HEALTH SERVICES

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Public Health Plan Review

Non-Mobile Food and/or Beverage Establishments

This packet is designed for non-mobile food and/or beverage establishments. A food establishment is an operation that prepares, assembles, packages, serves, stores, vends, dispenses, or otherwise provides food and/or beverage for human consumption to the general public. This includes but is not limited to: restaurants, cafes, caterers, catered feeding locations, microbreweries, coffee shops, private clubs if open to the public, snack bars, satellite sites, senior citizen centers, school food service operated by the private sector, benevolent organizations offering food service to the public, taverns, schools on the National School Lunch Program, hotel/motel meal service other than a legally recognized continental breakfast, bed & breakfast facility's offering meals other than just a breakfast, and stand alone commissary and warehouse facilities.

This plan review information is designed to be used with the State of Oregon Food Sanitation Rules (Oregon Administrative Rules Chapter 333) from the Oregon Health Authority (OHA).

A Public Health Plan Review *IS* required:

- for construction of any new food and/or beverage establishment,
- for remodel of a previously or currently licensed food and/or beverage establishment,
- for conversion of an existing structure not previously licensed as a food and/or beverage establishment into a food and/or beverage establishment

A Public Health Plan Review *MAY* be required:

- for significant change in the type of food and/or beverage served, or type of food and/or beverage operation.
- for a food and/or beverage establishment previously licensed by the Oregon Department of Agriculture.
- for a food and/or beverage establishment which has been closed for a minimum of six consecutive months.

This public health plan review is designed to catch problems at the planning stage **before** construction begins. It is much easier to address problems and make changes on the plans prior to construction. Please notify us promptly of any changes or revisions to your plans so that these changes can be incorporated into the final plan approval. **Any changes in plans that occur after the initial plans have been approved will require approval. Omissions in plans will be treated as changes in plans.**

A plan review package of information, guidelines, minimum application requirements, Menu and Procedure Review Questionnaire, and the plan review application is attached. This plan review is for **public health** purposes only. It is your responsibility to secure land use action (zoning) approval, licenses, reviews, and permits from any and all other governing bodies as applicable. If you have any questions after reviewing the enclosed information, please feel free to contact plan review specialist Garth Cook at (541) 383-6717, or Environmental Health Division Supervisor Eric Mone at (541) 388-6566 during normal business hours.

PROCESS FOR OPENING A FOOD ESTABLISHMENT

1. Read the public health plan review requirements (beginning on page 4), and the Food Sanitation Rules, and follow the step-by-step instructions. ***Important: Complete the Menu and Procedure Review Questionnaire and the plan review application form contained within this packet, and gather all the required information prior to making application. Contact the Environmental Health Administrative Secretary at 541-388-6621 or 541-322-7400 for plan review and license fees.***

2. Attend a pre-application meeting with plan review specialist Garth Cook when you are ready to submit your plans. This meeting is **only** to determine if the minimum required information is included with your application. The plans will not be reviewed in detail at this meeting. The meeting will be held at the Deschutes County Health Services building located at 2577 NE Courtney Drive, in Bend. These meetings are conducted on Wednesdays between 9 and 10:30 a.m. by appointment only. ***Plan on a two to three week turn-around time for an initial review of plans.***

3. If the food establishment is to be served by a private well, then have the well water tested and approved by the Oregon State Health Division 971-673-0405. Contact Jeff Freund with Deschutes County at 541-388-6563 regarding drinking water program requirements.

4. If the food establishment will be served by an onsite wastewater treatment system, then the Oregon Department of Environmental Quality (DEQ) must approve the system for this use. Contact the DEQ office in Bend at 541-388-6146.

5. Contact ***all*** of the following agencies with jurisdiction at your food establishment location for any requirements they may have:

DESCHUTES COUNTY
Planning Division, 117 NW Lafayette Ave., Bend OR 97701.....541-388-6560
Building Safety Division, 117 NW Lafayette Ave., Bend OR 97701.....541-388-6575

CITY OF BEND
Planning Department.....541-388-5580
Building Department (including FOG (fats/oils/grease) interceptors).....541-388-5528
Sewer and Water.....541-317-3000
Fire Marshal.....541-322-6300

CITY OF REDMOND
Planning & Building Division (including FOG (fats/oils/grease) interceptors).....541-923-7721
Fire Marshal.....541-504-5006
Finance Department (business licenses).....541-923-7726

CITY OF SISTERS
Deschutes County Building Safety Division for building related permits in Sisters including FOG (fats/oils/grease) interceptors.....541-388-6575
Sewer and Water.....541-323-5220
Fire Marshal.....541-549-0771
Business Office.....541-549-6022

LA PINE PUBLIC WORKS (sewer, FOG (fats, oils, grease) interceptors, water)...541-536-1432
SUNRIVER UTILITIES (sewer, FOG (fats, oils, grease) interceptors, water).....541-593-4197
OREGON LIQUOR CONTROL COMMISSION.....541-388-6292
OREGON OCCUPATIONAL SAFETY & HEALTH DIVISON (OR-OSHA)...541-388-6066

6. Before opening a food establishment, complete and submit an operating license application at the Deschutes County Health Services Building with the required fee. ***This is only an application. The operating license will be issued upon successful completion of the public health pre-opening inspection. The appropriate Certificate of Occupancy and business license from the City or County of jurisdiction are also required prior to providing food to the public.*** Food establishment operating licenses are valid for the calendar year in which they are issued. Licenses are not transferable between facility locations or to a new owner at the same location. All food establishment licenses expire on December 31st of the year they are issued. License fees are not refundable once a license has been issued.

7. Arrange a public health pre-opening inspection with Garth Cook (541-383-6717) at least seven days prior to opening a newly constructed or remodeled food establishment. This inspection needs to be conducted when all equipment is installed and functioning properly, food products should be stocked (but not required), ***and key staff and management are on site to discuss/review food operations and any noted problems.*** This inspection is to be performed after, or at time of, all other final inspection requests (building, fire, electric, plumbing, mechanical, etc.). A ***temporary*** certificate of occupancy is required to stock product, train employees, and to practice preparing foods. ***You must provide the receipt for the food service operating license application at time of pre-opening inspection in order for this inspection to occur.*** If the facility does not pass the pre-opening inspection, a second inspection can be scheduled after the corrections have been made.

FOOD ESTABLISHMENT PLAN REVIEW REQUIREMENTS

A copy of the State of Oregon Food Sanitation Rules (Food Code) is available on the Internet at http://Public.health.oregon.gov/HealthyEnvironments/FoodSafety

It is highly recommended that you read the rules before developing your food establishment plans, and that you use a qualified consultant to help with plans development.

PROVIDE THE FOLLOWING PLAN REVIEW INFORMATION:

1. **Proposed Menu or Listing of Foods & Beverages**. Please be very specific and denote in-house prepared foods and beverages. Denote menu items containing raw fish and raw animal foods such as uncooked eggs. (Reference Food Codes 3-402.11 and 3-603.11). **All food must be obtained from approved sources. An approvable consumer advisory is required for foods that will not be cooked to minimum required temperatures or that contain raw egg. Will harvested wild mushrooms be used in this facility? (Reference Food Code 3-201.16).**
2. **Listing of foods proposed to be vacuum packaged (Reduced Oxygen Packaging) at the facility.** Please be aware that a variance may be required from the State of Oregon. (Reference Food Codes 3-502.11, 3-502.12, 8-201.13, and 8-201.14). Submit all documentation as required within these food codes.
3. **Listing of foods proposed to be preserved and/or cured.** Describe preservation and/or curing methods. Denote if curing is for color/taste and/or for pathogen destruction. Please be aware that a variance may be required from the State of Oregon. Reference the State of Oregon Health Authority (Food Protection Section) website for variance application procedures. (Reference Food Code 3-502.11)
4. **Listing of foods proposed to be cooked and cooled using "Cook/Chill" or "Sous Vide" methods:** (Reference Food Codes 3-502.12 (D), 8-201.13, and 8-201.14). Submit all documentation as required within these food codes.
5. **Listing of all proposed food additives such as nitrates, nitrites, sulfates, and sulfites for use in this type of food establishment which are not Food and Drug Administration (FDA) Generally Recognized as Safe (GRAS).** Please be aware that non-GRAS additives may not be approved for use in food establishments licensed by the State of Oregon Health Authority. Reference Code of Federal Regulations (CFRs).
6. **Listing of all proposed foods to be acquired from other restaurants, grocery store delis, or caterers for use as an ingredient or for resale.**
7. **Listing of all proposed foods to be wholesaled.** Reference Food Codes 3-501.17; 3-601.11; 3-601.12; 3-602.11; and 3-602.12
8. **Listing of all proposed foods to be packaged within the food establishment and placed in a "grab and go" display unit for customer self-service.** Reference Food Codes 3-501.17; 3-501.18; 3-601.11; 3-601.12; 3-602.11; and 3-602.12.
9. **Listing of all proposed meats to be non-continuously cooked.** Reference Food Code 3-401.14.Submit all documentation required within this food code.
10. **Submit an Employee Illness Reporting Policy. Reference Food Codes 2-201.11, 2-201.12, 2-201.13 and Food Code Annex Forms 1-A and 1-B at the back of the Food Code.**
11. **Manufacturers Specification Sheets (Cut Sheets)** for all food preparation surfaces, food preparation equipment, beverage dispensing equipment, food sinks, hand washing sinks, refrigeration equipment, cooking equipment including barbeques and smoking vessels, ware washing equipment and sinks, hot and cold holding vessels, ice machines and bins, cocktail stations, blender stations, utility (mop) sinks, sneeze shields, and mechanical air curtains. Verify that these items are National Sanitation Foundation (NSF) approved **or** are food grade equivalent. Note that all bulk food storage containers and liners must be of food grade material.

Important: All existing equipment in an area of major remodel must meet the current Food Code requirements. All proposed equipment to be purchased as new or used for new or remodeled facilities must also meet the current Food Code requirements. For all used equipment to be purchased, and for all existing equipment to be used, submit photographs of the equipment if a manufacturer's specification sheet is not available.

12. **Detailed Procedures for Rapidly Cooling Potentially Hazardous Foods.** Foods cooked in advance and foods removed from hot holding vessels which are then to be stored cold must first be rapidly cooled. Explain in detail your rapid cooling plan for each type of food to be rapidly cooled. Provide estimated batch volumes of each food type to be cooled and the time and temperature requirements for rapidly cooling food if you are not proposing a walk-in refrigeration unit for this purpose. Ice baths set up within food sinks may be used to rapidly cool only thin foods such as soups. Equipment designed specifically as "rapid chiller" may also be used to rapidly cool foods. Refrigeration units other than walk-in coolers are not acceptable for rapidly cooling large volumes of foods unless you provide written documentation from the refrigerator manufacturer which supports your rapid cooling proposal.

13. **One Set of Floor Plans Drawn to Scale (e.g. ¼" = 1') with an Equipment Schedule for the following areas:** (Show where waste receptacles and soap and sanitary towels will be located for hand washing sinks)
    - food service areas
    - food and beverage bars
    - customer and employee restrooms
    - food storage areas
    - janitorial areas
    - self-service areas
    - wait stations
    - outdoor refuse storage areas
    - facility exterior doors
    - food preparation and cooking areas (including outdoor barbeque areas)
    - proposed outdoor beverage dispensing operations (Reference Food Code 3-201.18)
    - proposed outdoor cooking operations (Reference Food Code 3-201.18)
    - proposed beverage (e.g. Growlers) refilling operations (Reference Food Code (4-603.17)

    These plans must show adequate facilities for rapid cooling, rapid reheating, and cold holding of foods. **Denote which equipment is existing and denote dining assembly square footage (area in square feet) in each dining area including lounges and banquet rooms.**

14. **Schedule of Finishes. (Excluding dining areas).** Walls, floors, and ceiling materials must be smooth, durable, easily cleanable where food operations are conducted. These materials must also be nonabsorbent for areas subject to moisture such as within food preparation, cooking, dishwashing, restrooms, and at hand washing sinks and mop (utility) sinks. Durable wall covering materials such as Formica, stainless steel, and FRP (fiberglass reinforced plastic) board are acceptable materials behind ware washing sinks, drain boards, food sinks, hand washing sinks, and mop sinks. (Painted drywall is not considered durable and non-absorbent behind these sinks and drain boards). Install this non-absorbent wall covering material to at least three feet above (if possible), and three feet to the sides of (if possible) these sinks and plumbing fixtures. (Contact the building department with jurisdiction regarding installation of non-absorbent covering materials at urinals and toilets).

    Sealed concrete and sealed wood flooring may be acceptable where food operations are conducted. All junctures are to be tightly joined and sealed with coving installed in all areas where wet floor cleaning may occur. (Contact the building department with jurisdiction regarding minimum coving height requirements). **Denote finish material for all walls, ceilings, and floors. Provide a schedule of colors for all walls (they are to be "light" in color).**

    Food preparation surfaces are to be smooth, durable, non-absorbent, and easily cleanable. **Denote finishes.**

15. **Equipment Elevations and Spacing:** All stationary floor and counter mounted equipment that is not easily moveable (including storage shelving) is to be installed in a manner that allows easy cleaning beneath, behind, and to the sides of the equipment. This will require 4+ inch legs on counter mounted equipment and 6+ inch legs on floor-mounted equipment, with minimum 4" spacing between equipment and between any adjacent walls if the equipment is not installed flush to the walls. Wheels (casters) are to be installed on all floor mounted equipment where minimum clearance or separation requirements cannot be met. **Explain how this will be met.**

16. **One Set of "Rough" Plumbing Plans.** Submit detailed rough plumbing plans (may be stand alone plans or incorporated within the equipment floor plans) which cover the following:

    Floor drains locations. The plumbing code dictates location for floor drains. Contact the building department with jurisdiction for code specifics.

    Piping is not to run on the floor but rather within walls, or along the walls at least four inches above floors, for ease of cleaning. Overhead sewer lines over any food preparation area must be shielded.

    Water faucets and dishwashing rinse hoses are to be backflow prevented with an ***air-gap*** to prevent backflow to the potable water system. An air-gapped connection is one in which the bottom of the faucet is to be twice the pipe diameter or one inch, whichever is greatest, above the top of the fixture flood rim. Threaded faucet ends in which a hose can be connected must also be backflow prevented with an approvable backflow prevention device within the faucet. This includes exterior building hose bibs.

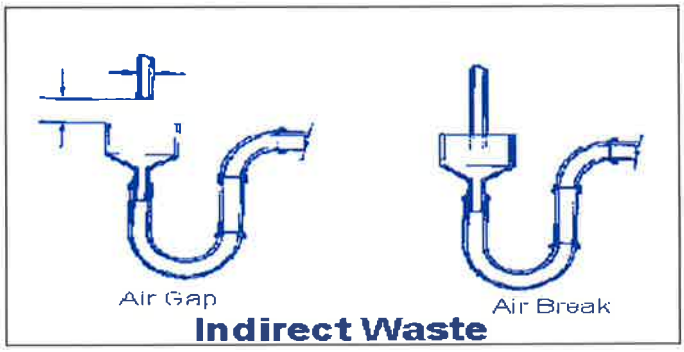
    Plumbing fixture and equipment waste drainage: Plumbing fixtures and equipment such food sinks, icemakers, ice bins, non-self evaporating refrigeration units without built-in drainage catch pans, steam tables with drains, salad bars with drains, dipper wells, soda fountain backflow prevention devices which can expel liquid, blender station sinks, and dishwashing machines require an ***indirect*** waste drain connection to the sewer system or to FOG (fats, oils, grease) interceptors. Indirect waste drain connections can be made using a "floor sink" receptacle or a "bell & hub drain". Plumbing equipment and fixtures producing intermittent waste such as ice machines, ice bins, and non-self evaporating refrigeration units may waste drain into a mop sink fixture for waste disposal if allowed by law. (Check with the building department with jurisdiction).Draining plumbing fixture and equipment waste into containers such as buckets is not allowed with the exception of salad bars using ice as a coolant. Equipment drain boards with drain holes such as those used with espresso machines, soda machines, and beer taps are to have a **direct** waste drain connection to the building sewer or a FOG interceptor.

    Types of indirect waste drainage methods: Floor sink receptacles and "bell & hub drains"

    1. Floor sinks receptacles are specifically manufactured to receive gray water waste and intermittent waste. The invert (bottom) of waste drain pipes and tubing empty into these receptacles. These receptacles are to be installed recessed within the floor with the top of the sink flush or slightly below the floor grade. If top of sink is not flush with the floor grade, then taper the transition between the lip of the floor sink to the floor grade to facilitate cleaning around the floor sink. Floor sinks located beneath floor mounted equipment or beneath cabinets need to be located towards the front of the equipment with at least one-half of the sink extending beyond the front of the equipment or cabinet for ease of cleaning. That part of the floor sink which is in front of cabinetry or equipment is to be covered with a removable grate. Indirect waste drain receptacles are to be visible at all times.

    2. A "bell & hub drain" connection requires that a section of waste drain piping or tubing be removed above the "p trap" and a funnel ("hub or phone" drain) be connected at the top of the remaining lower section of drain pipe. If a "bell & hub" connection is to be made on dishwashing and food sinks it is highly recommended that a minimum six inch diameter hub drain be installed.

    The waste drain piping or tubing discharging into a floor sink receptacle or "bell & hub" drain is required to have an air-gap or an air-break. Contact the building department with jurisdiction for code specifics. The illustration below shows both the air-gap and air-break methods:



ADDRESS THE FOLLOWING TOPICS IN YOUR PLANS:

1. **Post-Mix ("Bag in the Box") Soda Fountains** (if installed) are to have an approvable backflow prevention device installed on the waterline/carbonator system per the Uniform Plumbing Code. **Denote backflow device installation location(s) and the type of device(s) to be installed (e.g. reduced-pressure with indirect waste drainage; carbonator with built-in backflow prevention device, etc).**

2. **Food Preparation Sinks (Culinary Sinks):** Install at least one food sink. It is highly recommended that one sink be installed for use with only animal meats and that a second sink be installed for use with only ready to eat foods such as produce.

3. **FOG (Fats, Oils and Grease) interceptors:** Contact the public works department of jurisdiction regarding requirements. A food particle trap before the FOG interceptor will help eliminate interceptor odors and is strongly recommended if not required by a public works department. Show interceptor location so that it is easily accessible for cleaning. Denote all equipment to be connected to this interceptor. Explain how equipment and fixtures requiring an indirect waste drain connection will have this connection made prior to interceptor connection.

4. **Hand Washing Sinks** must be present and easily accessible ***within each*** food preparation area, food cooking area, food dispensing area, ware washing area, beverage bar, and wait station. **A basic rule is to have no more than a 15' walk to a hand sink and to not walk around a corner to access a hand sink.** Soap, disposable towels, and a waste basket are to be provided at each hand wash sink. Minimum six inch tall splashguards are required along the sides of hand wash sinks which are adjacent to, and within three feet of, food preparation surfaces, clean wares, and exposed food. Minimum 100 degree water is required at each hand washing sink through a mixing valve or combination faucet. **Note: bars will require a hand washing sink and a separate "dump" sink.** ***Hand washing sinks can not be used for any purpose other than hand washing.*** **Show and explain how these requirements will be met.**

5. **Ware Washing Requirements.** Ware washing must be accomplished by using a three-compartment sink and/or an approved commercial ware washing machine. If a commercial ware washing machine is not large enough to hold the largest piece of equipment used in the food establishment, then a three-compartment ware washing sink set-up is required. The largest ware to be cleaned within a three-compartment sink set-up must be able to be totally immersed within the sinks. Ware washing machines must automatically dispense detergents and sanitizers. ***How do you plan to wash dishes in a sanitary manner if your mechanical ware washing machine breaks down and a three-compartment dishwashing sink has not been installed? Ware washing sinks can not be used as food sinks, hand washing sinks, nor for disposal of mop water.***

   Denote where soiled dishware is to be stored such as on a 'soiled side' drain board or held within bus tubs contained on a mobile cart. Denote where clean dishware will be air-dried (either on adequate 'clean side' drain board space and/or on wire rack "metro" shelving). For facilities with relatively small ware washing requirements metro shelving can be installed above the dishwashing sinks for air drying wares. If floor mounted metro shelving is installed for air drying wares then a floor drain may be required by the building department with jurisdiction.

Low temperature machines that sanitize by means of chemical injection must maintain minimum wash and rinse temperatures as specified by the food code rules. An audible/visual alarm device is required to indicate when the chemical sanitizer reservoir is low if the sanitizer can not be directly observed exiting the end of the conveying tube and entering into the machine. All ware washing machines must meet all applicable Food Code requirements including temperature and pressure gauges as required by type of machine.

6. **Service (Mop) Sink** or a curbed mop basin is required on each building floor level (e.g. basement, main floor, second floor etc.) within the food establishment where floors can be wet mopped, unless an adequately sized service elevator for transporting mop buckets is proposed between the floors containing a mop sink. The mop sink is to be physically separated from food preparation areas and should be designed to store cleaning products and cleaning equipment. It is okay to install mop sinks in restrooms if allowed by the building department with jurisdiction. Hangers are required for air drying mops. ***Mop sinks can not be used for dishwashing, hand washing, nor as food sinks*** **.Explain how these requirements will be met.**

7. **Toxic Items** must be stored separately from all food, food equipment and food contact surfaces. Pesticides are to be stored separately from cleaning chemicals. **Denote storage locations for toxic items.** All containers of toxic and poisonous chemicals (including working containers such as spray bottles and containers of wiping cloth sanitizing solutions) are to be labeled with the product name (e.g. Windex) or common use name (e.g. Window Cleaner). **Explain how these requirements will be met.**

8. **Exhaust Hoods & Fans.** Cooking and ware washing equipment hoods (if required by law) are to be designed to prevent grease and condensation from collecting on walls and ceilings, and from dripping into food or food contact surfaces. Hoods are to be smooth, easily cleanable stainless steel and meet NSF standards. Exhaust hoods are required for most high temperature ware washing machines (except some under counter models) and may be required for low temperature machines. (Check with the building department and Fire Marshal with jurisdiction for hood requirements). A mechanical exhaust fan is required in all restrooms. **Denote all hoods and fans.**

9. **Food on Display**. All food on display, including foods for customer self-service, must be protected from customer and environmental contamination by use of packaging, sneeze shields, hinged lids, or other approved means. **Denote how this requirement will be met.**

10. **Lighting.** Adequate shielded or shatterproof lighting shall be provided in the kitchen, food preparation areas, food storage areas including dry goods rooms and walk-in refrigeration units, food equipment storage areas, reach-in refrigerators, ware washing areas, and bar areas. **Explain how you will comply with this requirement.**

11. **Linens.** Soiled linens, aprons, uniforms and sanitizing wiping cloths shall be stored separately from sinks, food preparation areas, food storage areas, and equipment storage areas. **Denote separate 'clean' and 'soiled' linen storage areas for these items.**

12. **Doors and Windows:** Building windows used for ventilation or other purposes (such as service windows) shall be protected from entry of insects and rodents by using tight fitting screens or other effective means. All hinged facility outer doors are to be self-closing to the door frame (excluding doors signed as "emergency exits only" by the Fire Marshal), with sweeps or gaskets to make a tight-fitting seal. Restroom outer doors are to be self-closing to the door frame. **Show all exterior and interior doors on your floor plans and explain how you will comply with the above requirements. Sliding doors are not allowed for use as outer restroom doors. Denote all exterior doors that are intended to be left opened after they have been opened such as roll-up and sliding doors. For such unprotected openings submit a Pest Management Plan.**

13. **Exterior Garbage Area.** Provide a hard (such as concrete or asphalt), cleanable, non-absorbent, sloped-to-drain surface under all outside garbage cans, grease and used fryer oil holding receptacles, and dumpsters. These refuse containers are to be non-absorbent, covered and of sufficient size to handle the entire restaurant's waste between waste removal pick-up days from the facility. Exterior hose bibs are recommended for washing down the refuse receptacles' surface areas. Check with the building department with jurisdiction for wastewater disposal requirements for washing down these areas. **Explain how you will comply with these requirements. Grease and used fryer oils are not allowed to be disposed of within receptacles intended for disposal within landfills. Contact landfills for vendors who will pick up your grease and used fryer oils.**

14. **Heating, Ventilation and Air conditioning systems:** Install such that make-up air does not exhaust directly onto food or food equipment. **Confirm that this requirement will be met.**

15. **Employee Break Areas & Storage of Personal Items**. Adequate storage equipment shall be provided for employee street clothing, coats and other personal items. A designated employee break area for eating and drinking is required outside of kitchen and food storage areas. Customer dining areas can be designated as an employee break area. **Explain how these requirements will be met.**

16. **Wiping Cloth Sanitizing Solutions:** Separate containers of wiping cloth sanitizing solutions must be provided for use with raw meats and for use with all other foods. Provide different colored containers or labeled containers to satisfy this requirement. These containers are to be provided within all food preparation, cooking, beverage bars, and wait stations. Do not store these containers within sinks nor on food preparation surfaces. Wiping cloths are to be stored within these containers between uses. Wiping cloth sanitizing solution is to be used for wiping up food spills on food preparation surfaces, dining tables, and when plating food. All equipment cleaned in place such as food slicing equipment which can not be cleaned within ware washing sinks or a ware washing machine are to be washed with detergent water, rinsed with fresh water, then sanitized with a wiping cloth containing sanitizing solution. Refer to the Food Code for specifics. **Confirm that these requirements will be met.**

17. **Toilet Fixtures & Accessories** are regulated under the Food Code and the Uniform Building Code. Consult with the building department with jurisdiction. The following chart is meant as a **guideline only**.

    Water closet (toilets/urinals) requirements are based upon the total indoor dining assembly area square footage (seating area square footage in dining rooms + banquet rooms + lounge areas) and number of outdoor dining seats. Divide the indoor dining assembly total square footage by 30 square feet per occupant to determine the total dining assembly occupancy. Requirements can vary depending upon circumstances. Urinals may be substituted for half the water closet requirements in the men's restrooms where two or more water closets are installed. Each restroom for males is to have at least one toilet in addition to any urinals provided in the restroom.

Total Indoor Dining Assembly Occupancy/2	**Total Water Closets**	
	Male	Female
0-25	1	1
26-75	2	2
76-125	3	3
126-200	4	4
201-300	5	5
301-400	6	6

Calculating lavatory (hand sink) requirements: One hand sink for each water closet up to four closets, then one additional hand sink for each additional two closets.

The following table is to be used to determine maximum seasonal outdoor dining seating allowed over the occupancy load. Note: Facilities can add outside seating up to the occupancy load without needing additional toilets and hand washing sinks:

Occupancy Load Range	**Outdoor Seating Allowed Above the Occupancy Load Without Adding Lavatory Fixtures**
0-16	50% of occupancy load
16-100	20% of occupancy load
101-200	15% of occupancy load
201-300	10% of occupancy load
Each additional 200	5% of occupancy load

Total occupancy load of 15 or less requires only one unisex restroom with one lavatory. (Not including outdoor seating). **Restrooms accessible by only employees do not count towards the total number of water closets and hand sinks required.** Employee restrooms located within kitchen areas may not have outer doors which open directly into food preparation areas, food storage areas, nor ware washing areas. Contact the building agency with jurisdiction for specific requirements. Customers are **not** permitted to pass through the food preparation, dishwashing nor storage areas to access the restrooms unless otherwise allowed by law.

Use of non-food establishment restrooms towards meeting the minimum water closet and lavatory requirements ***may*** be allowed if they are within a mall or shopping center in which the food establishment is located or within the building containing the food establishment. Toilet rooms in these cases must be within 500' of the food establishment. Also, a written agreement between the food establishment owner and the mall/building owner (or owner's legal representative) must be submitted. This agreement must contain language allowing for use of the restrooms by patrons at the food establishment and the food establishment employees. This agreement must also dictate who is responsible for maintenance and upkeep of the restrooms. ***Show or explain how toilet fixtures and restroom hand washing sink requirements will be met within your facility. The waste receptacle at the hand sink(s) area within each women's restroom must be covered if such receptacle is not provided adjacent to each toilet.***

At Time of the Pre-Opening Inspection:

1. **Provide sanitizing solution test strips for dishwashing sanitizing solutions (if applicable) and wiping cloth sanitizing solutions.**
2. **Provide food temperature probes. A food temperature probe for use with thin foods such as meat patties and fish fillets is also required unless such foods will not be used.**
3. **All refrigeration units are to have internal air temperature measuring devices located at the front area of these units.**
4. **Please be prepared to answer questions related to your food operations. All food workers are to have Food Handlers Permits within 30 days of beginning work within the food establishment.**

EMPLOYEE ILLNESS POLICY

A COPY OF THIS POLICY IS TO BE PROVIDED TO EACH NEW HIRE AND TO EACH CURRENT EMPLOYEE WHO HAS NOT RECEIVED THIS POLICY IN THE PAST. ALSO, THIS POLICY IS TO BE POSTED WITHIN THIS FACILITY AND ALL EMPLOYEES NOTIFIED OF WHERE IT IS POSTED. THE PERSON IN CHARGE DURING EACH WORK SHIFT MUST BE ABLE TO SHOW HEALTH INSPECTORS WHERE THIS POLICY IS POSTED AND ABLE TO DISCUSS THIS POLICY WITH EMPLOYEES AND HEALTH INSPECTORS.

Reference Oregon Food Sanitation Rules 2-201.11; 2-201.12, and 2-201.13 concerning employee illness. The Oregon Food Sanitation rules can be viewed and/or downloaded in its entirety at the following website: http://public.health.oregon.gov/HealthyEnvironments/FoodSafety/Pages/rules.aspx

☐ ALL NEW EMPLOYEES ARE TO INFORM MANAGEMENT OF THE FOLLOWING AT TIME OF HIRING AND AGREE TO REPORT TO MANAGEMENT SUCH CONDITIONS SHOULD THEY OCCUR DURING THEIR EMPLOYMENT AT THIS FACILITY:

(Food Code Rules Annex Form 1-A and Annex Form 1-B located towards back of food rules can be used to collect relevant past medical history and employee reporting agreement requirements.)

1. If suffering from diarrhea, vomiting, Jaundice (yellowing of skin or eyes), or sore throat with fever. Employees will not come to work when experiencing these symptoms. Employees who experience undiagnosed diarrhea or vomiting will not return to work for at least 24 hours (72 hours is recommended) after their symptoms have ended.
2. If currently or in the past diagnosed or presumptive with any of these medical conditions: Norovirus, Hepatitis A, Typhoid Fever, Shigellosis, *E. coli* 0157:H7, or other EHEC/STEC condition. *If a new hire or current employee is diagnosed or presumptive with any of these conditions, then this facility will immediately notify the Health Department (phone 541-322-7400) and exclude this individual from this facility until lab tests confirm that the employee is free of pathogens relating to any of these conditions, or as otherwise allowed by the Health Department.*
3. If they have been exposed to or suspected of causing any confirmed outbreak with regard to any of the medical conditions outlined in #2, above. When and where?
4. If they have a household member diagnosed with any of the medical conditions outlined in #2, above.
5. If they have a household member attending or working in a setting experiencing a confirmed outbreak as related to the medical conditions outlined in #2, above.
6. Name, address, and telephone number of their health practitioner or doctor.

☐ FOOD EMPLOYEES WITH LESIONS (E.G. OPEN SORES, CUTS, DEEP SCRAPES OR PUSS FILLED GASHES) SHALL BE EXCLUDED OR RESTRICTED FROM WORK DUTIES UNLESS:

1. A lesion on the hands or wrists is protected with an impermeable cover such as a finger cot and a single use glove is worn.
2. A lesion on exposed portions of the arms is protected with an impermeable cover.
3. A lesion on other parts of the body is protected with a dry, durable, tight-fitting bandage.

DESCHUTES COUNTY ENVIRONMENTAL HEALTH DIVISION
APPLICATION FOR FOOD ESTABLISHMENT PUBLIC HEALTH PLAN REVIEW

IMPORTANT: A pre-application meeting with the plan review specialist is required (including specialist sign-off on this form) in order to submit this application.

ESTABLISHMENT NAME _____

ESTABLISHMENT ADDRESS _____ _____ _____
(NUMBER AND STREET) (CITY) (ZIP)

OWNER NAME _____

OWNER ADDRESS _____
(INCLUDE CITY, STATE, ZIP)

OWNER TELEPHONES _____

OWNER E-MAIL _____

RESPONSIBLE LEGAL AGENT IF OTHER THAN OWNER _____

AGENT MAILING ADDRESS _____
(INCLUDE CITY, STATE, ZIP)

AGENT TELEPHONES _____

AGENT E-MAIL _____

PREVIOUS NAME OF FOOD SERVICE FACILITY AT THIS LOCATION _____

Number of Indoor Dining Seats: _____ Number of Seasonal Outdoor Dining Seats: _____

Is the food establishment located within city limits? _____ Name of City: _____

Name water source: _____ Name sewer service: _____

Project start date: _____ Projected opening date: _____

SIGNATURE OF OWNER OR LEGAL AGENT: _____ **DATE:** _____

PRINTED NAME: _____

Fees are subject to change. Please call (541) 388-6595 or 322-7400 for current fees. Fees may be paid using credit card, cash, or check. If paying by check make checks payable to: DESCHUTES COUNTY ENVIRONMENTAL HEALTH
Send to: Deschutes County Health Services, Environmental Health Division, 2577 NE Courtney Drive, Bend OR 97701

For Office Use Only:

EHS APPROVAL for TAKE-IN: _____ DATE: _____

COMMENTS: _____

LICENSE AS: FULL SERVICE: _____ Mobile Unit: _____ Class: _____
COMMISSARY: _____ WAREHOUSE: _____ LIMITED SERVICE: _____

PLAN REVIEW FEE: NEW _____ MAJOR REMODEL (same fee as new) _____ MINOR REMODEL (remodel fee) ___

Application **RECEIVED ON** date: _____ Staff initials: _____ Receipt #: _____

Plan Review #: _____ Computer ID#: _____

Finishes/Surfaces
OAR 333-150-0000, Section 6-101.11A(3)

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

	Floors	Cove Base	Walls	Ceilings	Food Contact Surfaces	Shelving
Kitchen						
Bar						
Storage Rooms						
Toilet rooms						
Garbage & refuse storage						
Mop service area						
Dish washing area						
Walk-in refrigerators & freezers						
Outdoor Cooking Area						
Outdoor Beverage Dispensing Area						

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

Menu & Procedure Review

This section must be filled out by the operator and submitted prior to licensing or with the plan review application. Answer only the questions that apply to your facility. Add documents or pages as needed to describe your operation. The Food Sanitation Rules, OAR 333-150-0000 can be obtained at: www.healthoregon.org/foodsafety

Training & Policies

1. Describe your current policy to exclude or restrict food workers who are sick or have infected cuts and lesions. *Note: Food employees with undiagnosed vomiting or diarrhea must be excluded from the food establishment for 24 hours* (2-201.12):

2. What are employees told about working when ill (2-201.12)?

3. Provide your established hand washing policy (2-301.14, 2-301.13, 2-301.12, 2-301.15):

4. How are employees informed about hand washing requirements (2-103.11(L))?

5. How do you enforce hand washing and ill employee requirements (2-201.12, 2-103.11(D) & (K))?

6. Describe your glove (non-latex only) use policy (3-304.15):

7. Who will be your person(s) in charge (2-101.11)?

8. Are you aware of the rule that requires a "knowledgeable" person to be present at all times of operation (2-102.11)? Yes__ No__

   Note: One way to meet this is to obtain certification in a ***Food Safety Program*** *designed for food managers: www.healthoregon.org/foodsafety*

9. List the types of food probe thermometers (0-220˚F) that food handlers will be using and where the thermometers will be kept. *Facilities serving thin foods such as meat patties and fish filets must have a small diameter probe* (4-302.12 & 4-203.11):

10. How do you calibrate your food probe thermometers and how often? Who is responsible for calibrating thermometers (4-502.11(B))?

9a. How do you clean and sanitize your probe thermometer (4-602.11(4))?

10. What type of chemical sanitizer do you use (chlorine, quaternary ammonium, iodine) (4-501.114)? _____
    At what concentration do you use this sanitizer? _____
    What type of test kit do you have (4-302.14)? _____
    When do you use your test kit (4-501.116)? _____

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 (4-603.15)?

11a. When does cleaning and sanitizing need to occur (4-602.11)?

12. What is done with leftover food (Chapter 3-501)?

13. Will salads such as tuna, egg, chicken, macaroni, pasta and potato be prepared from scratch in your facility? Yes__ No__

    If yes, will the ingredients be pre-chilled before being mixed or assembled? Yes__ No__

14. Describe how you will minimize bare hand contact with ready-to-eat food. For example, will you use deli tissues, spatulas, tongs, single-use gloves or dispensing equipment to prepare ready-to-eat food (2-103.11(K), 3-301.11(B))?

15. Describe when and where produce will be washed prior to use (3-302.15 & 5-402.11):

Food Preparation

1. List food from animals that you will serve raw or partially cooked such as burgers and steaks cooked to order, eggs over easy, sushi, steak tartar, and oyster shooters (3-603.11):

1a. Describe your consumer advisory for raw or partially cooked foods (3-603.11):

2. If serving raw fish (sushi, lox, ceviche), will parasite destruction be done on-site or by the supplier (3-402.11 & 3-402.12)?

- ☐ On-site — Provide your procedure on parasite destruction (*A freezer used for parasite destruction must maintain – 4 °F for 7 days. Measure and record temperature of freezer unit daily.)*
- ☐ Off-site — Supplier: Provide the name of your supplier and documentation to show parasite destruction. *(Each invoice received from the supplier shall state the specific fish by species that have been frozen to meet the parasite destruction requirements under 3-402.11.)*

3. List your food suppliers for the following (Chapter 3, Section 2):

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

4. Describe any special food processing within your facility (smoking or curing meats, reduced oxygen packaging such as sous vide, canning, sprouting beans) (Chapter 3-502):

5. Will you have an outdoor cooking and/or beverage dispensing operation? Yes___ No___ If yes, please answer 5a-d (3-201.18).

5a. How will food/beverages be protected from insects, birds, dust, overhead leakage, and other potential sources of contamination?

5b. What type of outdoor cooking equipment will be used?

Note: Outdoor cooking is limited to the use of a barbecue, hearth oven, tandoori oven, barbecue pit or other similar cooking equipment.

***Not allowed** are flat top grills or griddles, woks, steamtables or other cooking, storage or holding devices designed or intended to be used inside of a food service establishmen. (3-201.18).*

5c. How will food service employees monitor outdoor cooking and/or beverage dispensing operations?

5d. When not in operation, how will the cooking and/or beverage operation be designed and secured to protect the food, equipment, utensils, etc. from potential contamination?

6. Do you plan to have open-air dining via unprotected outer openings such as large windows, moveable walls, rollup doors, etc? Yes___ No____

   If yes, provide your pest control plan to prevent insects, rodents and birds from entering the facility (6-202.15):

Holding Food Temperatures Cold & Hot

(Chapter 3-501)

1. Refrigerated food 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 (4-301.11)?

2. How will you ensure that each refrigerator has a working thermometer and that the temperature is maintained at 41˚F or colder (4-203.12, 4-204.112, 4-502.11)?

3. Refrigerator Units (4-301.11)

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__
(5-402.11)

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

6. If you will be using ice for keeping food cold such as in a salad bar, how should the food be stored in the ice? Please describe:

7. Will time without temperature control be utilized as a public health control (3-501.19)? Yes___ No___

7a. If yes, describe process and monitoring procedures. Written procedures are required to be maintained in the facility:

8. Describe your procedure for date marking of ready-to-eat potentially hazardous food items (3-501.17)?

9. How will you store raw animal food to prevent contamination of ready-to-eat food (3-302.11)?

Note: When storing raw animal products above one another, their storage should be based on the final required cooking temperature of each animal product. The animal product with the lowest cooking temperature must be stored above other raw animal products that require a higher cooking temperature (e.g., raw fish above raw ground beef). This also applies to food storage in freezer units unless the food is stored in commercially processed, unopened packages. (3-302.11)

10.How and where will frozen food be thawed (3-501.13)?

11. What type of equipment will you use for holding food hot? How will you ensure that food is at the required temperature throughout the day?

12.Describe how food temperatures (hot and cold) will be maintained while in transport and 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: www.healthoregon.org/foodsafety

Cooling

1. In the appropriate box, list menu items of food items that will be cooled. *Note: continues onto next page*

Cooling Method	Solid Food (roast, turkey, solid cuts of meat)	Soft, Thick Food (refried beans, rice, potatoes, stews, soups, sauces & chili)	Liquid Food (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

2. How will food handlers know that the food has cooled from 135˚F to 70˚F within two hours and then from 70˚F to 41˚F within 4 hours?

Cooking & Reheating

1. Describe how the food worker will know when raw animal products are fully cooked (3-401.11):

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: www.healthoregon.org/foodsafety

2. How will the cook know that all parts of the food being reheated has reached at least 165˚F for 15 seconds within 2 hours?

3. List type of units used for reheating and hot holding foods.

Self Service

1. Will you provide self-service food to your customers? Yes__ No__

2. How will you protect food in self-service areas from customer contamination (3-306.11 & 3-306.13)?

Food Sanitation Rules

OAR 333-150-0000

1. Do you have a copy of the Food Sanitation Rules? Yes__ No__

The rules are online at: www.healthoregon.org/foodsafety. If you do not have access to the Internet, you can obtain a copy from the Local Public Health Authority.

2. Do you know how to locate specific information in the rules? Yes__ No__

Statement: I hereby certify that the above information is correct and I fully understand that any deviation from the above without prior permission from the Local Public Health Authority may nullify final approval.

Signature(s) of Owner(s) or responsible representative(s):

_____ Date _____

_____ Date _____

_____ Date _____

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 (structure or equipment). A pre-opening inspection of the establishment with equipment in place and operational will be necessary to determine if it complies with the Food Sanitation Rules (Oregon Administrative Rules Chapter 333).

If you need this information in an alternate format, please call 971-673-0185.