 inches in size including the layout of the floor plan accurately drawn to a minimum scale of ¼ inch = 1 foot. This is to allow for ease in reading plans.
2. Include: proposed menu, seating capacity, and projected daily meal volume for food service operations.
3. Show the location and when requested, elevated drawings of all food equipment. Each piece of equipment must be clearly labeled on the plan with its common name. Submit drawings of self-service hot and cold holding units with sneeze guards.
4. Designate clearly on the plan equipment for adequate rapid cooling, including ice baths and refrigeration, and for hot-holding potentially hazardous food.
5. Label and locate separate food preparation sinks when the menu dictates to preclude contamination and cross-contamination of raw and ready-to-eat foods.
6. Clearly designate adequate handwashing lavatories for each toilet fixture and in the immediate area of food preparation.
7. Provide the room size, aisle space, space between and behind equipment and the placement of the equipment on the floor plan.
8. On the plan represent auxiliary areas such as storage rooms, garbage rooms, toilets, basements and/or cellars used for storage or food preparation. Show all features of these rooms as required by this guidance manual.
9. Include and provide specifications for:
 - a. Entrances, exits, loading/unloading areas and docks;
 - b. Complete finish schedules for each room including floors, walls, ceilings and coved juncture bases;
 - c. Plumbing schedule including location of floor drains, floor sinks, water supply lines, overhead waste-water lines, hot water generating equipment with capacity and recovery rate, backflow prevention, and wastewater line connections;
 - d. Lighting schedule with protectors;
 - i. At least 10 foot candles (100 lux) at a distance of 30 inches (75 cm) above the floor, in walk-in refrigeration units and dry food storage areas and in other areas and rooms during periods of cleaning;

- ii. At least (20 foot candles) 220 lux:
 - 1. 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;
 - 2. Inside equipment such as reach-in and under-counter refrigerators;
 - 3. At a distance of 30 inches (75cm) above the floor in areas used for handwashing, warewashing, and equipment and utensil storage, and in toilet rooms; and
- iii. At least 50 foot candles (540 lux) 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.
- e. Food Equipment schedule to include make and model numbers and listing of equipment that is certified or classified for sanitation by an ANSI accredited certification program (when applicable).
- f. Source of water supply and method of sewage disposal. Provide the location of these facilities and submit evidence that state and local regulations are complied with;
- g. A color coded flow chart demonstrating flow patterns for:
 - food (receiving, storage, preparation, service);
 - food and dishes (portioning, transport, service);
 - dishes (clean, soiled, cleaning, storage);
 - utensil (storage, use, cleaning);
 - trash and garbage (service area, holding storage);
- h. Ventilation schedule for each room;
- i. A mop sink or curbed cleaning facility with facilities for hanging wet mops;
- j. Garbage can washing area/facility;
- k. Cabinets for storing toxic chemicals;
- l. Dressing rooms, locker areas, employee rest areas, and/or coat rack as required;
- m. Completed section1;
- n. Site plan (plot plan)

FOOD PREPARATION REVIEW

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

<u>CATEGORY*</u>	<u>(YES)</u>	<u>(NO)</u>
1. Thin meats, poultry, fish, eggs (hamburger; sliced meats; fillets)	<input type="checkbox"/>	<input type="checkbox"/>
2. Thick meats, whole poultry (roast beef; whole turkey, chickens, hams)	<input type="checkbox"/>	<input type="checkbox"/>
3. Cold processed foods (salads, sandwiches, vegetables)	<input type="checkbox"/>	<input type="checkbox"/>
4. Hot processed foods (soups, stews, rice/noodles, gravy, chowders, casseroles)	<input type="checkbox"/>	<input type="checkbox"/>
5. Bakery goods (pies, custards, cream fillings & toppings)	<input type="checkbox"/>	<input type="checkbox"/>
6. Other _____ _____	<input type="checkbox"/>	<input type="checkbox"/>

* A generic HACCP plan for each category of food may be available from the regulatory authority for reference.

PLEASE CIRCLE/ANSWER THE FOLLOWING QUESTIONS

FOOD SUPPLIES:

Are all food supplies from inspected and approved sources? yes no

COLD STORAGE:

1. Is adequate and approved freezer and refrigeration available to store frozen foods frozen, and refrigerated foods at 41°F* (5°C) and below?
yes no

Provide the method used to calculate cold storage requirements.

2. Will raw meats, poultry and seafood be stored in the same refrigerators and freezers with cooked/ready-to-eat foods? yes no

If yes, how will cross-contamination be prevented? _____

3. Does each refrigerator/freezer have a thermometer yes no

Number of refrigeration units: _____

Number of freezer units: _____

4. Is there a bulk ice machine available? yes no

THAWING FROZEN POTENTIALLY HAZARDOUS FOOD:

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

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

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

COOKING:

1. Will food product thermometers be used to measure final cooking/reheating temperatures of PHF's? yes no

What type of temperature measuring device? _____

Minimum Cooking Temperature & Holding Times at Specified Temperature		
165°F (74°C) for 15 seconds	Poultry; Wild Game Animals; <u>Stuffed</u> fish, meat, poultry, pasta (7D Kill)	
165°F (74°C) and hold for 2 minutes	Microwave Cooking; for raw animal foods; coved, rotate or stirred throughout or midway through the cooking process, and held for 2 minutes covered (7D Kill)	
158°F (70°C) for <1 second 155°F (68°C) for 15 seconds 150°F (66°C) for 1 minute 145°F (63°C) for 3 minutes	Unpasteurized shell eggs not prepared for immediate service; Exotic species of Game Animals; Comminuted Fish and Meats; Injected Meats (3D Kill)	
145°F (63°C) for 15 seconds	Unpasteurized shell eggs for immediate service, commercially raised game animals, fish, pork and Meat not otherwise specified	
140°F (60°C)	Plant food cooking for hot holding; fruits and vegetables that will be held hot shall be cooked to the hot holding temperature.	
145°F (63°C) for 3 minutes 144°F (62°C) for 5 minutes 142°F (61°C) for 8 minutes 140°F (60°C) for 12 minutes 138°F (59°C) for 19 minutes 136°F (58°C) for 32 minutes 134°F (57°C) for 47 minutes 132°F (56°C) for 77 minutes 130°F (54°C) for 121 minutes	<u>Roasts of Beef & Corned Beef: Note – Holding time may include post cooking heat rise</u>	
	Oven Type	Roast Weight <10 lbs.
	Still Dry	350°F (177°C) or more
	Convection	325°F (163°C) or more
	High Humidity ¹	250°F (121°C) or less
	¹ Relative humidity greater than 90% for at least 1 hour as measured in the cooking chamber or exit of the over; or in a moisture-impermeable bag that provides 100% humidity.	
Minimum Temp & Time	Food	Maximum Time to Reach Minimum Temp.
165°F (74°C) for 15 seconds	Food that is cooked, cooled and reheated	2 hours
165°F (74°C) and hold for 2 minutes	Food that is reheated in a microwave oven	2 hours
140°F (60°C) – no time specified	Food that is taken from a commercially processed, hermetically sealed container or intact package	2 hours
Same as cooking or 165°F (74°C)	Un sliced portions of roasts of beef or pork cooked as above	N/A

2. List types of cooking equipment.

HOT/COLD HOLDING:

1. How will hot PHF's be maintained at 130°F (54°C) or above during holding for service?

Indicate type and number of hot holding units.

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

Indicate type and number of cold holding units.

COOLING:

Please indicate by checking the appropriate boxes how PHF's will be cooled to 41°F* (5°C) within 6 hours (130°F to 70°F in 2 hours and 70°F to 41°F* in 4 hours). Also, indicate where the cooling will take place.

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

****REHEATING:**

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

Indicate type and number of units used for reheating foods.

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

PREPARATION:

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

2. Will food employees be trained in good food sanitation practices?

yes no

Method of training:

Name of employees and dates of completion: _____

3. Will non-latex disposable gloves and/or utensils and/or food grade paper be used to prevent handling of ready-to-eat foods? yes no

4. Is there a written policy to exclude or restrict food workers who are sick or have infected cuts and lesions? yes no

Please describe briefly: _____

Will employees have paid sick leave? yes no

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

Chemical Type: _____

Concentration: _____

Test Kit: yes no

6. Will ingredients for cold ready-to-eat foods such as tuna, mayonnaise and eggs for salads and sandwiches be pre-chilled before being mixed and/or assembled?

yes no

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

A. Finish Schedule

Applicant must indicate which materials (quarry tile, stainless steel, 4" plastic covered molding, etc.) will be used in the following areas.

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

B. INSECT AND RODENT CONTROL

APPLICANT: Please check appropriate boxes.

- | | YES | NO | N/A |
|---|--------------------------|--------------------------|--------------------------|
| 1. Will all outside doors be self-closing and rodent proof? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Are screen doors provided on all entrances left open to the outside? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Do all openable windows have a minimum #16 mesh screening? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Placement of electrocution devices? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Will all pipes & electrical conduit chases be sealed; ventilation systems exhaust and intakes protected? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Is area around building clear of unnecessary brush, litter, boxes and other harborage? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Will air curtains be use?
If yes, where? _____ | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

C. GARBAGE AND REFUSE

Inside

- | | | | |
|--|--------------------------|--------------------------|--------------------------|
| 8. Do all containers have lids? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. Will refuse be stored inside?
If so, where? _____ | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 10. Is there an area designated for garbage can or floor mat cleaning? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Outside

11. Will a dumpster be used?
Number _____ Size _____
Frequency of pickup _____
Contractor _____
12. Will a compactor be used?
Number _____ Size _____
Frequency of pickup _____
Contractor _____
13. Will garbage cans be stored outside?
14. Describe surface and location where dumpster/compactor/cans
are to be stored _____

15. Describe location of grease storage receptacle _____

16. Is there an area to store recycled containers? yes no
Describe _____

Indicate what materials are required to be recycled;

- Glass
- Metal
- Paper
- Cardboard
- Plastic
17. Is there any area to store returnable damaged goods?

D. PLUMBING CONNECTIONS

		AIR GAP	AIR BREAK	*INTEGRAL TRAP	* "P" TRAP	*VACUUM BREAKER	CONDENSATE PUMP
18.	Toilets						
19.	Urinals						
20.	Dishwasher						
21.	Garbage grinder						
22.	Ice machines						
23.	Ice storage bin						
24.	Sinks a. Mop b. Janitor c. Handwash d. 3 Compartment e. 1 Compartment f. Water Station						
25.	Steam tables						
26.	Dipper wells						
27.	Refrigeration condensate/ drain lines						
28.	Hose connection						
29.	Potato peeler						
30.	Beverage Dispenser w/Carbonator						
31.	Other _____						

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

32. Are floor drains provided & easily cleanable, if so, indicate location:

E. WATER SUPPLY

33. Is water supply public or private ?
34. If private, has source been approved? yes no pending
Please attach copy of written approval and/or permit.
35. Is ice made on premises or purchased commercially ?
If made on premise, are specifications for the ice machine provided? yes no
Describe provision for ice scoop storage: _____

Provide location of icemaker or bagging operation _____

F. SEWAGE DISPOSAL

36. Is building connected to a municipal sewer? yes no
37. If no, is private disposal system approved? yes no pending
Please attach copy of written approval and/or permit.
38. Are grease traps provided? yes no
If so, where? _____
Provide schedule for cleaning and maintenance _____

G. DRESSING ROOMS

39. Are dressing rooms provided? yes no
40. Describe storage facilities for employees' personal belongings (i.e., purse, coats, boots, umbrellas, etc.) _____

H. GENERAL

41. Are insecticides/rodenticides stored separately from cleaning & sanitizing agents?
yes no
Indicate location: _____

42. Are all toxics for use on the premise or for retail sale (this includes personal medications), stored away from food preparation and storage areas?
yes no
43. Are all containers of toxics including sanitizing spray bottles clearly labeled?
yes no

J. DISHWASHING FACILITIES

52. Will sinks or a dishwasher be used for ware washing?

- Dishwasher
Two compartment sink
Three compartment sink

53. Dishwasher

Type of sanitization used:

Hot water (temp. provided) _____

Booster heater _____

Chemical type _____

Is ventilation provided? yes no

54. Do all dish machines have templates with operating instructions?

yes no

55. Do all dish machines have temperature/pressure gauges as required that are accurately working?

yes no

56. Is the hot water generator sufficient for the needs of the establishment?

yes no

57. Does the largest pot and pan fit into each compartment of the pot sink?

yes no

58. Are there drain boards on both ends of the pot sink?

yes no

59. What type of sanitizer is used?

Chlorine	()	Hot water	()
Iodine	()	Other	()
Quaternary ammonium	()		

60. Are test papers and/or kits available for checking sanitizer concentration?

61. How is the ventilation hood system cleaned? _____

K. HANDWASHING/TOILET FACILITIES

62. Is there a handwashing sink in each food preparation and warewashing area?
yes no
63. Do all handwashing sinks, including those in the restrooms, have a mixing valve or combination faucet?
yes no
64. Do self-closing metering faucets provide a flow of water for at least 15 seconds without the need to reactivate the faucet?
yes no
65. Is hand cleanser available at all handwashing sinks?
yes no
66. Are hand-drying facilities (paper towels, air blowers, etc.) available at all handwashing sinks?
yes no
67. Are covered waste receptacles available in each restroom?
yes no
68. Is hot and cold running water under pressure available at each handwashing sink?
yes no
69. Are all toilet room doors self-closing?
yes no
70. Are all toilet rooms equipped with adequate ventilation?
yes no
71. If required, is a handwashing sign posted in each employee restroom?
yes no

L. DRY GOODS STORAGE

72. Is the projected frequency of deliveries specified?
yes no
73. Is appropriate dry goods storage space provided for based upon menu, meals and frequency of deliveries?
yes no
74. How will dry goods be stored off the floor? _____
