

GLENN COUNTY

Planning & Community Development Services Agency Environmental Health Department

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New Construction/Remodel Guidelines for Permanent Food Facilities

To begin the food facility plan check process, new and remodeled food facilities shall submit plans that include but are not limited to the following:

ITEM	NEEDED
Site Plans	[]
Finish Schedule (describes walls, ceiling and floor surfaces in each room)	[]
Floor Plan (Showing all major equipment and use of areas)	[]
Ventilation Plans	[]
Plumbing Plans	[]
Description of Operation	[]
Description of Equipment (includes all equipment specification sheets)	[]
Plan Check Fee	[]

**Note: Some small food operations may be field plan checked and not subject to all requirements listed below.*



1. GENERAL STORAGE FACILITIES: Provide an adequate number of shelves that are easily cleanable, non-absorbent, durable and provides food storage that is at least 6 inches off the floor. Adequate shall mean a minimum of 10% of the prep area or 50 sq. ft. (whichever is greater). Provide rust resistant metal racks in all refrigerators. Cabinets shall be of easily cleanable, durable, non-absorbent, tight fitting construction. Counter tops shall have durable, impervious surfaces.

2. FOOD DISPLAY FACILITIES: Food display appliances must provide a food shield that protects food from environmental contamination. Salad bars, buffets, or any preparatory areas adjacent to customer areas must be protected from contamination by the use of packaging, counter, service line, or sneeze guards that intercept a direct line between the consumer's mouth and the food being displayed. Provide easily

cleanable containers with tight fitting lids; handled utensils; and ingredient labels for display of all other unpackaged processed foods (such as bulk food displays in markets).

3. UTENSIL WASHING EQUIPMENT: For manual washing of multi-use utensils, provide a three-compartment stainless steel sink, with dual integral drain boards. A mechanical dishwasher may be used in addition to the sink. Such dishwashers shall have stainless steel drain boards on both sides and shall be approved for commercial use. Mechanical dishwashers must be able to provide adequate chemical sanitization or high temperature water sanitization.





4. EQUIPMENT: All food service equipment shall be designed for the intended commercial use and shall have been certified as having met an ANSI approved food safety standard (such as NSF standards). Where possible, provide equipment “spec sheets.”

- a) Provide adequate mechanical refrigeration for maintaining potentially hazardous foods (PHFs) below 41°F. Ice may only be used to refrigerate PHFs in customer display areas. Establishments where hot foods are cooled for later use require additional mechanical refrigeration and equipment/utensils (more metal racks, shallow pans, ice bath, etc.) for rapid cooling of hot foods.
- b) Provide adequate facilities for rapid heating of PHFs. Most steam tables, hot display cases and other hot holding equipment are inadequate for rapid heating.
- c) Provide adequate hot holding equipment where PHFs are held hot. Such equipment shall maintain PHFs at 135°F or more during normal use.

- d) Refrigerators and hot holding units for PHFs shall have visible thermometers. A suitable metal probe thermometer shall be readily available for checking temperatures.
- e) Provide adequate number of tables or impervious counter tops for food preparation.
- f) Provide a separate preparatory sink with at least one integral drain board.



5. PLUMBING:

- a) Provide hot and cold running water from a mixing faucet at all sinks. Hot water shall be available to all faucets within 30 seconds. If auto-shutoff faucets are used, such faucets shall leave warm water freely flowing for at least 10 seconds. All water heaters shall be adequate for peak hot water demand. Provide water heater specifications (capacity and temperature rating) with plumbing plans.
- b) Provide approved indirect sewage connection (floor sink, hub drains) for preparatory sink, utensil sink, ice machine/bin, beverage dispensers, dishwasher, refrigerators (unless equipped with an evaporator) and other food service equipment with a liquid waste discharge.
- c) Floor drains are required where floors are water flushed or pressure spray cleaning equipment is used.
- d) Pipes and conduits shall be enclosed wherever possible. Where such conduits are exposed, they shall be 6 inches or more off the floor.
- e) Water shall be from an approved source and available in adequate amounts. If an individual well is used, it must be permitted as a California code water system with the local health agency.
- f) Grease traps and interceptors shall not be located within the food facility.
- g) All wastewater shall discharge into a public sewer or approved individual sewage system that is designed for the potential water use. For locations on individual sewage systems, the adequacy of the system shall be determined for the planned use prior to approval of facility plans.



6. TOILET FACILITIES: Provide an adequate amount of readily accessible toilet rooms (number based on current building code). In food establishments with seating, patron toilets must be available without customers passing thru food preparatory and storage areas.

7. HANDWASHING FACILITIES: Provide separate, conveniently located hand washing sinks in or adjacent to each restroom and each food preparation area. Such sinks shall have minimum water temperature of 100°F. Each sink shall have soap and a towel dispenser (or hot air blower).



8. VENTILATION:

- a) Provide adequate general ventilation.
- b) Provide adequate ventilation for the toilet room (fan or screened window)
- c) Provide adequate mechanical ventilation (that meets applicable requirements of the current Uniform Mechanical Code) over all cooking equipment and high temperature dishwashers. Provide hood details for approval. For prefabricated hoods, which have been approved by an official testing agency, provide a copy of the approval letter from that agency. Provide make up air in areas where exhaust ventilation is required.



8. FLOORS: Provide smooth, easily cleanable, durable, non-absorbent floor that is in good repair and that extends up the walls and cabinets at least 4 inches forming a minimum 3/8 inch radius cove at the floor/wall and floor/cabinet junctures in restrooms, walk-in coolers, food preparation or dispensing areas, utensil washing rooms, janitorial sink rooms, food storage rooms and inside refuse storage rooms. Top set coving is not acceptable in such areas, except in storerooms where only food in original unopened shipping containers are stored, and in walk-in cooler/freezers where approved coving from walk-in manufacturer is installed on smooth, sealed concrete or similar floors. Install cabinets prior to floor material. Floors with rough non-slip surfaces normally require floors that are sloped to floor drains.

9. WALLS AND CEILING: Provide smooth, washable, durable, non-absorbent walls and ceilings that are in good repair in restrooms, food preparation areas, dispensing areas, walk-in coolers, utensil washing rooms, open food storage rooms and janitorial areas. Textured gypsum board, fissured ceiling tile, grooved wall panels, textured or non-washable wall paper, rough wall tiles and other hard to clean surfaces are not acceptable in such areas. Provide fiberglass reinforced polyester panels, stainless steel, or equivalent on walls (minimum 6ft. high) behind and adjacent to janitorial sink, utensil washing facilities, and cooking facilities.



10. LIGHTING: Provide an adequate amount of lighting throughout facility. Lighting shall be easily cleanable and have light shields or shatterproof bulbs in food preparation areas. Lighting should be bright enough to easily recognize foods.

11. JANITORIAL FACILITIES: Provide separate, commercial quality mop sink or floor basin. Provide adequate amount of separate storage facilities for cleaning supplies.

12. RODENT AND INSECT CONTROL: Exterior doors shall be tight fitting and self-closing. Large delivery doors and doors to outside eating areas shall have commercial air curtains. Serving windows shall be self-closing, have an openable area of 216 sq. inches or less or have approved air curtains. All other openable windows shall be screened. All outside entry points at the facility must be sealed and smooth to discourage pest entry.



13. MISCELLANEOUS:

- a) Provide separate lockers or cabinets for storage of employee's personal belongings.
- b) Refuse enclosures or rooms shall be constructed of easily cleanable, durable, non-absorbent materials (like concrete). Outdoor enclosures shall slope to an acceptable floor drain.
- c) There shall be no direct connection (door) between any living quarters and the food establishment.
- d) The annual food facility permit fee is due before the food facility will be allowed to open.
- e) Check with local building and planning departments for their requirements.