

FOOD ESTABLISHMENT PLAN REVIEW

CATEGORY III

Date: _____

CONTACT INFORMATION

Name of establishment: _____

Address: _____

City: _____ **Zip code:** _____

Phone: _____

Fax: _____

Email address: _____

Name of owner/licensee: _____

Mailing address: _____

City: _____ **Zip code:** _____

Phone: _____

Email address: _____

Reason for plan review: New establishment _____, Licensee change _____, Remodel _____

BUILDING DESIGN AND OPERATION

Establishment type: Tavern ____, Retail grocery ____, Convenience Store ____, Food Pantry ____, Other ____

Will establishment be seasonal? Yes No

If yes, what months will it be closed? _____

Number of Seats: _____

Number of Staff: _____
(Maximum per shift)

Total Square Feet of Facility: _____

Number of Floors on which
operations are conducted _____

Maximum Meals to be Served (approximate):

Breakfast _____

Lunch _____

Dinner _____

N/A _____

HOURS OF OPERATION

Monday: _____ a.m./p.m. - _____ a.m./p.m.
Tuesday: _____ a.m./p.m. - _____ a.m./p.m.
Wednesday: _____ a.m./p.m. - _____ a.m./p.m.
Thursday: _____ a.m./p.m. - _____ a.m./p.m.
Friday: _____ a.m./p.m. - _____ a.m./p.m.
Saturday: _____ a.m./p.m. - _____ a.m./p.m.
Sunday: _____ a.m./p.m. - _____ a.m./p.m.

**Please write "closed" on the first line of any day that the establishment is closed*

FOOD AND DRINK SUPPLIES

Please answer the following questions -

1. Are all food and drink supplies from an inspected and approved source? Yes No
2. Please list all food and drink supply sources. (i.e. name of wholesale distributor, Walmart, etc...)

3. How often will food and drink supplies be delivered? (i.e. weekly, twice weekly, etc...)

N/A

COLD STORAGE

Please answer the following questions -

1. Is adequate refrigeration space available to keep refrigerated foods at 41°F or below? Yes No
2. Is adequate freezer space available to keep frozen foods frozen? Yes No N/A
3. Does each refrigerator/freezer have a thermometer? Yes No
(Thermometers must be located in easy-to-read locations)

SANITIZATION PROCEDURES

Please answer the following questions -

1. What type of sanitation method will be used in the 3-compartment sink?
 - a. chlorine bleach
 - b. quaternary
 - c. iodine
 - d. hot water (170°F)
2. Will a dishwasher be used? Yes No
3. If yes, what type of sanitation method will be used in the dishwasher?
 - a. chlorine bleach
 - b. quaternary
 - c. iodine
 - d. hot water (180°F)
 - e. N/A
4. What type of sanitation method will be used to sanitize counter tops and other surfaces?
 - a. chlorine bleach
 - b. quaternary
 - c. iodine
5. How will countertops and other surfaces be sanitized?
 - a. sanitizer bucket with cloth towel
 - b. sanitizer spray bottle with paper towels
6. Are test kits available for each type of sanitizer? Yes/No

**Chlorine bleach must be non-scented. Lemon, floral, and other scents are not approved for sanitation.*

TOXIC ITEMS

Please answer the following questions –

1. Are all containers of toxic items clearly labeled with name of contents? Yes No
2. Are toxic items stored physically separate from or below food/drink items? Yes No
(toxic item examples – cleaners, sanitizers, insecticides, first-aid supplies, lotion)
3. Are insecticides/rodenticides stored separately from cleaners, sanitizers, etc...? Yes No N/A

SINKS

Please answer the following questions –

1. Is there a hand sink in each food/drink preparation area (including bar area)? Yes No N/A
2. Is there a hand sink in all ware-washing areas? Yes No
3. Is hot and cold water provided at all sinks? Yes No
4. Do all hand sinks have a mixing valve or combination faucet? Yes No
5. If metering faucets are present, do they provide a flow of water for at least 15 seconds? Yes No N/A
** This type of faucet is not recommended.*
6. Is dispensable hand soap available at all hand sinks? Yes No
7. Does each hand sink have a hand drying device? Yes No
(paper towel dispenser, warm air blower, or sanitary towel roll are approved devices)
8. Is a 3-compartment sink available for washing, rinsing, and sanitizing? Yes No
9. Does the 3-compartment sink have drain boards on each side? Yes No
10. Does the 3-compartment sink have a grease trap? Yes No
10. Is a mop sink available for waste water disposal? Yes No

INSECT AND PEST CONTROL

Please answer the following questions –

1. Are all outside doors self-closing? Yes No
2. Are screen doors provided on all entrances where solid doors may be left open to the outside? Yes No N/A
3. Do all openable windows have mesh screening? Yes No N/A
4. Is the area around the building clear of unnecessary brush, litter, boxes, and other items that may promote rodent/insect harborage? Yes No

WATER SUPPLY

Please answer the following questions –

1. Is the water supply public? Yes No
2. If no, the private well is required to be inspected and sampled.
(Depending on the number of people served and how often, the well may be considered a non-community water source which would require inspections and water samples on a regular basis)
3. Will ice be made on premises? Yes No N/A
4. If yes, how often will ice machine be cleaned and sanitized? _____
4. If no, where will it be purchased? _____

BOIL ORDER GUIDELINES

Please answer the following questions –

1. In case of a boil order, is your facility supplied with extra bottled water? Yes No

2. How will your facility construct hand washing stations in the event of a boil order?

(Handwashing stations are required in food/drink prep, ware-washing, and restroom areas)

3. How will your facility make sanitizer solution in the event of a boil order?

3. During a boil order, will all equipment connected to water lines be shut off? Yes No
(this includes soda machines, ice machines, industrial coffee machines, and dish washers)

4. Will employees be instructed to boil water for at least 1 minute for all cleaning purposes? Yes No

5. After a boil order, will all water lines be purged of standing water? Ice and beverage filters changed? All sinks sanitized? Yes No

*Please note: If your facility is ever without water, it must be closed until safe water is provided.

SEWAGE DISPOSAL

Please answer the following questions –

1. Is the building connected to a municipal sewer? Yes No

2. If no, the private septic system is required to be inspected by a licensed sewage contractor.

FLOORS, WALL, AND CEILING MATERIALS

Please complete the chart below (i.e. tile, concrete, wood, etc.. or N/A)

	Floor	Walls	Ceiling
Bar area			
Retail area			
Seating area			
Restrooms			
Storage room(s)			
Basement			

*Carpet is not an approved surface.

*All wood surfaces should be painted and/or sealed.

1. Will food and/or beverage items be stored in a basement? Yes No N/A
2. If yes, are the floors, wall, and ceilings finished? Yes No N/A
3. If yes, is there adequate space so food, utensils, and equipment are not stored under plumbing? Yes No

TOILET FACILITIES

Please answer the following questions –

1. Are all toilet room doors self-closing? Yes No
2. Are all toilet rooms equipped with mechanical ventilation? Yes No
3. Are covered waste receptacles available in each stall in the women's restroom? Yes No

PLUMBING

All plumbing in the facility shall be sized, installed, and maintained in accordance with applicable provisions of the Illinois State Plumbing Code. Please consult with a licensed plumber to ensure your plumbing is up to code.

You may also contact the State Plumbing Inspectors with any questions –

Bureau County – Mike Hill 1-815-712-3265

OTHER

Please answer the following questions –

- 1. Are all food and drink supplies stored at least 6 inches off the floor? Yes No
- 2. Are all areas of the facility adequately lighted for proper cleaning and safety purposes? Yes No
- 3. Are all light fixtures shielded or equipped with shatter-proof bulbs? Yes No
- 4. Are all wood surfaces painted and/or sealed? Yes No N/A
- 5. Are all wall and floor junctures sealed with coving? Yes No

CLEANING SCHEDULE

Please answer the following questions –

- 1. Will your facility have a cleaning schedule? Yes No
- 2. How will your facility be cleaned?
 - a. staff
 - b. cleaning service
 - c. both

Please mark how often the following items will be cleaned –

ITEM	CLEANING FREQUENCY (daily, weekly, monthly, N/A)
Floors	
Walls	
Ceilings	
Restrooms	
Refrigerators/Freezers	
Cabinet shelves/drawers	

GARBAGE

Please answer the following questions –

- 1. Do all garbage receptacles inside the facility have lids? Yes No
- 2. Will a dumpster be used? Yes No

If yes, please answer the following –

Number of dumpsters _____
Frequency of pickup _____
Contractor _____

3. If a dumpster is used, will it be stored on concrete/asphalt? Yes No N/A

Illinois State Food Service Sanitation Code

Subpart A: General Provisions

Section 750.10 Definitions

Page 8

“Category III facility” means a food establishment that presents a low relative risk of causing foodborne illness based upon few or no food handling operations typically implicated in foodborne illness outbreaks. Category III facilities include those where the following operations occur:

- only beverages (alcoholic and non-alcoholic) are served at the facility
- only pre-packaged foods are available or served in the facility, and any potential hazardous foods available are commercially pre-packaged in an approved processing plant
- only limited preparation of non-potentially hazardous foods and beverages, such as snack foods and carbonated beverages, occurs at the facility

STATEMENT: I hereby certify that the above information is correct, and I fully understand that any deviation from the above without prior permission from this Health Department may nullify final approval and/or cause delay in approval.

Signature(s) _____

(owner(s) or responsible representative(s))

Date: _____

Approval of these plans and specifications by this Health Department does not indicate compliance with any other code, law or regulation that may be required--federal, state, or local. It further does not constitute endorsement or acceptance of the completed establishment (structure or equipment). A pre-opening inspection of the establishment with equipment in place and operational will be necessary to determine if it complies with the local and state laws governing food service establishments.