



Planning Guide

Food Service Facilities IN PRINCE GEORGE'S COUNTY



Division of Environmental Health
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November 2010

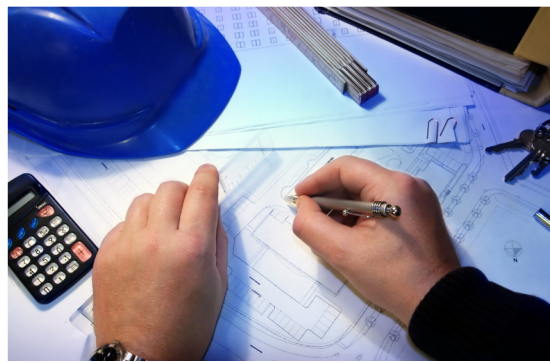


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I. FOOD SERVICE FACILITY PLAN REVIEW REQUIREMENTS

A complete set of scaled plans must be submitted, reviewed, and approved by this office prior to commencing site work. The plans must detail the specifications for the construction, remodel/alteration including the layout/arrangement, construction materials, equipment specifications, scope of operation and, in some instances, specific details of proposed methods of food processing.

A. Classification of Facility: In order for this Department to evaluate the potential risk for a foodborne illness to occur in the proposed food service facility, the following information is required:

1. Describe the clientele to be served.
2. Submit a proposed menu or a written description of foods that will be prepared and served.
3. Indicate the type of food service system(s) proposed, i.e., cook-serve, cook-hot hold-serve, cook-chill-reheat-hot hold-serve, etc.

After reviewing the above information, a priority assessment (high, moderate, or low) will be assigned to your facility. See Section II, Page 8, for Priority Assessment Categories. If your facility is assigned a low priority, proceed to Section D.

B. Layout of Facility:

1. Submit a floor plan showing the placement of all equipment, sinks, prep tables, shelving, restrooms, and seating areas. The floor plan must be scaled for accurate measurement. It should also illustrate the flow of food through the facility allowing for temperature control, product integrity, and minimal potential for cross contamination. Exhibits G and H provide examples of what is required. This is intended only to be an illustration of the floor plan.
2. All new or remodeled facility aisle spaces must meet the following minimums: 3' where food preparation occurs on only one side of the aisle, 4' where food preparation occurs on both sides of the aisle and employees work back to back, and 5' where food preparation occurs on both sides of the aisle, employees work back to back, and other employees must pass through the area.
3. Position equipment to allow for easy cleaning and maintenance.

C. Hazard Analysis: For each type of food service system proposed (cook-chill-serve, cook-hot hold-serve, etc.), submit a flow process diagram (see Section II, Pages 9 – 11, for example) which includes the following:

1. Indicate how each critical control point will be controlled and monitored.
2. Submit written procedures as to how the food will be handled if the critical control point is not under control due to employee error, equipment malfunction, power failure, etc.

Be advised that a facility, which is classified as moderate or high priority, will not be approved to operate unless it is under the immediate supervision of a certified food service manager during all hours of operation.

- D. Finish Schedule:** Specify by areas. Finishes must, in general, be smooth, easily cleanable, durable and grease resistant. (Refer to the Code of Maryland Regulations 10.15.03 for specific requirements.)
1. Floors: Specify material. A sample may be required. The flooring must be commercial grade.
 2. Base: Specify coving for concrete, quarry tile or ceramic tile floors. Specify all floor/wall junctures to be tight.
 3. Walls: Specify materials and finish. Samples of vinyl or wood wall coverings may be required. Wall coverings must be washable.
 4. Specify that all piping, conduit, bx cable and similar construction will be located inside a wall, sealed to the wall, or installed with a minimum $\frac{3}{4}$ -inch space from the wall.
- E. Doors:** Specify that all doors to the outside are self-closing and rodent-proof. Include a statement that there will be no opening of $\frac{1}{4}$ -inch, or greater, in or around the doors. For facilities located in shopping malls, the facility must be completely rodent-proof during hours of non-operation.
- F. Lighting:** Provide a minimum of 50 foot-candles of shielded light at all work surfaces in food preparation areas, and a minimum of 20 foot-candles of shielded light in all storage areas, toilet rooms, locker rooms, garbage areas, in dining areas during cleaning and utensil-washing areas.
- G. Cooking Exhaust Ventilation:** Submit documentation that the proposed exhaust system is NSF International (NSF) and Underwriters Laboratories (UL) 710 approved. In addition, cooking exhaust ventilation systems must conform to the requirements of the Fire Protection Unit of the Prince George's County Department of Environmental Resources, Engineering/Plans Review Section (contact the Unit at 301-883-5881). If you are planning to install a broiler with more than 5 square feet of cooking area, contact the Maryland Department of the Environment (MDE) at 410-537-3846 or 1-800-633-6101 for additional information regarding registration of a source of pollution.
- H. Toilet Facilities:**
1. Toilet facilities for employees must be within the tenant space and must be accessible without going outside.
 2. Separate toilet facilities for male and female employees are required when the total number of employees on duty at any one time exceeds five.
 3. Off-site toilet facilities within 300 feet of the food service facility, which are accessible without going outside, are acceptable for food service facilities with a gross floor area of 500 square feet or less.
 4. Public toilet facilities are required when customer seating is provided.
 5. Toilet facility doors must be self-closing and not open directly into the kitchen or food preparation areas.
 6. Provide mechanical exhaust ventilation in each toilet facility sized at a minimum of 2 cubic feet per minute per square foot of floor area. Fan must exhaust directly to the outside of the building.

7. Provide waste receptacles in each toilet room. Receptacle(s) in the women's toilet room must be covered.

I. Hand Washing Facilities:

1. Indicate location(s) on plans. Hand washing facilities are required in the following locations:
 - a. In, or adjacent to, toilet facilities.
 - b. In all areas where food preparation, utensil washing and food handling will be conducted.
2. Provide a mixing valve for hot and cold water or a combination faucet.
3. Provide splash guards, as necessary, when the hand sink is installed adjacent to any food preparation, storage area, or dish/utensil washing area.
4. Access to hand sinks must not be blocked by doors or other pieces of equipment.

J. Equipment:

1. Provide a complete list of all equipment including manufacturer and model number. Equipment must be NSF-approved, or the equivalent. Any existing equipment must also be listed.
2. For custom built equipment by an NSF listed manufacturer, specify "Custom, to be built to all applicable NSF standards", and specify the manufacturer's name. Shop drawings may be required.
3. For custom built equipment by a non-NSF listed manufacturer, submit complete shop drawings showing intended compliance with the applicable NSF standards.
4. Show equipment sealed to adjacent surfaces, placed on NSF approved casters or properly spaced for easy cleaning.
5. Specify that all floor-mounted equipment will be either placed on NSF approved or equivalent 6-inch legs, properly spaced from adjacent equipment or walls, placed on NSF approved or equivalent casters, or properly sealed to the floor and adjacent surfaces.
6. Indicate that all counter-mounted equipment weighing in excess of 80 pounds will be placed on NSF approved or equivalent 4-inch legs, or properly sealed to the counter and all adjacent surfaces.
7. Shelving intended for storage or holding of open foods or utensils must be a minimum of 18 inches from the floor.
8. The floors of walk-in boxes are to be graded to drain to the outside through a waste pipe, doorway, or other opening when flushing with water is the method of cleaning.
9. No over shelves or salamanders are allowed above cooking surfaces.
10. Submit shop drawings for all food shields. Refer to Exhibit I, Page 20.

11. All equipment must be adequate for operational needs and sized accordingly.

K. Utensil Washing:

1. Three-compartment sink:
 - a. Must be equipped with integral left and right drain boards or an approved dish cart.
 - b. Indicate that sink will be sufficient in size to accommodate the largest pot, pan, and/or utensil.
2. Dishwashers:
 - a. A pressure gauge is required immediately upstream from the final rinse control valve and downstream from a line strainer. The pressure gauge must read between 15 and 25 psi. The gauge must be installed on a ¼-inch IPS petcock.
 - b. If a hose spray is used for the scraping operation, indicate that it will be equipped with an approved atmospheric backflow preventer.
 - c. Under counter dishwashers must be installed on NSF approved 6-inch legs or NSF approved casters.
 - d. A heat sanitizing dishwasher may need mechanical ventilation. The plans for the mechanical ventilation must be included with the application.

L. Plumbing: Must conform to regulations of the Washington Suburban Sanitary Commission (WSSC).

1. Indirect connections are required for the following, except when precluded by WSSC regulations: Dishwashing machines, multi-compartment and food preparation sinks, refrigerators, steam kettles, potato peelers, ice machines, walk-in refrigeration, hand sinks located with food preparation tables and counters, and all food service equipment which generates waste.
2. Indicate that the items listed in item 1 will drain to an open-site drain with a minimum 1-inch air gap.
3. Indicate separate drains from each compartment of multi-compartment sink to an open-site drain.
4. Shut-off valves are not allowed on salad bar drain lines.
5. All submerged water inlets and hose bibb connections must be protected by a properly installed vacuum breaker or other backflow prevention device as approved by WSSC.

M. Storage: Specify shelving, dunnage racks, etc. by manufacturer and model number. Must be NSF approved, or the equivalent.

N. Utilities: Specify -

1. Water – Public or private supply.

2. Sewage – Public sewer or septic system.
3. For all private water and/or septic systems, contact the Environmental Engineering Program, Environmental Health, Prince George’s County Health Department at 301-883-7680 for additional information.

O. Dressing Rooms and Lockers: Specify where employees’ belongings are to be stored. The items are not permitted to be stored in any food preparation area.

P. Refuse Storage: Note type of facilities on the plans. Specify that the outside storage of refuse will be in rodent-proof containers located on a paved surface.

Q. Mop Sink: Specify location. Indicate location for the hanging storage of mops and brooms.

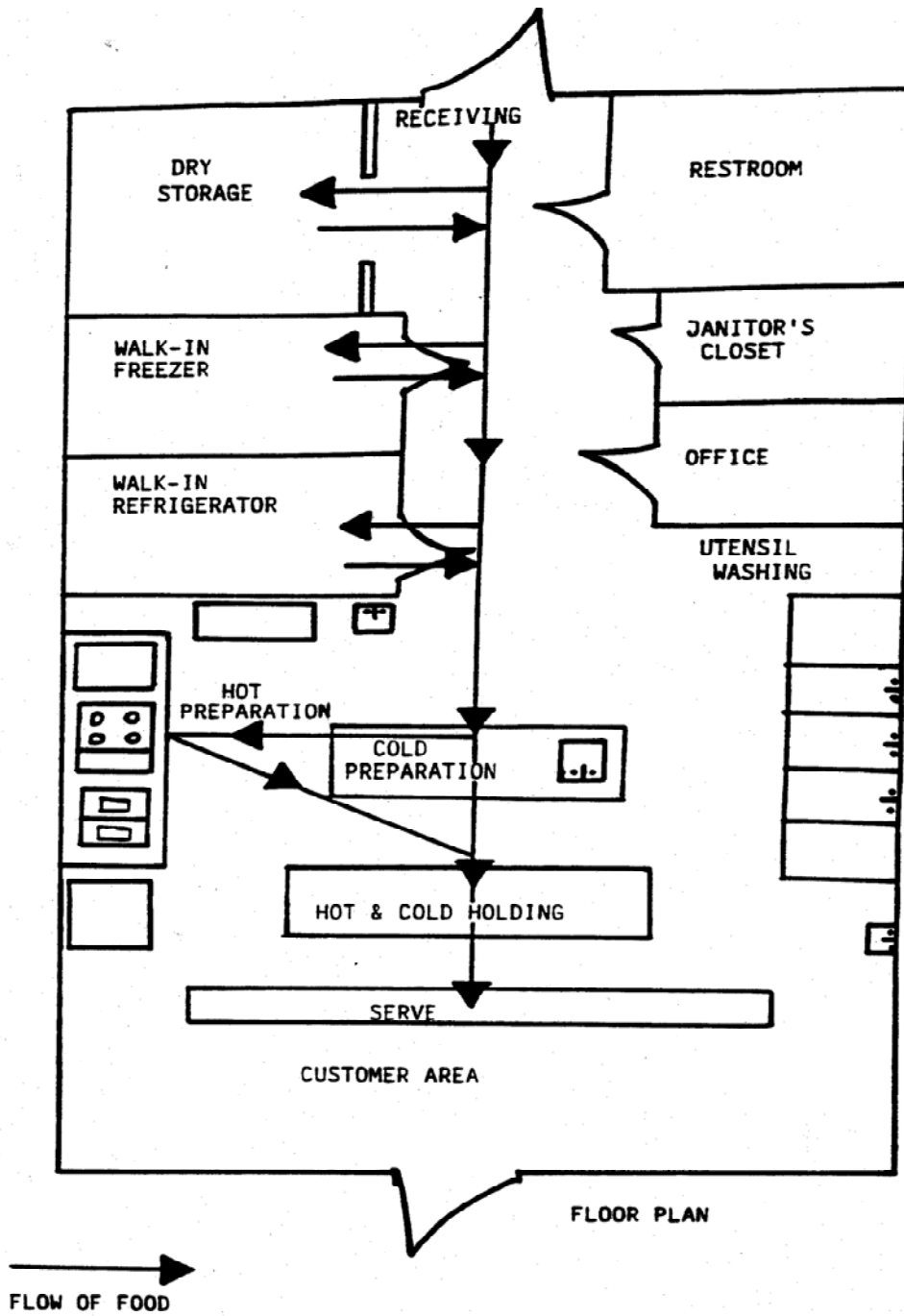
R. Toxic Chemicals Storage: Specify where they will be stored.

II. HAZARD ANALYSIS CRITICAL CONTROL POINT (HACCP)

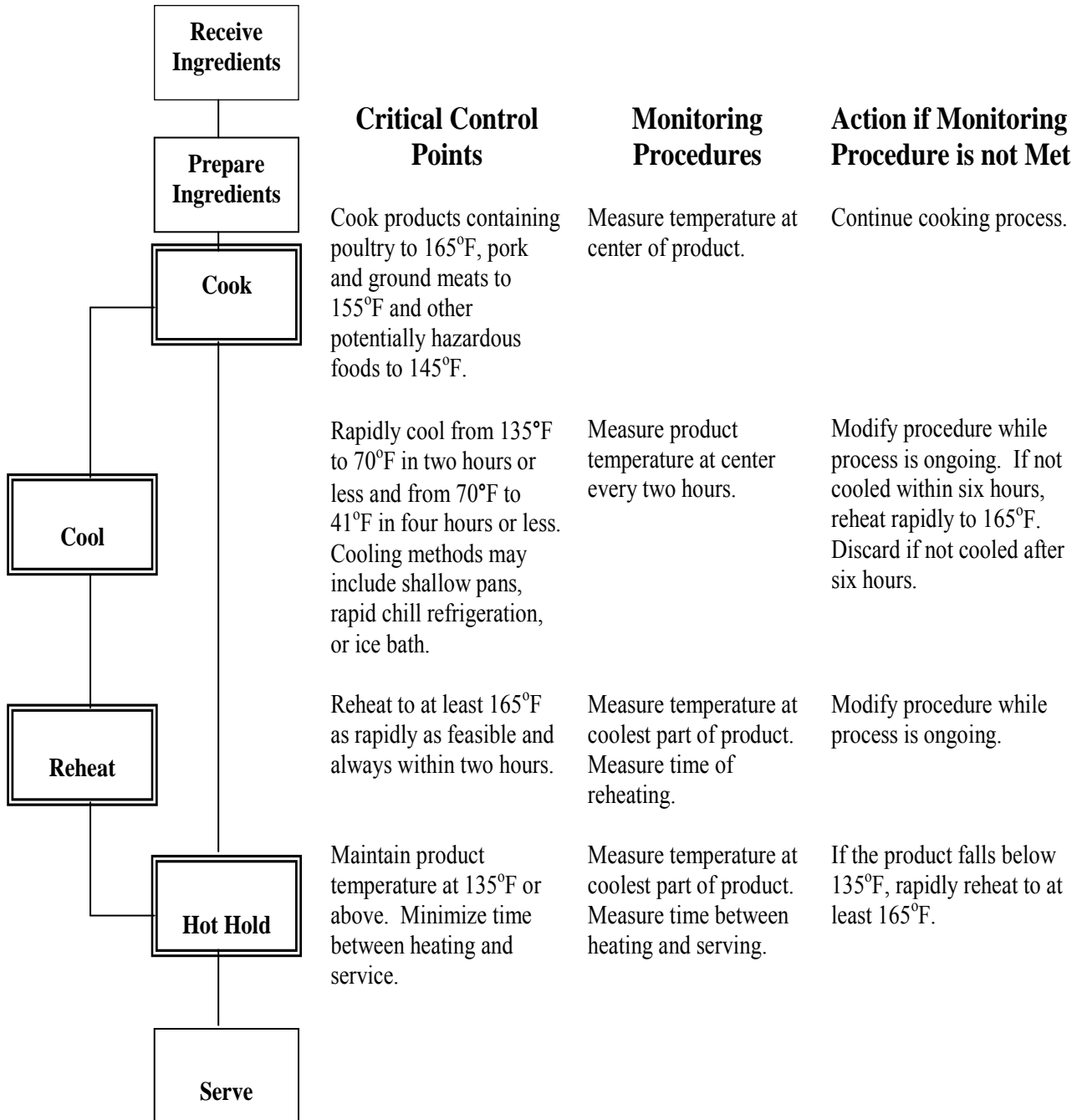
A. Priority Assessment Categories

1. **HIGH PRIORITY FACILITIES**, which are at high risk for a foodborne illness occurrence, shall include facilities that are described by one or more of the following:
 - a. Serve foods to which a foodborne illness was traced within the five years immediately before the priority assessment.
 - b. Serve groups of persons who are particularly susceptible to disease (i.e. very young, aged, hospitalized, or otherwise compromised).
 - c. Serve foods that have a history of being frequent vehicles of foodborne disease.
 - d. Prepare potentially hazardous foods a day or more in advance of serving.
 - e. Utilize any combination of two or more food preparation processes such as cooking, hot holding, cooling or reheating, over more than a four-hour period.
2. **MODERATE PRIORITY FACILITIES**, which are at moderate risk for a foodborne illness occurrence, shall include facilities that:
 - a. Serve foods that are occasionally implicated in foodborne disease outbreaks,
or
 - b. Prepare foods that are served within four hours of preparation.
3. **LOW PRIORITY FACILITIES**, which are at low risk for a foodborne illness occurrence, shall include facilities that:
 - a. Serve foods that are rarely reported as vehicles of disease,
 - b. Serve commercially packaged foods directly to the consumer/customer, or
 - c. Handle or serve foods that are not potentially hazardous.

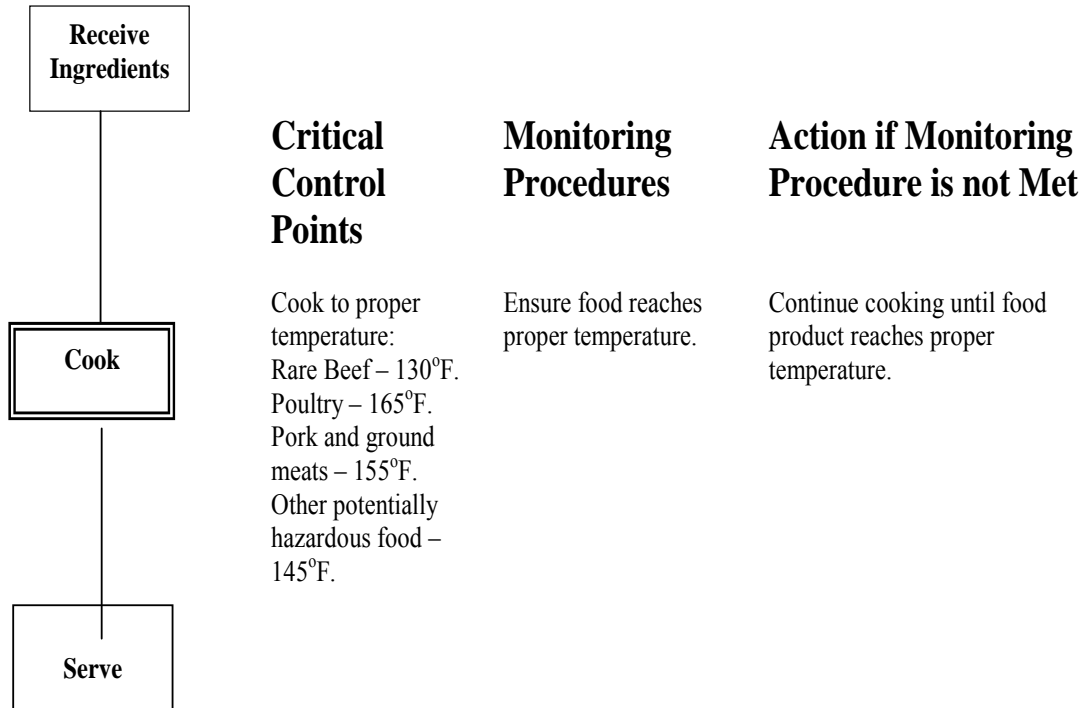
B. Food Flow Diagram



2. Cook-Hot Hold-Serve; Cook-Cool-Reheat-Hot Hold-Serve (i.e. Soups, Casseroles, and Rice)



3. Cook – Serve (i.e. Pizza, Hamburgers, etc.)



Recipe Hazard Evaluation Form

Page 1 of _____ Pages

Name of Food _____

Size/Volume _____

Critical Control Point	Monitoring Procedure	What to Do if the Critical Control is Violated

FOOD	TIME	TEMP
Raw animal foods microwave	Hold 2 min After Remove	+165°F.
Raw poultry, stuffed meats, fish and pasta, stuffing containing animal products, wild game animals.	15 Seconds	+165°F.
Comminuted meats and seafood, injected meats, raw shell eggs for delayed service, ratites and commercially-raised game.	3 Minutes 1 Minute 15 Seconds	+145°F. +150°F. +155°F.
All other animal products.	15 Seconds	+145°F.
Fruits and vegetables, commercially pre-cooked foods for hot-holding.	< 1 Second	+135°F.

Food Service Facility

Prepared By

Date

Sanitarian Approval

III. MISCELLANEOUS REQUIREMENTS

A. General Health Department Notations: The following statements must be included on all plans submitted to the Health Department for review and approval.

1. All piping, conduit, bx cable, and similar construction will be located inside a wall, installed with a minimum $\frac{3}{4}$ -inch space from the wall or sealed to the wall.
2. All doors to the outside will be self-closing and rodent-proof. Mall doors must be a solid construction design with no gaps greater than $\frac{1}{4}$ inch.
3. A minimum of 50 foot-candles of shielded light will be provided at all work surfaces in food preparation areas, and a minimum of 20 foot-candles of shielded light will be provided at all storage areas, toilet rooms, locker rooms, garbage areas and dining areas during cleaning and in utensil-washing areas.
4. All toilet facility doors will be self-closing.
5. All toilet facilities will be equipped with mechanical exhaust ventilation sized at a minimum rate of 2 cubic feet per minute per square foot of floor area and exhausting directly to the outside.
6. All floor-mounted equipment will be placed on NSF approved or equivalent 6-inch legs and properly spaced away from adjacent equipment or walls; or placed on NSF approved or equivalent casters; or properly sealed to all adjacent surfaces.
7. All counter-mounted food service equipment weighing in excess of 80 pounds will be mounted on NSF approved or equivalent 4-inch legs or sealed to the counter.
8. All exposed raw wood will be sealed/painted.
9. All annular openings in construction will be sealed/caulked to within $\frac{1}{32}$ of an inch.
10. All exhaust hoods over cooking equipment will be capable of capturing and exhausting smoke generated from a 60-second smoke candle test.
11. The outside storage of refuse and grease will be in rodent-proof containers located on a paved surface.
12. All sink installations will be equipped with hot and cold running water through a mixing valve or combination faucet.
13. All painting will be with lead-free, non-metallic, easily cleanable paint or a high quality varnish.
14. Wastewater from all applicable food service equipment will be individually plumbed to an open site drain with a minimum 1-inch air gap.
15. All overhead plumbing in food service facilities must comply with COMAR 10.15.03, Section .07 C. (2) (e).

16. All new or remodeled facility aisle spaces must meet the following minimums: 3' where food preparation occurs on only one side of the aisle, 4' where food preparation occurs on both sides of the aisle and employees work back to back, and 5' where food preparation occurs on both sides of the aisle, employees work back to back, and other employees must pass through the area.

B. Inspection Requirements: Once the Health Department has approved the plans for the project, the following requirements must be met prior to issuance of a Health Department Food Service Facility Permit:

1. As construction nears completion, notify the Department at 301/883-7630, to arrange for a pre-opening inspection. **Be advised that no food may be stocked or stored without prior written approval by this office.**
2. Complete a Food Service Facility Permit application and submit it to this office along with the associated fee. Be advised that the application fee is based on the priority assessment of the facility that was determined during the initial Hazard Analysis Critical Control Point (HACCP) evaluation conducted during the plan review process. The permit application will be approved once a final inspection has been conducted and compliance with all requirements is met.
3. A pre-opening inspection will be conducted to determine compliance with the approved plans and all Health Department requirements. The following is a list of some of the more common requirements that must be met for approval:
 - a. All refrigeration equipment must be operating and must be equipped with thermometers graduated in 2°F increments. Refrigerators must maintain 41°F or below; freezers 0°F or below.
 - b. A metal stem-type dial thermometer, graduated in 2°F intervals, must be provided for checking food temperatures. This thermometer must have a temperature range of 0°F to 220°F.
 - c. Approved detergent, sanitizer, and an appropriate sanitizer test kit must be provided for the dish/utensil washing operation.
 - d. Soap, paper towels and a trash receptacle must be provided to all hand sinks.
 - e. A covered trash receptacle must be provided in all female restrooms. If only one restroom exists, a covered trash receptacle is required in that single restroom.
 - f. Hot and cold running water must be provided to all sinks.
 - g. An approved method of sewage disposal must be operational.
 - h. The hood exhaust ventilation system must be completely installed, operational, and must pass a smoke candle test.

- i. The facility construction work must be finished and relatively clean with all construction debris removed.
 - j. All doors to the outside must be self-closing and vermin proof.
 - k. A dumpster must be provided with operational doors and lids. The exterior of the facility must be free of debris.
4. Prior to the issuance of a Food Service Facility Permit by the Health Department, the operator and the area sanitarian will complete an initial HACCP evaluation. This will be conducted during the follow-up to the pre-opening inspection. The operator or someone knowledgeable about specific food handling procedures and the menu must be available during this evaluation.
5. All high and moderate food service facilities must have a Prince George's County Certified Food Service Manager on the premises during all operating hours.

Be advised that your Health Department Permit application cannot be approved until the Department has received a copy of your County-issued Use and Occupancy Permit (or municipal-issued Use and Occupancy if located in the City of Laurel). The Use and Occupancy Permit must show that the occupant of the space is the same as the applicant for the food service facility permit. If you do not submit a Use and Occupancy Permit, your Health Department application will be considered incomplete. You will not be allowed to sell or serve food until your completed Health Department Permit application has been approved.

EXHIBIT F

SEALANTS

THE USE OF SEALANTS IN FOOD SERVICE FACILITIES

1. All sealants must be listed as approved by NSF International (NSF) under Standard 51.
2. Sealants shall be used only in structurally sound joints and seams.
3. Sealants may be used to fill spaces and openings such as, but not limited to, blind rivet heads and slot and Phillips head screws.
4. Openings around service and utility lines should be closed insofar as practical by:
 - a. Collars or grommets
 - b. Flexible form gaskets

Sealants may be used to seal service and utility lines to walls or adjacent pieces of equipment where the spacing is closed to less than 1/8 inch.

5. Sealants **may not** be utilized in food and splash contact surfaces to fill open spaces or voids that result due to improper design or fabrication. Any opening in excess of 1/8 inch shall be considered excessive and must be closed using proper field joints.

EXHIBIT G

SAMPLE FLOOR PLAN

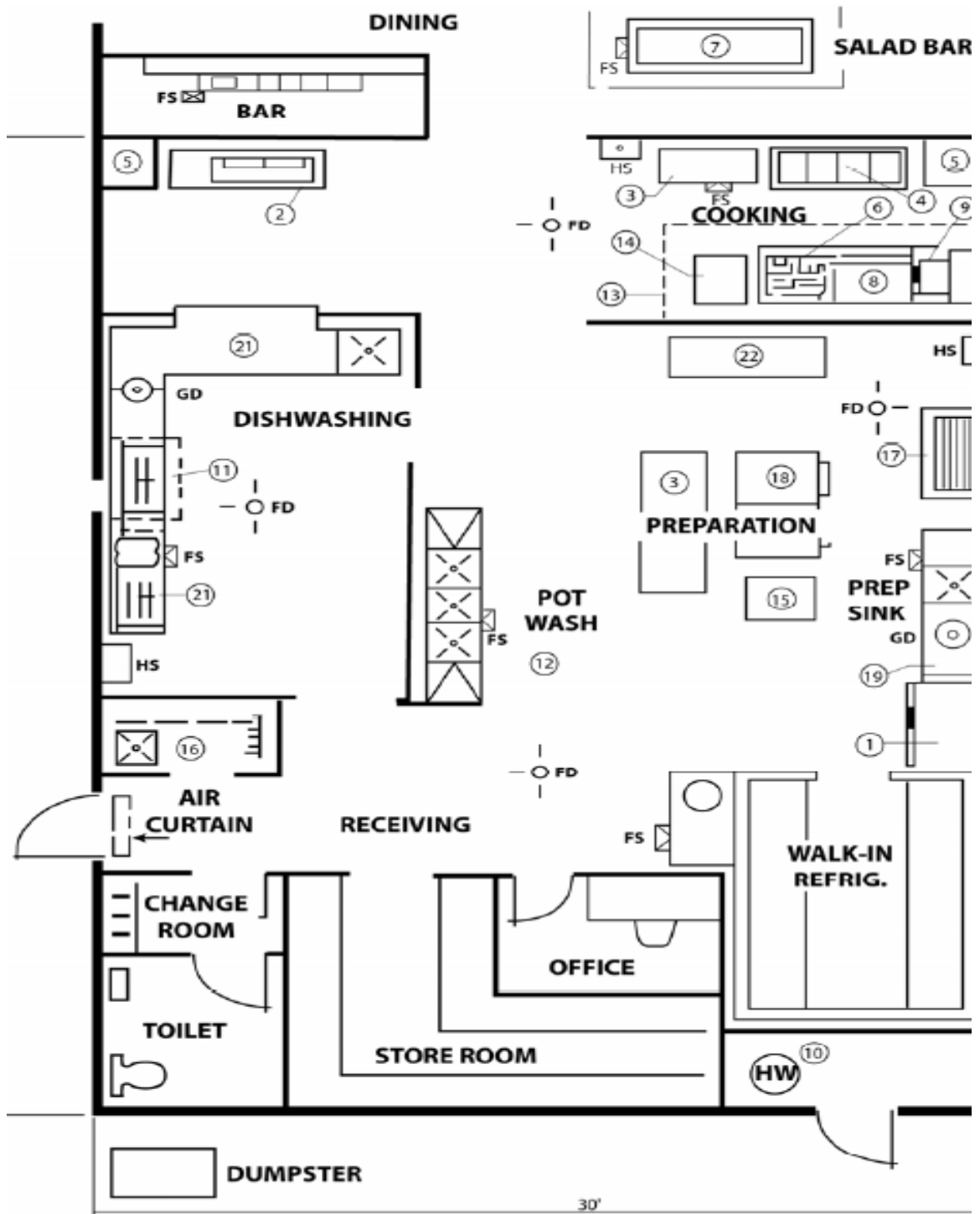


EXHIBIT H

Sample Equipment Schedule

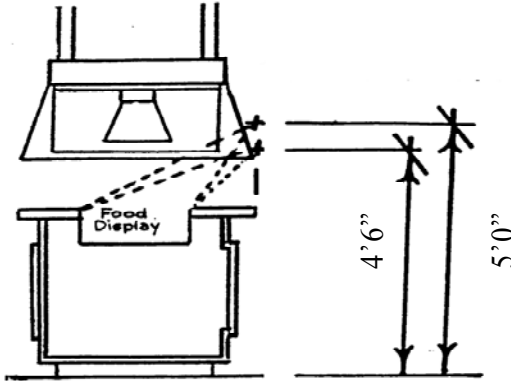
Equipment No.	Description	Manufacturer	Model #	Comments
1 R	each In Refrigerator	Forte E	HS	
2	Salad and Sandwich Table	Coltor D	LM	Self-contained
3 Wor	k Table	Coltor	Custom	
4 Stea	m Table	Fulton	FW-100	Anti-siphon valve at water
5 R	each In Refrigerator	Forte E	HS	
6 Hea	vy Duty Range	Fulton I	AN	
7 Salad	Bar	Coltor	324	
8 S	team Cooker	Fulton	SC5	
9 De	ep Fat Fryer	Meier	L	
10 Ho	t Water Heater	Mills G-B	T155	
11 Di	shmachine	Warford	QF-1	
12 3	Compartment Sink	Coltor TH	E	
13 Hood		Custom		See mechanical drawings
14 Bake	Oven	Meier	O/B	
15 Pr	oofting Cabinet	Meier P-	C	
16 M	op Sink	Coltor	STD	
17 Bakers	Table	Conrad	Custom	See scaled drawings
18 F	reezer	Forte	F	
19 Pr	ep Sink	Coltor	Custom	One compartment w/drainboard, see scaled drawings for more detail

EXHIBIT I

FOOD SHIELDS

DESIGN AND CONSTRUCTION REQUIREMENTS

Typical Salad Bar

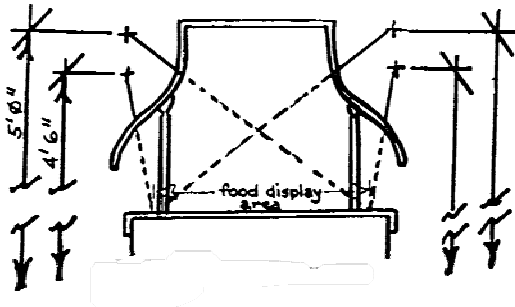


Displays of any type of unpackaged foods must be effectively shielded to minimize contamination by customers serving themselves from open food containers.

To be effective, food shields must be mounted so as to intercept a direct line between the customer's mouth and the food display area at the customer "use" position.

The vertical distance from the average customer's mouth to the floor shall be considered to be between four feet six inches (4' 6") and five feet (5' 0") for public eating establishments. NOTE: Special consideration must be given to use location conditions such as tray rails and the average customer's mouth height in educational institutions and other special installations.

Typical Buffet Table

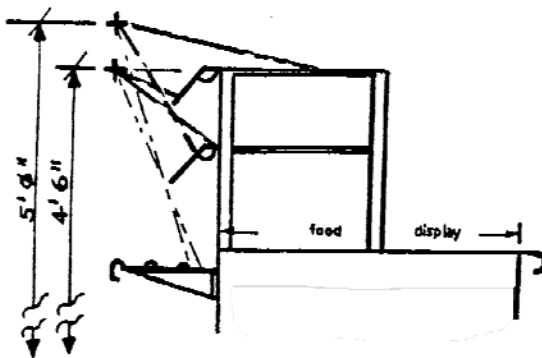


Food shields are splash contact surfaces and as such are to be fabricated of smooth, easy-to-clean, corrosion resistant material.

The exposed edges of glass shelves or shields shall have a safety edge of parent material or be trimmed with stainless steel channels.

End panels are required at the open ends of food shields over salad bars and buffet tables where open food is exposed to possible contamination.

Typical Cafeteria Counter

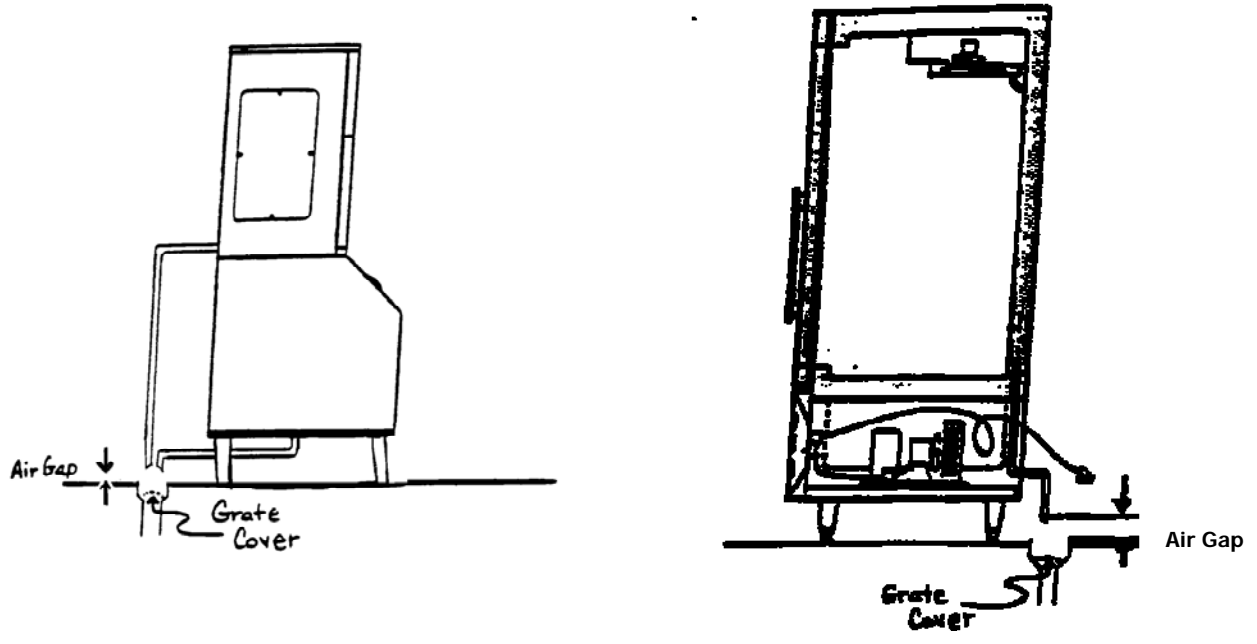


It is recommended that the food shield overhang horizontally all exposed food a minimum of one half (1/2) the vertical distance from the bottom of the food guard to the top of the exposed food on display.

All of the above requirements are included in NSF International (NSF) Standard 2.

EXHIBIT J

INDIRECT WASTE LINES



Air Gap = Two Times the Pipe Diameter

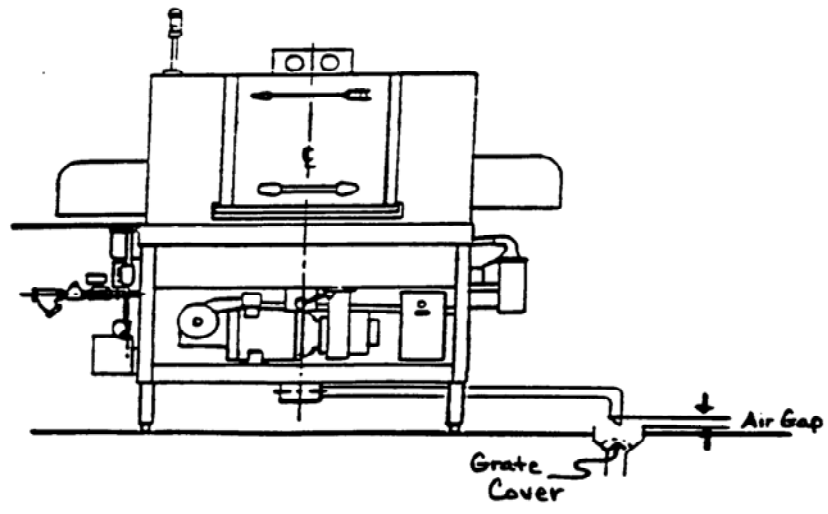
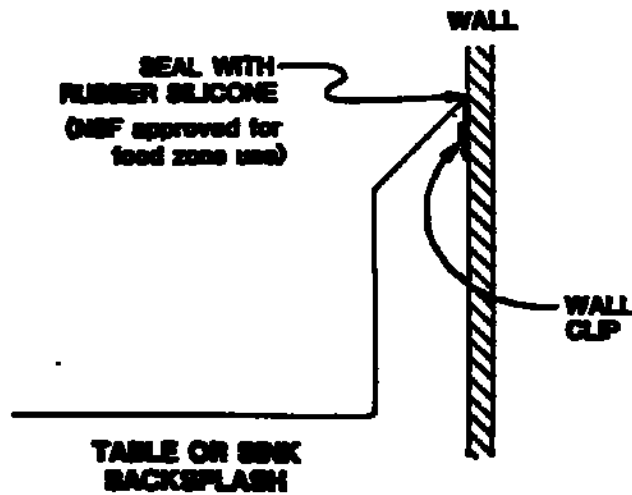
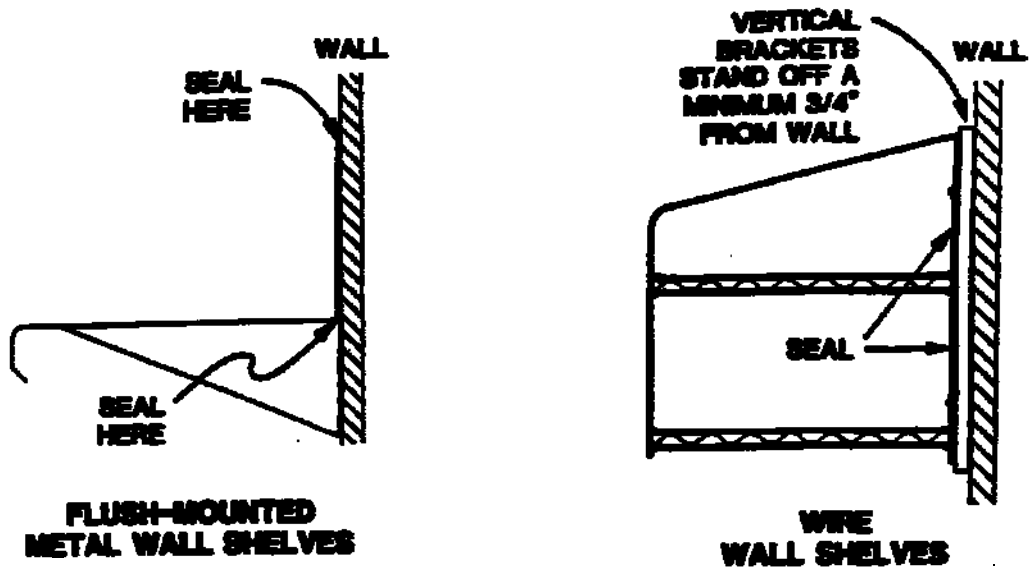


EXHIBIT K



**PLAN REVIEW
RESUBMITTAL APPLICATION**

**Prince George's County Health Department
Division of Environmental Health**
Largo Government Center | 9201 Basil Court, Suite 318
Largo, Maryland 20774
Office 301- 883-7630 | TTY/STS Dial 711

PLEASE READ CAREFULLY

INSTRUCTIONS	<ul style="list-style-type: none"> Application fee is non-refundable. Type or print legibly in black ink. Submit check or money order for the applicable fee payable to: <i>Prince George's County Health Department</i>, and attach to the completed application. Forward to the above address along with the revised plans and/or additional information. If you need assistance filling-out this application, call 301-883-7630. 			Check as applicable: <input type="checkbox"/> Food Service Facility \$50.00 <input type="checkbox"/> Swimming Pool / Spa \$25.00 <input type="checkbox"/> Sewage Disposal System \$50.00		
	Name of Facility (Trading As)		Name of Contact Person		Telephone Number	
	Location Address		City	State	Zip Code	
	Mailing Address (if different)		City	State	Zip Code	
FACILITY INFO	Health Department Case Number	Tax Map, Grid, and Parcel or Lot Number, if applicable			Tax Account Number	

DO NOT WRITE BELOW THIS LINE

FOR PGCHD USE ONLY	Receipt Number	Amount Received	Date Received
	Received by		

EH-PR-1B (1/11)

**PLAN REVIEW
RESUBMITTAL APPLICATION**

**Prince George's County Health Department
Division of Environmental Health**
Largo Government Center | 9201 Basil Court, Suite 318
Largo, Maryland 20774
Office 301- 883-7630 | TTY/STS Dial 711

PLEASE READ CAREFULLY

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	Name of Facility (Trading As)		Name of Contact Person		Telephone Number	
	Location Address		City	State	Zip Code	
	Mailing Address (if different)		City	State	Zip Code	
FACILITY INFO	Health Department Case Number	Tax Map, Grid, and Parcel or Lot Number, if applicable			Tax Account Number	

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EH-PR-1B (1/11)

The Prince George's County Health Department, by law and/or policy, does not permit discrimination in the delivery of services and employment on the basis of handicapped status, race, color or national origin; additionally, discrimination in any phase of employment practices, policies or procedures on the basis of religion, age, sex or political affiliation is prohibited. This encompasses all facilities and programs directly operated by Prince George's County Health Department, grant-in-aid programs, providers of health services receiving Federal funds through Prince George's County Health Department, contractors and subcontractors.

