



PLAN REQUIREMENTS AND SPECIFICATIONS

New – Remodeled – Change of Ownership
(Food service establishments and Retail food stores)

For a complete plan review, architectural drawings, to scale, must be submitted containing the information set forth below. This list, while not necessarily complete, points out principle areas of concern required for our evaluation.

1) FLOOR PLAN OPERATION

Designation of various areas: serving, food preparation, dry storage, toilet, seating arrangements, employee break area, etc.

2) EQUIPMENT PLAN, SCHEDULE AND BROCHURES

The location of equipment and fixtures shall be shown on plans, along with a numerical equipment schedule. Equipment brochures with the proper numerical listing shall include the manufacturer=s name, model number and descriptive information. Used or pre-owned equipment shall be approved prior to purchase or installation. Please specify if equipment will be installed on legs or casters. Equipment on legs may be sealed to the wall.

3) EQUIPMENT SPACING AND AISLE SPACE

Stationary equipment shall be spaced four (4) inches apart and six (6) inches or more from the walls, per industry standards, to facilitate cleaning. If equipment is mounted on approved four (4) inch casters and is easily moveable, it may be installed closer together. *Please note:* Only manufactured food service equipment lines may be sealed together. The minimum aisle space shall be 36 inches wide. See applicable city code.

4) MANUAL WAREWASHING

For manual washing and sanitizing of utensils, provide an approved stainless steel sink with no fewer than three compartments. The sink compartments shall be large enough to hold the largest pot, pan or piece of equipment. Each compartment shall be supplied with adequate hot and cold potable running water. Integral drainboards of adequate size (minimum 36-48 inches long and 30 inches wide) shall be provided on both sides of the sink for cleaned and soiled utensils. Drainboard pitch shall be a minimum of 1/8 inch per foot with drainage back into the sink. Provide adequate facilities for preflushing or prescraping equipment and utensils. A chemical test kit for determining sanitizer strength shall be stored in a dry location and be available for use. Location of a cleaner/sanitizer storage shelf below the drainboard of the three-compartment sink is recommended.

5) FLOOR AND WALL-MOUNTED EQUIPMENT

Wire shelves shall be mounted one (1) inch away from the wall. Flat stainless steel such as shelves, sinks and cabinets shall be pre-drilled, back sealed with an approved sealant, secured in place, with excess sealant removed from wall and metal.

6) PLUMBING FIXTURES

Location and type - including drainage provision for floors, utility sinks, evaporators from walk-in coolers, refrigerators, etc. All plumbing shall meet local and state plumbing codes.

7) HOT WATER EQUIPMENT

Manufacturer, type (indicate both regular and booster heaters), model number, storage capacity and recovery rates of both types. Indicate the location of equipment utilizing the hot water and subsequent piping needed. Place hot water heaters, etc., on six (6) inch legs.

8) VENTILATION EQUIPMENT

Cooking, dishwashing, storage areas and toilet room. Include the manufacturer, model number and rated capacity of the exhaust fans and make-up air system, including hood dimensions, type of material used and the size and location of all duct work. Exhaust hoods must be of corrosive-resistant materials and cannot be painted on the inside.

9) FLOORS, WALLS AND CEILINGS

Material and finished surface must be indicated. Concrete block walls, in order to be acceptable, shall be smooth-finished, sealed and painted so that residue may be effectively removed by normal cleaning methods.

10) UTILITY LINE, PIPE AND DUCT PLACEMENT

In remodeled facilities, all exposed line such as, but not limited to, electrical conduit, water supply pipes, drain pipes, vent pipes, fire suppression system pipes, gas pipes, CO2 lines, dish machine chemical feed lines and HVAC duct work shall be spaced one (1) inch away from the wall, ceiling or equipment, one (1) inch apart from one another and six (6) inches above floor level to facilitate cleaning. In new or extensively remodeled facilities, utility service lines, pipes, ducts, etc., shall not be unnecessarily exposed. Placement shall be inside walls, ceilings, floors or sealed chase. If some pipes, etc., are exposed, use proper spacing. Beverage supply lines shall be installed in PVC pipes, spaced one (1) inch off wall or in plastic guttering sealed to the wall. Seal both ends with either PVC caps or foam, trim off excess foam when dry, and paint. *Note:* Please indicate on the plans the placement of the above mentioned items.

11) LIGHTING

Locations, type, size and intensity of illumination (in foot candles or wattage) must be shown. Protective light coverings must be provided in all food preparation, storage, dishwashing and refrigeration areas.

12) SEALING

Do NOT use exposed GREENFIELD in any food service storage areas. USE ONLY SEAL TIGHT.

13) STORAGE AREAS

Indicate location and construction details of all food and single service storage areas.

14) SPECIALTY STORAGE

Indicate where the storage cabinet for cleaners, toxins, and other cleaning items will be located. Show the locations of broom and mop racks and special use cleaning equipment storage. Provide clean linen storage and employee lockers.

15) BROOM AND MOP RACKS

Brooms and mops shall be hung on an approved rack that is spaced at least six (6) inches away from the wall. Mops shall hang over a mop sink, by the handle, to air-dry.

16) GARBAGE, REFUSE AND COOKING OIL DISPOSAL

Indicate type and number of disposal containers or compactors needed, and whether placed on graded, machine-laid asphalt or concrete surfaces.

17) MECHANICAL AIR CURTAINS

Mechanical air curtains are to be properly sized and installed over all service delivery doors and drive-up windows.

18) MENU

A proposed menu for the establishment shall accompany the plan. Recipes may be required.

19) OFF-PREMISES CATERING AND/OR DELIVERY

Requires you to provide a menu and equipment brochures to include food delivery containers and delivery vehicle information.

20) CERTIFIED FOOD SERVICE SANITATION MANAGER

New food service establishments except Category III facilities shall have a certified food service sanitation manager from the initial day of operation. (Section 750.540, B, 2, b, 1 of the *Illinois Department of Public Health Food Service Sanitation Code*).

21) FOODBORNE ILLNESS PREVENTION CLASS

A mandatory managers and supervisory personnel class shall have been attended prior to the issuance of the health permit and facility opening. Classes will be held at the Health District office. Please contact us for class scheduling.

Special Note:

All owners, architects and contractors shall be made aware of the following:

- 1) Plan modifications and equipment changes shall be approved by this department prior to implementation.
- 2) Conditions during remodeling may necessitate the closure of your facility until sanitary practices can be properly resumed.
- 3) Final inspection for the health permit shall take place when all construction is completed, equipment is certified and inspected as operational, the facility is cleaned and the foodborne illness prevention class has been completed.
- 4) When the health permit is issued, food delivery, preparation and service may begin.

**∅ An early consultation to review preliminary plans will be to your benefit. ∅
Please contact this department to schedule an appointment.**

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