

Submit the following items along with your application:

- Proposed menu or complete list of food and beverages to be offered
- Plans clearly drawn to scale (minimum 11x14 inches in size) and include these items below:
 - Floor plan must identify: kitchen layout, serving and seating areas, restrooms, office, employee changing rooms, storage, janitorial and trash area. Include location of any outside equipment or facilities (i.e.: dumpsters, well and septic system if applicable)
 - Equipment layout with equipment specification sheets
 - Identify all handwashing, ware washing and food preparation sinks
 - Finish schedule showing floors, coved base molding, walls and ceilings for each area shown on plans, and lighting plan
 - Provide plumbing layout showing the sewer lines, cleanouts, floor drains, floor sinks, vents, grease trap or grease interceptor, hot and cold water lines, and direction of flow to sanitary sewer

Food Operation Information:

Hours/days of Operation

Sun: _____
Mon: _____
Tues: _____
Wed: _____
Thurs: _____
Fri: _____
Sat: _____

Restaurant Seating Capacity

of Indoor Seats: _____

of Outdoor Seats: _____

Square Footage of Facility: _____

Type of Service (check all that apply)

On-Site consumption
 Off-Site consumption
 Catering
 Other: _____

List type of plates/utensils used for customers:

Total Employees: _____

Meals to be served:

Breakfast: _____
Lunch: _____
Dinner: _____

Food Delivery

1. How often will frozen foods be delivered: Daily Weekly Other: _____
2. How often will refrigerated foods be delivered: Daily Weekly Other: _____
3. How often will dry foods or supplies be delivered? Daily Weekly Other: _____

Food Storage: Identify size of: Dry Storage Area: _____ Refrigerated Storage: _____ Freezer Storage: _____

*Identify on plans where storage will be located.

FOOD PROCESSES: INSTRUCTIONS: Describe the following with as much detail as possible. Indicate Not Applicable (NA) as appropriate (use additional pages if needed)

Process	Identify Food Items	Indicate Equipment Used & Location Process will be completed
Washing food (veggies, fruit)		
Thawing Food		
Cooling Food		
Hot Holding		
Reheating		

Finish Schedule

INSTRUCTIONS: Indicate which materials (quarry tile, stainless steel, FRP, ceramic tile, etc.) are used for each area. Indicate Not Applicable (NA) as appropriate

Room/Area	Floor	Floor/Wall Juncture	Walls	Ceiling
Food Preparation				
Dry Food Storage				
Warewashing Area				
Walk-In Refrigerator/Freezer				
Service Sink				
Refuse Area				
Toilet Rooms				
Other:				
Identify Finishes of cabinets, countertops, and shelving:				

Physical Facilities

INSTRUCTIONS: Explain the following with as much detail as possible. Indicate Not Applicable (NA) as appropriate

Topic	Minimum criteria	Notes
Handwashing facilities	<ul style="list-style-type: none"> Identify number of handwashing sinks in: ___ Food Prep Area ___ Warewashing Area Soap, paper towel, trash can available? _____ 	
Warewashing Facilities	Identify type if dish machine: _____ Manual dishwashing: Identify the length, width, and depth of the 3-compartment sink: _____ How will items being washed be air dry? (drain boards, overhead shelving, etc.) _____ What type of Sanitizer will be used? _____ Will the largest pot/pan fit into the sink basins or in the dish machine? <input type="checkbox"/> Yes <input type="checkbox"/> No If No, what will the procedure for manual cleaning and sanitizing of the items be? _____	
Water Supply	<input type="checkbox"/> Public Water <input type="checkbox"/> Private Well Water If Private, provide well water test results	
Sewage Disposal	<input type="checkbox"/> Public Sewers <input type="checkbox"/> Private Septic System Will a grease trap be provided? _____	
Backflow Prevention	Will all potable water sources be protected from backflow? _____ Note proper backflow prevention on plans Are all floor drains identified on the submitted floor plan? _____	
Toilet Facilities	Identify locations and number of toilet facilities: _____ Hot/Cold water provided: <input type="checkbox"/> Yes <input type="checkbox"/> No	

Plainville Southington Regional Health District Food Establishment Plan Review

<p>Dressing Rooms, Linens</p>	<p>Will dressing rooms be provided? _____ Describe storage facilities for employee personal belongings: _____ Will linens be laundered on site? _____ If yes, what will be washed and where? _____ If no, how will linens be cleaned? _____</p>	
<p>Poisonous/Cleaning Storage</p>	<p>Where will poisonous and/or toxic chemicals be stored? _____ Where will cleaning and sanitizing solutions be stored at workstations? _____ How will chemicals be separated from food and food-contact surfaces? _____</p>	
<p>Provide any additional information:</p>		

Review Date: _____ Reviewed By: _____