



RESTAURANT PLAN REVIEW APPLICATION

ENVIRONMENTAL HEALTH DEPARTMENT

2051 Kaen Road #367 Oregon City, OR 97045 - Phone: 503.655.8384

New Remodel

Name of Establishment: _____

Facility address: _____

Facility Phone: _____

E-Mail Address: _____

Owner's name: _____

Mailing Address: _____

Owner's Phone: _____

E-Mail Address: _____

Contact Person & Title (Architect, manager): _____

Mailing Address: _____

Phone: _____

Category: Restaurant Daycare School

Projected Start Date: _____

Projected Date for Completion: _____

Type of Service: (Check the food service that best describes the system you use)

- Cook and Serve
- Cook, Hot Hold and Serve
- Cook, Chill, Reheat, Hot Hold and Serve
- Cold Hold and Serve
- Commercially Packaged Food Only (except beverage)
- Other _____

Will food be transported to another location as a catering operation or satellite kitchen?

What is the estimated number of catered meals per day? _____

Days and Hours of Operation: _____

Number of Seats: _____

Number of Staff (total): _____

(Maximum per shift): _____

Total Square Feet of Facility: _____

Number of floors on which operations are conducted: _____

I have submitted plans/applications to the necessary or appropriate authorities including zoning, planning, building, plumbing, fire and electric.

Yes No

When submitting this application, include the following documents:

- Proposed menu(s), including seasonal, off-site and banquet menus
- Site plan - location of building on site, including alleys, streets and outside equipment (dumpsters, well, septic system)
- Plan drawn to scale showing location of equipment, plumbing, electricity services and mechanical ventilation
- Equipment schedule

Required Format and Specifications Plans Drawn to Scale

1. Accurately draw floor plan to a minimum scale of ¼ inch = 1 foot
2. Show seating capacity
3. Locate and label each piece of food equipment with its common name, include self-service hot and cold holding units with sneeze guards
 - Indicate if equipment is not newly purchased
 - A direct connection may not be used for equipment in which food, ice or water are placed
4. Identify the equipment that will be used for rapid cooling, including ice baths and refrigeration
5. Identify the equipment that will be used for rapid reheating
6. Identify food preparation sinks
7. Show where raw and ready-to-eat foods will be prepared
8. Identify each designated hand sink including, hand sinks in the restrooms, food preparation, food service and ware washing areas
9. Include:
 - a. Entrances, exits, loading/unloading areas and docks
 - b. Plumbing schedule including location of floor sinks, overhead wastewater lines, hot water heater BTU or KW and capacity, grease trap or interceptor
 - c. Lighting schedule with protectors
 - d. Source of water supply and method of sewage disposal other than a municipal system (Systems must meet state regulations)
 - e. A mop sink or a curbed cleaning facility with facilities for hanging wet mops
 - f. Location for storing toxic chemicals
 - g. Location for the storage of personal items such as dressing rooms, locker areas and employee rest areas
 - h. Dish and ware washing machine or 3 compartment sink
 - (Largest piece of equipment must be able to fit into compartment or dish machine.) Indicate if dish machine is chemical or high temperature sanitizing
 - i. Indicate surface materials and the location of where the dumpster, compactor, garbage cans, waste oil, and recycling containers are stored

Interior Finishes/Surfaces

Use the following chart to indicate all interior finishes or indicate schedule number on plans:

	Floors	Cove	Walls	Ceilings	Food Contact Surfaces	Shelving
Example Kitchen	Quarry Tile Smooth Seal	Quarry Tile Smooth Seal	FRP Smooth Stainless Steel Painted Smooth	Vinyl Acoustical Tile Smooth	Stainless Steel Hardwood Cutting Surfaces Formica	Wood Painted Smooth Stainless Steel
Kitchen						
Bar						
Storage Rooms Food & Other						
Toilet Rooms						
Garbage & refuse storage						
Mop service area						
Ware washing area						
Walk-in refrigerators & freezers						

6. Who will be your people in charge?

7. Are you aware of the rule that requires a “knowledgeable” person to be present at all time of operation? Yes No

Note: One way to meet this is to obtain certification in an advance Manager Food Safety Program.

8. List the types of food probe thermometers (0-220°F) that are available and where are they kept?

9. How do you calibrate your food probe thermometers and how often? Who is responsible for calibrating thermometers?

10. What type of chemical sanitizer do you use (chlorine, quaternary ammonium, iodine)?

At what concentration do you use this sanitizer? _____

When do you use your test kit? _____

11. Describe how cutting boards, counter tops, equipment and other food contact surfaces that are too big to be submerged into sinks and too big for the dishwasher are cleaned and sanitized.

When does cleaning and sanitizing need to occur?

12. At the end of the day, what is done with leftover food?
13. Will ingredients for cold ready-to-eat foods such as tuna and eggs for salads and sandwiches be pre-chilled before mixed and assembled? Yes No
14. Describe the procedure used during preparation for minimizing the length of time potentially hazardous food will be kept at room temperature:
15. How will you minimize the handling of ready-to-eat food (utensils, food grade paper or disposable gloves)?
16. Describe when and where produce will be washed prior to use:

Food Preparation

- List menu items that you will serve raw or partially cooked of animal origin such as sushi, steak tartar, and oyster shooters:

Will customers be advised of their risk when consuming raw animal product?

Yes No

- If serving raw fish (sushi, lox, cerviche) will parasite destruction be done on-site or by the supplier?

On-site Provide your procedure on parasite destruction (*A freezer used for parasite destruction must maintain (-) 4°F for 7 days.*)

Supplier Provide the name of your supplier and documentation to show parasite destruction.

- List your food suppliers:

Category	Supplier(s)
Game meats (e.g., emu, ostrich, elk)	
Raw or partially cooked fish products (e.g., lox, cerviche, raw oyster, sushi)	
Fresh or live shellfish	
Wild mushrooms	

- Describe food processing within your facility (smoking meats, sous vide, canning, specialty processing):

Cold Holding

1. Refrigerated foods must be maintained at 41°F or colder. How did you determine the amount of cold storage/holding that you will need for your operation?
2. How do you ensure that each refrigerator has a working thermometer and how will you ensure the temperature is maintained at 41°F or colder?

3. Refrigerator Units

List size, description/manufacturer, and what will be stored in each:

Refrigerator Number	Size/capacity	Manufacturer or Description	Type of food stored inside

Note: Add pages as needed

4. Is an ice machine provided and indirectly drained? Yes No

5. If ice is purchased, who is the supplier? _____

6. How will you store raw meats to prevent contamination of ready-to-eat foods?

7. How and where will frozen foods be thawed?

Note: With mixed vertical storage of raw animal products, storage must be based on final required cooking temperature of food. The lowest cooking temperature product is stored above other raw animal products that require a higher cooking temperature.

Cooking

1. Describe how the food worker will know when raw animal products are fully cooked:

Note: Required cooking temperatures are listed in the “Food Safety: Your Self-Training Manual” or in the “Food Sanitation Rules” both can be obtained from your local health department or at this website:
<http://www.oregon.gov/dhs/ph/foodsafety>

Holding Temperatures

1. What type of equipment will you use for hot holding food? How will you ensure that required temperatures are being held throughout the day?

2. Will you be using ice for cold holding? (For example, ice used in a salad bar to keep foods cold.)

3. Describe how you maintain food temperatures while transporting to a catering site or satellite kitchen(s):

4. Describe how food temperatures will be maintained at the catered site or satellite kitchen(s):

Note: Required holding temperatures and cooling requirements are listed in the “Food Safety: Your Self-Training Manual” or in the “Food Sanitation Rules” both can be obtained from your local health department or at this website: <http://www.oregon.gov/dhs/ph/foodsafety>

Cooling

- List menu items in the appropriate boxes of how potentially hazardous foods are cooled from 140°F to 70°F within two hours and then from 70°F to 41°F within four hours.

Cooling Method	Solid Foods (roast, turkey, solid cuts of meat)	Soft Thick Foods (refried beans, rice, potatoes, stews, soups, sauces & chili)	Liquid Foods (thin broths)
Shallow Pans*			
Ice Baths**			
Reduce Volume or Size			
Blast Chiller			
Other (Describe)			

* Adequate and appropriate refrigeration is required.

** Food preparation sink and ice machine are required.

- How will food handlers know that the food cooled 140°F to 70°F within two hours and then from 70°F to 41°F within four hours.

Reheating

1. How will the cook know that all parts of the food reached at least 165°F for 15 seconds within two hours?

2. Indicate type of units used for reheating:

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 Regulatory Office may nullify final approval.

Signature(s) _____ Date _____

_____ Date _____

Owner(s) or responsible representative(s)

Approval of these plans and specifications by the Regulatory Authority 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 in place and operational will be necessary to determine if it complies with the food sanitation rules (Oregon Administrative Rules Chapter 333).

Clackamas County Community Health

2051 Kaen Road
Oregon City, OR 97045
503-655-8384

Pre-Opening Checklist (for operator to keep and use)

Hand Washing Facilities

1. Is hot and cold running water available at each hand washing sink? Yes No
2. Are mixing valves, combination faucets or metered faucet provided at each hand washing sink? Yes No
3. If using metered faucets are they set for a minimum of 15 seconds? Yes No
4. Are hand cleansers provided for all hand washing sinks? Yes No
5. Are paper towels or approved method for drying hands provided at all hand washing sinks? Yes No
6. Are covered waste receptacles available in unisex and women's restrooms? Yes No
7. Are all toilet room doors self-closing? Yes No

Dishwashing Facilities

1. Do all dish machines have data plates with operating specifications? Yes No
2. Do all dish machines have the required temperature and pressure gauges that are accurately working? Yes No
3. Is your dish machine reaching 160°F at the tray level or is it dispensing 50ppm Chlorine residual in the final rinse? Yes No
4. Do you have a procedure for manual cleaning and sanitizing of fixed equipment? Yes No
5. Does the three-compartment sink have a drain board on each end of it? Or alternatives? Yes No
6. Are all containers of toxics including sanitizing spray bottles properly stored and clearly labeled? Yes No

Miscellaneous

1. Are all containers of toxics including spray bottles properly stored and clearly labeled? Yes No
2. Will dry product storage be stored 6 inches off the floor? Yes No
3. Are all containers constructed of safe materials (food grade) to store food products? Yes No
4. Do you have facilities or other means available for laundering linens or work clothes? Yes No

Insect and Rodent Control

1. Are all outside doors self-closing and rodent proof? Yes No
2. Are screens provided for doors and windows that will be kept open to the outside? Yes No
3. Are all pipes and electrical conduit chases sealed; ventilation systems exhaust and intakes protected? Yes No
4. Is area around building clear of unnecessary brush, litter, boxes and other harborage? Yes No
5. Do you have a location and procedure in place for cleaning garbage cans and floor mats?
(If drain is present, it must be plumbed to sewer) Yes No

Refrigeration Units

1. Are all refrigeration units operational? Yes No
2. Does each refrigeration unit have a working thermometer? Yes No
3. Is each refrigerator operating at 41°F or colder? Yes No