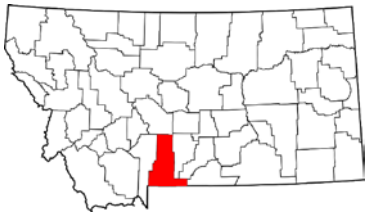

Park County Environmental Health
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Plan Review Guidelines for Food Service Establishments

According to **ARM 37.110.241 (1) Review of Plans** the plans and specifications must indicate the proposed layout, arrangement, mechanical plans, and construction materials of work areas, and the type and model of proposed fixed equipment and facilities.

1. Layout of the area for the food service operation (dimensions of layout; roadways, parking areas, surface types)

2. Scaled drawing (1/4 in = 1 ft) showing the location of food and food service equipment. Elevation drawings of equipment to be installed. Identify all equipment.

3. Final finish materials Submit room finish specifications. Indication of coved floor/wall junctures; floor finishes in food preparation, storage, utensil washing, walk-in refrigeration, walk-in freezer, locker rooms, & toilet rooms must be constructed of smooth, durable material and be coved. Wood surfaces must be sealed or painted. (see attached for acceptable finishes for floors, walls, ceilings)

4. Doors/Windows Opening to the outside shall be effectively protected against the entry of rodents. Outside openings shall be protected against the entry of insects by tight-fitting, self-closing doors; closed windows; screening. Screening material shall not be less than #16 mesh.

5. Mechanical ventilation All rooms must have sufficient ventilation to prevent excessive heat, steam, condensation, vapors, odors, smoke and fumes. (i.e. restrooms, exhaust hood dish machines) Ventilation systems shall be installed and operated according to law and when vented to outside, shall not create a harmful or unlawful discharge. All systems must comply with the State Fire Marshall codes.

6. Plumbing Location of floor drains, water supply lines, sewer lines, back siphon/back-flow protection (ice machines, dishwashers, sinks, toilets) indirect drains (dishwashers, refrigerators, ice storage units)

7. Lighting Adequate lighting must be provided in all work areas. Light bulbs, fixtures, skylights or other glass fixtures suspended over exposed foods, and those over equipment cleaning or storage facilities, shall be shielded, coated or otherwise shatter resistant.

8. Equipment and utensils All equipment used for food service must be listed. Equipment must be installed as to be moveable or designed to be cleaned in place. Storage shelves must be smooth, impervious, easily cleanable, and six inches off the floor. Unfinished wood is not acceptable.

9. Toilet facilities Employee restrooms are required. Must be adequately ventilated and have a self-closing door. Shall not open directly into a room where foods are exposed for sale. Toilet facilities shall be plumbed to comply with the state plumbing code, in good repair and conveniently located.

10. Hand wash sinks must be located in areas where food is prepared or served and in utensil washing areas; accessibility is a determining factor. Soap and disposable towels must be provided. Shall be plumbed to comply with the state plumbing code.

11. Mop/utility sink must be provided and located as well as a separate storage area for mops, brooms and cleaning supplies.

12. Garbage containers, dumpsters, and compactor systems located outside shall be stored on or above a smooth surface of nonabsorbent material, such as concrete or machine-laid asphalt that is kept clean and well maintained in good repair.

13. Sewage disposal Indicate if the establishment will use city sewer or an approved onsite sewage system. If a septic tank and drainfield are proposed, a sewage system permit is required before installation of the system.

14. Wastewater lines extending from sinks or equipment that come into contact with food or food contact surfaces (such as a dish machine, ice machine, and 3-compartment sink) require indirect wasting to a floor sink and/or drain. Cross-connections between potable and non-potable water supplies, chemical feed lines, or similar devices are prohibited. Equipment is not to be located under exposed sewer lines, non-potable water lines, stairwells, or other potential sources or contamination.

15. Water system must be an approved public water system

16. Dishwashing facilities
    - A three compartment sink with drain boards is required in all food service establishments.
    - If a mechanical dish machine is provided, final rinse must consist of a constant supply of 180°F rinse water or a chemical sanitizer at an approved concentration.

17. Employee storage An area must be provided for storage of employee personal items.

18. Equipment storage provides adequate storage for food items. Food items must be stored at least 6 inches above floor and protected from contamination. All floor mounted equipment must be sealed to the floor/walls, elevated 6 inches above the floor, or easily moveable.

19. Display equipment provides adequate protection devices such as sneeze guard for foods on display or glass lids for covering foods on display.

20. General miscellaneous items:
    - Include proposed menu, for food manufacturers, submit proposed ingredients and labels for approval
    - Include occupancy load and number of employees
    - Check for other required permits with local zoning, building inspector , fire control authority, city/county treasurer
    - Plans must be on substantial paper; must be clear and include proper detail
    - Name of the establishment
    - Name, mailing address and contacts of owner/operator(s)

This list is used as a guideline and does not encompass all regulations that apply to food service establishments. There are also many other regulations that must be met. They may include: building codes, fires codes, plumbing, electrical, and mechanical codes. City or county codes may also play a part in the plan review process.

Additional information may be required on an individual basis. Please refer to the **Montana Department of Public Health and Human Services, Administrative Rules of Montana Title 37.110.241** for a complete set of regulations or visit the Park County Environmental Health Department office for a copy.

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