

Plan Review Check List

This list is intended to serve as a guide only. Depending on the operation, additional requirements may apply.

Make sure Plan Review includes:

- \$100 Plan review fee
- Completed plan review form
- Adequate contact information on plan review
- Equipment spec sheets
- Menu (CONSUMER ADVISORY must be presented if raw or undercooked foods are served)
- Site plan with all required elements listed in the plan review
 - Plumbing, lighting, equipment schedule...

Locate on the plan review and label:

- Hand sinks
- Cooking equipment
- Hot holding equipment
- Refrigerators/Freezers/Walk-ins
- Ice makers, ice bins
- Prep sink
- Dry storage location
- Dish area (3 bay (required), dish machine, drainboards)
- Wait station equipment
- Dump sinks
- Water heater
- Mop sink
- Floor sinks and floor drains
- Personal storage for employees
- Office
- Chemical storage
- Grease interceptor (if applicable)

Make sure the following is addressed in the plan review:

- Shielded or shatter resistant lights
- Food shields at buffets or self service
- Any processes requiring a HACCP plan
- Catering operations
- Length of drainboards
- Chemical towers must have a dedicated hot and cold water supply
- Evaluate equipment placement in kitchen to minimize cross-contamination
- Evaluate adequate refrigeration and freezers for processes and on cook line
- Bathrooms adequate in number for seating
- Handsinks accessible to all who need them
 - Dishwashing areas
 - Food handling areas
 - Wait stations
- Indirect drains
 - Floor sink required at:
 - 3 bay
 - Dish machine
 - Prep sink
 - Running water dipper well
 - Floor sink or drain acceptable at:
 - Ice bin or machine
 - Beverage machines
- Trash dumpsters and recycling containers located on a sealed surface