

Monroe County Health Department

Plan Review Checklist

VENTILATION:

1. All cooking equipment installed under hoods and mechanical exhaust systems to effectively remove odors, smoke, vapors, etc. (ranges, deep fryers, rotisseries, barbecues, etc.)
2. Hoods and mechanical exhaust systems overlap cooking equipment, filters slanted to prevent grease from dripping into food or food prep surfaces
3. Dishwashing and food prep areas adequately vented to provide reasonable comfort for employees
4. All other rooms shall have adequate ventilation for expected use

LIGHTING:

1. Working surfaces and food prep areas
 - a) at least 20' candles of light on all working equipment
 - b) at least 20' candles of light on all equipment in food prep, utensil and hand washing areas and toilet rooms
2. Protective shielding over light fixtures above all food prep, display, service, cleaning and storage areas for utensils & equipment

PLUMBING:

***All plumbing must be approved by state or county plumbing inspector prior to approval by health department official!**

➤ **County Plumbing Inspector: Randy Rudloff @ 618.410.4908**

1. All plumbing installed in accordance with applicable state and local plumbing codes
2. All sinks and hand basins provided with hot & cold running water
3. Water supply adequately protected from cross contamination from other non-potable water supplies with **No Cross Connections**
4. Grease traps provided in accordance with state and local ordinances
5. **HAND WASHING FACILITIES LOCATED WITHIN FOOD PREP AREAS WITH HOT & COLD RUNNING WATER**

WASHING & SANITIZING EQUIPMENT:

1. Manual dishwashing
 - a) Three-compartment sink with double drain boards
 - b) Hot & cold running water
2. Dishwashing machines
 - a) NSF approved spray type
 - b) Temperatures for mechanical machines must meet state code book requirements
3. Running water dipper well for frozen dessert dispensing

REFRIGERATION:

1. Commercial type refrigeration units equipped with accurate thermometers and capable of maintaining temperature of 41 degrees F or less
2. Commercial type freezer units equipped with accurate thermometers and capable of maintaining a temperature of 0 degrees F or less
3. Enough refrigerated storage must be available to store potentially hazardous foods (PHFs) at the required temperatures

STORAGE AND DISPOSAL OF ALL WASTE MATERIALS:

1. Garbage rooms
 - a) rodent & vermin proof
 - b) floors and walls shall be constructed of non-absorbent, water proof material
 - c) floor drains and floor sloped to drain
 - d) provide covered waste receptacles
2. Garbage Incinerators
 - a) shall comply with state and local air pollution standards
3. Outside Storage
 - a) concrete slabs or machine-laid asphalt under dumpsters and storage containers

EQUIPMENT AND INSTALLATION:

1. NSF approved
2. Floor mounted equipment
 - a) installed on castors or legs at least 6" above floor level, or
 - b) installed on raised platform of concrete or other smooth masonry material and sealed
3. Table-mounted equipment shall be mounted on legs at least 4" high or sealed thereto
4. Unobstructed isles between equipment
5. Hand washing sink installed in food prep area
6. Utility sink properly installed

CONSTRUCTION OF BUILDING:

1. Plans or blueprints shall be submitted to the Health Department and approved
2. Self-closing devices, controlled air curtains or 16 mesh or more screens installed over all openings to outside

PERSONNEL:

1. **CERTIFIED FOOD PROTECTION MANAGER** – shall be trained with an Illinois approved, ANSI accredited course and ID# shall be provided to the Health Department
 - a) medium priority establishments shall employ at least one full-time CFPM at all times
 - b) high priority establishments shall have a CFPM **present at all times**
 - c) high priority establishments shall have a CFPM Allergen trained **present at all times**
2. **CERTIFIED FOOD HANDLER** – shall be trained with an Illinois approved, ANSI accredited course and ID# shall be provided to the Health Department
 - a) all employees shall maintain a CFH (CFPM do not need this course)