

**APPLICATION FOR FACILITY LAYOUT
AND EQUIPMENT SPECIFICATION REVIEW**

Action governed by Ohio Administrative Code Chapter 3717 and 3701-21-03

Morrow County Health District
619 West Marion Rd
Mt. Gilead, OH 43338

Phone: 419-947-1545
Fax: 419-946-6807

OFFICE USE ONLY

DATE PLANS RECEIVED: / /

FEE: \$ _____

RECEIPT: # _____ - _____

FSO RFE COMMERCIAL

 NON-COMMERCIAL RISK

LEVEL: 1 2 3 4

Operation Name: _____

Street Address: _____

City, State, Zip: _____

Operation Phone: (_____) _____ - _____

Operator Name: _____

Street Address: _____

City, State, Zip: _____

Operator Phone: (_____) _____ - _____

Operator Fax: (_____) _____ - _____

Note: Review will not proceed and approval will not be granted without complete submission of all information. Submissions shall be acted upon within 30 days after date of receipt.

Name of Project Contact (if Other than Operator):

Street Address: _____

City, State, Zip: _____

Project Contact Phone: (_____) _____ - _____

Project Contact Fax: () _____

Type of Construction (check one box)			
DNEW	IJ REMODEL/ALTERATION	D ADDITION/EXPANSION	
Type of Water Supply:	D Public D Private	D Non-Community	
Type of Sewage Disposal:	D Public D Semi-Public		
Type of Service: (check all that apply)	D Sit-Down Meals D Take Out	D Grocery/Convenience Store D Caterer	D Deli D Other
Hours of Operation:	Monday _____	Tuesday _____	Wednesday _____
	Thursday _____	Friday _____	Saturday _____ Sunday _____
Anticipated Project Start Date:	_____	Anticipated Project Completion Date:	_____
Signature of Applicant:	_____		Date: _____

FACILITY LAYOUT AND EQUIPMENT SPECIFICATION REVIEW

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BE SURE TO SUBMIT 2 SETS OF DOCUMENTS

One set of complete (corrected) documents will be returned to you upon the completion of the review.

Each facility layout and equipment specification shall include the following for review:

- D (00) Menu;
- D (01) The type of operation or establishment proposed and foods to be prepared and served;
- D (02) The total area to be used for the food service operation or retail establishment including square footage
- D (03) All portions of the premises in which the food service operation or retail establishment are to be conducted;
- D (04) Entrances and exits;
- D (05) Location, number and types of plumbing fixtures, including all water supply facilities;
- D (06) Plan of lighting, both natural and artificial, with foot-candles indicated for critical surfaces;
- D (07) A floor plan showing the general layout of fixtures and other equipment;
- D (08) Building materials and surface finishes to be used; and
- D (09) An equipment list with equipment manufacturers and model numbers.

- Other additional information may be requested during the review process.
- Provide complete information as required, including work that may be completed by others
- Incomplete submittals will cause reviewing delays or the return of your documents.

Risk Levels of Food Service Operations / Retail Food Establishments

3701-21-2.3 of The Ohio Administrative Code

The licenser shall determine the risk level based on the highest risk level activity of the FSO/RFE in accordance with the following criteria:

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

1. Coffee, self-service fountain drinks, prepackaged non-potentially hazardous beverages;
2. Pre-packaged refrigerated or frozen potentially hazardous foods;
3. Pre-packaged non-potentially hazardous foods;
4. Baby food or formula.

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

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

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

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

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

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

Food Service Operation/Retail Food Establishment Requirements

Three-Compartment Sink

A 3-compartment sink must be installed for proper dishwashing. The compartments must be of adequate size to accommodate the largest piece of equipment required to be washed.

-OR-

Automatic Dishwasher

Chemical or high temperature sanitizing.

Hand Wash Sink

A sink equipped with hot and cold water, soap and paper towels must be installed in all preparation areas.

Surface Finishes Smooth and Easily Cleanable

All floors, walls and ceilings must be constructed of smooth, cleanable materials.

Examples:

Floors: Linoleum, ceramic tile, quarry tile

Walls: Marlite, FRP, ceramic tile

Ceilings: Drop tiles (smooth, without any pits)

Commercial-Grade Equipment

Food service equipment must be of commercial-grade construction. Commercial equipment is typically NSF and UL approved. Equipment includes: Refrigerators, freezers, ovens, stoves, deep fryers, microwaves, etc.

Thermometer

A metal-stem, dial thermometer (Range: 0° F – 220°F) must be provided for proper testing of hot and cold foods.

Sanitizer

A proper sanitizer must be provided for the third compartment of the 3-compartment sink and for sanitizing food contact surfaces. Acceptable sanitizers and concentrations are as follows:

Chlorine (Bleach): 50-100 ppm

Quaternary Ammonia: 200 ppm

Counter wiping cloths should be stored in sanitizer between uses also.

Windows and Doors

All doors and windows which open to the outside and are opened for ventilation must be equipped with screens to protect against insect and rodent infestations.

Outside Dumpsters

Outside dumpsters must possess lids and must be placed on smooth, cleanable surfaces (asphalt, concrete, etc.). The dumpsters must be emptied on a regular basis and the lids must be closed between uses.

Note: This is only a partial list of food service requirements. For a more complete outline of requirements, please refer to the enclosed documents.

Sink and Drainage Requirements

Sink	Drainage into Sewage System
Three-compartment	Direct with grease trap
Handwash	Direct
Mop water disposal	Direct
Food Preparation (Note: A food preparation sink is required if a facility conducts any form of fresh vegetable preparation).	Indirect

Light Shielding Options

Note: All lighting throughout the facility must be properly shielded. This includes the following areas: Preparation, cooking, dry storage, dishwashing, serving, interiors of coolers and freezers, over ice machines, etc.

Fixture Type	Shielding Options
Florescent	<ol style="list-style-type: none"> 1. Plastic tubes with end caps 2. Shatterproofbulbs 3. Complete cover over entire fixture
Incandescent	<ol style="list-style-type: none"> 1. Complete cover over entire fixture 2. Shatterproofbulbs 3. Cage shield with interior globe

Ventilation Requirements

Note: This list is not all inclusive. Please contact our department with any questions concerning proper ventilation for equipment not listed below.

Equipment Type	Requirement
Stoves, ovens, deep fryers, broilers, grills, griddles, etc.	Exhaust hood equipped with fire suppression system.
Automatic dishwashers	Exhaust hood
Microwaves, steam tables, toaster, heated cabinets, etc.	No hood system is required.

Acceptable Food Service Surface Finishes

Note: This list is a guideline and not all inclusive of possible acceptable finishes. Please contact our department with any questions on new and acceptable surface finishes.

Floors

Food Service Location	Acceptable Finishes
Food preparation and cooking	<ol style="list-style-type: none"> 1. Quarry tile 2. Solid vinyl 3. Vinyl tiles
Dry storage	<ol style="list-style-type: none"> 1. Quarry tile 2. Solid vinyl 3. Vinyl tiles 4. Sealed concrete
Dishwashing	<ol style="list-style-type: none"> 1. Quarry tile 2. Solid vinyl 3. Vinyl tiles

Walls

Food Service Location	Acceptable Finishes
Food Preparation	<ol style="list-style-type: none"> 1. Marlite panels 2. Ceramic tile 3. Concrete block filled and epoxy paint 4. Stainless steel
Cooking	<ol style="list-style-type: none"> 1. Stainless steel
Dry Storage	<ol style="list-style-type: none"> 1. Marlite panels 2. Ceramic tile 3. Concrete block filled and epoxy paint 4. Drywall painted with high epoxy paint
Dishwashing	<ol style="list-style-type: none"> 1. Marlite panels 2. Ceramic tile 3. Concrete block filled and epoxy paint 4. Stainless steel

Ceilings

Food Service Location	Acceptable Finishes
All areas (Preparation, cooking, storage, , dishwashing, etc.)	<ol style="list-style-type: none"> 1. Drop ceiling (smooth tiles with no pits or crevices) 2. Drywall painted with high epoxy paint 3. Marlite panels

Process/Agency	Time Line
<p style="text-align: center;">Facility Layout & Data Morrow County Health Department 619 West Marion Road Suite B, Room 143 Mt. Gilead, OH 43338 419-947-1545 www.morrowcountyhealth.org</p>	<p>Two sets of plans must be submitted prior to any construction or changes of the facility. The Health Department may take up to 30 days to review and approve/disapprove plans. The plan review fee is \$250.00.</p>
<p style="text-align: center;">Plumbing Morrow County Health Department 619 West Marion Road Suite B, Room 143 Mt. Gilead, OH 43338 419-947-1545 www.morrowcountyhealth.org</p>	<p>Two sets of plans must be submitted prior to any construction or changes of the facility. Contact the Morrow County Health Department for plumbing permits and a fee schedule.</p>
<p style="text-align: center;">Structural and Electrical Ohio Department of Commerce Division of Construction Compliance 6606 Tussing Rd. P.O. Box 4009 Reynoldsburg, OH 43609-9009 800-523-3581 www.com.state.oh.us/dic/</p>	<p>Plans must be submitted and approved prior to any construction of the facility. Contact the Ohio Department of Commerce for plan review information and a fee schedule. A certificate of occupancy or equivalent for the current owner of the building is needed before licensing.</p>
<p style="text-align: center;">Fire Department Contact Local Township/Village Fire Chief</p>	<p>Contact the local fire district for information on plan approval process.</p>
<p style="text-align: center;">During Construction</p>	<p>Notify all departments immediately of any changes in plans or construction. <i>Changes in plans or construction require prior approval.</i></p>
<p style="text-align: center;">Completion of Construction and Final Inspection of the Facility</p> <p>Contact:</p> <ul style="list-style-type: none"> • Ohio Department of Commerce • Fire Department • Morrow County Health Department <p style="text-align: center;">For Plumbing Inspections and Food Service License Inspections</p>	<p>Contact all applicable departments for inspections and written approvals prior to contacting the Morrow County Health Department for a food service operation/retail food establishment inspection. A license will not be issued until all approvals are obtained and a pre-opening inspection is made. Allow time for any unexpected corrections or delays. At the time of inspection, the facility must be clean and all equipment must be operational. A license will be issued upon completion/compliance with the final inspection.</p>