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FOOD SERVICE ESTABLISHMENT PLAN REVIEW REQUIREMENTS

Ensure all items listed below are included in your application materials, if something does not apply to your application then be sure to note the reason why. *All items (A, B, C and D) listed below will be required to be uploaded during the online application process. Compliance with WAC 246-215 is required.*

- A. FLOOR PLAN** Provide a floor plan (set to a quarter inch scale, 1/4 inch=one foot) that includes an equipment list, finish schedule, plumbing and lighting specs of the proposed facility with the following items indicated on the plans and/or spec sheets:
1. Hand wash sink(s): with soap and paper towel dispensers, signage and a waste receptacle. Hand wash sinks may not be used for any other purpose and must be located within 25' of and easily accessible to all food service and prep areas. *Minimum requirements for number of hand wash sinks shall be at the discretion of the Health Department.* Easily accessible is locally defined as an uninterrupted straight path or no more than one turn or corner from any area in a food preparation or service area to a hand wash sink.
 2. Food preparation sink/s: required for most level 2 and all level 3 facilities, *indirect drain required.*
 3. Mop sink with faucet: back-flow prevention provided with mop drying racks or hangers.
 4. Dump sink(s): required for bars, espresso stations and cannot be used as a hand wash station.
 5. Three-compartment sink with drain boards: required and each basin must be large enough to fully submerge the largest utensil or cookware in the kitchen. The wash and rinse basins must be plumbed directly to the grease interceptor and the sanitize basin must have an *indirect drain* to sanitary sewer.
 6. Mechanical ware washing equipment (Dishwasher machine): Warewashing machines are optional and when provided must be commercial grade or equivalent. They need to be drained directly to the grease interceptor. *Presence of a mechanical dishwasher does not exempt the requirement of a 3-compartment warewashing sink.*
 7. Refrigeration and Freezers: Provide size, type, model and condition (Refrigerators must be commercial grade and equipped with an accurate and easily viewable thermometer).
 8. Walk-in refrigerator/s: Provide size and shelving design (commercial grade required), *indirect drain required.*
 9. Plumbed food equipment: Ice machines, ice bins, dipper wells, plumbed beverage machines, *indirect drains are required.*
 10. Cooking equipment: Cooking, reheating, and hot-holding equipment, commercial grade (or equivalent) required with appropriate hood system.
 11. Floor sinks and drains: not required but highly recommended for level 3 and/or high volume facilities.
 12. Employees' lockers or area of shelves for personal item storage.
 13. Garbage storage facilities: and leachate drain location (if necessary)
 14. Toilet(s): Provide number of fixtures, self-closing door mechanisms required. *Customer access not required for facilities with no indoor or outdoor seating. Public access to restrooms must not be via a food prep, service or storage area and must be within 200 feet of those areas.*
 15. Dry food storage: Provide sufficient shelving and area to accommodate dry storage items off the floor.
 16. Finishes on surfaces: In food prep, service and storage areas: must be *smooth, durable, water resistant and easily cleanable.* Provide a description of finishes used in these areas for:
 - a) Floors: *carpet, wood, Pergo, residential linoleum, unfinished concrete not allowed.*
 - b) Walls: *unfinished wood, concrete and sheet rock not allowed.*
 - c) Counter tops: *Wood and residential Formica not allowed.*
 - d) Ceilings: must be removable or easily cleanable surface that meets the above requirements.
 17. Lighting: food prep, service and storage areas must have shielded bulbs and meet the minimum requirements for luminosity.
 18. Seating: indicate number of indoor and outdoor seating on plans.
 19. Outdoor Openings: Indicate any openings to the outside and the type of protection for each. Openings that are designed to stay opening during warm seasons must have an approved variance from the health department prior to operation.
 20. Hot Water Tanks: Provide specifications for hot water tank, capacity must be adequate for the number of sinks and plumbed equipment.

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B. MENU/S. Provide draft menu/s with complete consumer advisory, include: breakfast, lunch, brunch, dinner, happy hour, children's, bar and catering menus if applicable. A complete Consumer advisory has 3 parts: an asterisk on the protein menu item that is served or offered undercooked, a Disclosure of why the menu needs a health reminder and a Health reminder at the bottom of the page where the menu item is printed. A consumer advisory is required when offering undercooked meats, seafood or poultry including eggs.

C. FOOD PREPARATION PLAN Provide written information on how the establishment will safely prepare, cook and serve food.

21. Food preparation procedures that indicate: the final internal cooking temperature of all meat, poultry, fish and egg products to include cold-holding, reheat and hot holding temperatures.
22. Cooling: List of all foods that are cooked and then cooled. Indicate the cooling method used and the quantities of those foods cooled on site.
23. Raw protein handling: describe how, where and when raw proteins will be prepped to include separate cutting boards, separate areas and separate times. Describe how raw proteins will be handled for cook-to-order meals in the kitchen (e.g. with a designated tongs).

D. OPERATIONAL PLAN/SOPs Provide written information on how the establishment will ensure a sanitary food preparation, storage and service environment:

24. Operational times: provide days and hours of operation to include meals to be served (breakfast, lunch, dinner, happy hour, catering, buffets and salad bars) and anticipated plates served per meal.
25. List of all food sources: Provide frequency of delivery and method of delivery (e.g. personal vehicle or delivery service). Include days and times of deliveries.
26. Employee illness and hygiene policy: Provide a written policy to include employee illness monitoring and exclusion from work and kitchen hygiene practices to prevent food borne illness, to be posted on the premises for employees to view.
27. Food handler Cards: describe plan for where food worker card copies are to be kept, system of keeping them current, and policy for when employees have an invalid card (e.g. expired card).
28. Cleaning schedule: provide a cleaning checklist and schedule to indicate how the facilities and equipment will be cleaned and maintained to prevent the attraction and/or harborage conditions for insects and rodents. Indicate which items will be shift-based, day-based (opening and closing lists) or weekly or monthly etc. Items to be included: *Refrigerators and freezers- interior and exterior cleaning, preventative maintenance such as coolant replacement and fan and coil cleaning. Between and under equipment, Floors-sweeping and mopping, floor mats, Walls, Ceilings, Counters, Counter top and wall mounted equipment such as deli slicers, microwaves, potato-slicers, Cutting boards-mounted and unmounted cleaning and maintenance, CIP equipment (permanently mounted steam, kettles etc), Hood filters, Soft-serve machines*
29. Pest Management Plan: Describe preventative maintenance plan of how pests and insect infestations will be prevented and include the name of the Professional Pest Management company that is or will be contracted for routine maintenance and in the event of an infestation.
30. Catering: if catering is to be offered, a catering menu and plan of catering operation must be provided. Include the catering menu (with consumer advisory if applicable), Food transportation and temperature control methods, hot holding and cold holding temperatures, food handling including hand washing provisions and hygiene practices.
31. Delivery: indicate if delivery will be offered and if this service is provided by a third party.
32. Additional items: If any of the following items apply to your business, please indicate them on the operational plan as they have additional requirements that will need additional information provided to and be approved by the health department:
 - a. Time as a public health control: if you plan on holding any perishable ingredients or foods at room-temperature (e.g. pizza slices, cut tomatoes, garlic butter etc)
 - b. Smoking, curing or pickling foods for preservation (e.g. sushi rice)
 - c. Packaging food in vacuum sealed packaging
 - d. Shell fish tank for shell fish to be served in restaurant
 - e. Sprouting seeds or beans