

Black Hawk County Health Department
Northeast Iowa Inspections
1407 Independence Avenue, 5th Floor
Waterloo, Iowa 50703
319-291-2413

Pre-opening Plan Review Application

Type of Application: New Remodel Conversion Change of Ownership

Projected Date for: Start of Project: _____ Completion of Project: _____
Expected Opening: _____

Water: Public/Municipal Private

If private, has the source been approved? Yes No Pending (Please attach a copy of written approval/permit (i.e. PWSID#) and a copy of the latest water test results.

Sewer: Public/Municipal Private/onsite (Please attach copy of permit.)

Name of Establishment: _____

Address: _____ City: _____

County: _____ State: **Iowa** Zip Code: _____

Phone Number: _____ Cell Phone Number: _____

Mailing Address of Owner: _____

City: _____ State: _____ Zip Code: _____

Phone Number: _____ Cell Phone Number: _____

Applicant's Name/Title: _____

Mailing Address of Applicant: _____

City: _____ State: _____ Zip Code: _____

Architect/Designer: _____ Phone number _____

List hours of operation: Sun _____ Mon _____ Tues _____ Wed _____

Thurs _____ Fri _____ Sat _____

Number of seats: _____ Number of staff: _____ Maximum staff per shift: _____

Maximum meals to be served: Breakfast _____ Lunch _____ Dinner _____

Catering services will be provided: Yes No

Type of Service:
(Check only one)

- Restaurant with liquor Restaurant without liquor
- Tavern w/food preparation Tavern w/o food preparation
- Commissary or Cater Private/Public Service Institution

*****PRE-OPENING PLAN REVIEW*****

CONTENTS AND FORMAT OF PLANS AND SPECIFICATIONS: (Please follow these guidelines)

1. The application for a food license and fee shall be submitted 30 days before the date planned for opening a food establishment.
2. Floor plans/blueprints must be submitted at a minimum of 30 days prior to construction, remodel or renovation. Plans shall be drawn to scale. Plans shall include: equipment schedule, plumbing, ventilation, floor and wall coverings.

***It is encouraged to submit plans two to three months in advance. If changes to the plans are required to meet Code requirements, the updated plans will need to be submitted. Changes to the plans and review time may result in a delay of approval.**

Submittal of these documents to our office does not replace proper documentation and notification of other regulatory agencies. (ie- Building Inspections, Fire Inspections, Zoning, State Alcoholic Beverage Division etc...)

3. Label and locate the features of auxiliary areas such as storage cabinets, food storage rooms, walk-in refrigerators and freezers, receiving areas, garbage/recycling areas, toilets, basements and/or cellars used for food or equipment storage, dressing rooms, locker areas, employee rest areas, etc.

Include the following documents when submitting plans to this department:

1. The completed pre-opening review document.
2. Proposed menu. (Including seasonal, off-site and banquet menus when applicable.)
3. Provide a copy of your policy for food employees and conditional employees that addresses compliance with the Food Code as it pertains to reporting responsibilities, exclusion or restriction of employees who are ill, have infected cuts and/or lesions.
 - a. Include your policy on reporting a staff member who has been diagnosed with one of the "Big 5 Illnesses." See Chapter 2-2 Employee Health and Annex 1-A through 1-C.

PRE-OPENING INSPECTION REVIEW

Management and Personnel

1. Please review the 2009 Food Code with supplement. It is available online @ <http://www.fda.gov/Food/GuidanceRegulation/RetailFoodProtection/FoodCode/UCM2019396.htm> with supplement <http://www.fda.gov/Food/GuidanceRegulation/RetailFoodProtection/FoodCode/ucm272584.htm>
2. As of January 1, 2014, within 6 months of licensure, there must be at least one person who holds a current nationally recognized (CFP-ANSI) food safety certification. Who holds this certification? Name: _____ Title _____ Certification number _____ Dates effective: _____ to _____ Certification type (circle one): Learn2Serv National Registry ServSafe Prometric
3. How will food employees be trained in good food sanitation practices? Describe training methods, or send in a copy of the training material: _____
4. Management is required to inform food employees on their responsibility to report diseases transmissible through food. Will you adopt Form 1-B from the Food Code Annex? _____ If no, how will you satisfy this requirement? _____ (review 2-103.11 (M) and 2-201.11 (A-C) and (E) for more information) What is your policy on excluding or restricting food workers who are sick or have infected cuts and lesions from food handling? Send in a copy of your policy: _____
5. Food establishments must have procedures for employees to follow when responding to vomiting or diarrheal events per 2-501.11. How will you satisfy this requirement? _____
6. Describe how employees will be trained on when and how to wash their hands? _____ (review 2-301.12 and 2-301.14 of the 2005 Food Code if you do not know)
7. Describe how ready-to-eat foods will be handled, how will staff be trained and monitored? _____

Food Safety and Protection

1. What companies will food products be purchased from? _____
2. How often will you review their inspection results? _____
3. Who will be responsible for inspecting all deliveries to assure proper handling and storage temperature? _____
4. Is there a separate storage area for damaged/returnable items? Yes No
5. Are all lights shielded or otherwise shatter proof in all food preparation areas, dishwashing areas, service areas and storage areas containing food, food containers and equipment? Yes No

6. Are there any self service food areas? Yes No
 - Self serve soda stations or stations where refills will be offered must be controlled by buttons or levers that do not make contact with the lip of the glass.
7. Describe how food products will be stored so that cross contamination will not occur during storage, preparation, holding and display. Include diagram if necessary.

8. Are all food storage containers and food items removed from original container identified with an easily readable label of the products' common name? Yes No
9. Are all prepared/ready-to-eat potentially hazardous foods (time/temperature control for food safety), that are held for more than 24 hours, clearly marked at the time of preparation to indicate the date by which the food shall be thrown away? Yes No
If time is being used instead of temperature control, how will you ensure that foods will be discarded in the appropriate time? Submit standard operating procedures (SOPs) if this applies.
10. Will you offer a comminuted meat on a children's menu? i.e., hamburger, mechanically tenderized steak? _____ These must be cooked to at least 155°F for 15 seconds.
11. Will you be packaging any foods using Reduced Oxygen Packaging (ROP)? _____
12. Will your facility cater foods to events? Yes No
 - Describe hot and cold holding units and how temperatures will be monitored during preparation, transportation, holding and closure.

Cold Hold / Cooling

All cooling units must be able to hold foods at 41°F or below during peak use.

1. Are adequate and approved cooling units available to store frozen foods frozen and refrigerated foods at 41°F or below? Yes No
2. Does each refrigerator / freezer have a thermometer? Yes No
3. How will all cooked potentially hazardous foods (time/temperature control for food safety) be cooled properly for storage in cold hold units. Describe methods.

4. How often will temperatures be checked to ensure proper cooling?

5. Will a temperature log be kept to ensure proper holding temperatures on buffet or self-service food items? Yes No

Hot Hold / Reheating

All hot hold units must be able to hold foods at 135°F or above during peak use, reheated food item must reach a temperature of 165°F or above for at least 15 seconds before service

1. Will food product thermometers be used to measure final cooking/reheating temperatures of cooked foods? Yes No What type of device is used?

Each facility will be required to have at least one thin (1.5 mm tip) probe stem temperature measuring device.
All cooling units must have thermometers that are easily accessible, accurate and in the warmest part of the unit.

2. How often will temperatures be checked to ensure that foods are being cooked, reheated and held at the proper temperatures? Where will these be recorded?

PLUMBING

Handwashing

1. Is there a conveniently located handsink in the food preparation area/kitchen?
Yes No
2. Is there a conveniently located handsink at the bar? Yes No
3. Is there a conveniently located handsink in the warewashing area(s)? Yes No
4. Do all handwashing sinks have a mixing valve or combination faucet? Yes No
5. Do all self-closing metering faucets provide a flow of water for at least 15 seconds without the need to reactivate the faucet? Yes No
6. Is hot and cold running water under pressure at a temperature of at least 100°F available at each handwashing sink? Yes No
7. Is hand cleanser available at all handwashing sinks? Yes No
8. Are handwash sinks accessible at all times? Yes No
9. Are hand drying facilities (i.e.- paper towels, mechanical air blower) available at all handwashing sinks? Yes No (Common use **cloth** towels are not approved for hand drying.)

Cleaning Facilities

1. Is there at least one mop sink/curbed cleaning facility equipped with a floor drain located within the food establishment? Yes No
 2. Where will table cloths, aprons and other linens be laundered?
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3. Are the clean and dirty linens separated so that they are not in direct contact with food items or clean equipment? Yes No NA
 4. Are all outside trash storage containers located on a level paved surface?
Yes No
 5. Are all outside trash storage containers equipped with tight fitting lids? Yes No

Dishwashing

Sink compartments/dishwashers shall be large enough to accommodate immersion of the largest piece of equipment and/or utensils.

1. Will a three compartment sink and/or mechanical dishwasher be used for washing?
(circle)
2. Will a three compartment sink or automatic glass washer be located behind the bar area(s)? Yes No / NA
3. If using a three compartment sink, what type of sanitizer will be used?

4. Do you have test papers/kits for checking sanitizer concentration? Yes No
Ensure that you have the correct testing papers/kits! Chlorine, quaternary ammonium (QT10, QT40 or QT44), iodine, acid
5. Are there self-draining drainboards at both ends of the three compartment sink?
 Yes No
Drainboards should be large enough to accommodate all soiled and cleaned items.
6. If using a mechanical dishwasher, what type of sanitization will be used?
Hot water (provide wash, rinse and sanitize temps) _____ °F _____ °F
_____ °F
Chemical (provide type) _____
7. Mechanical dishwashers need to be equipped with an alarm to indicate low solution levels.
8. A template with instructions on the mechanical dishwasher is required.
9. Will you preset tableware? _____ Exposed tableware must be removed when consumer is seated if not needed.

Drainage System

1. Provide the specifications of the facility's grease trap(s) or outdoor grease interceptor.

Backflow prevention

A culinary sink or sink used for food preparation shall not have a direct connection between the sewage system and the drain originating from that sink.

1. How many culinary or food preparation sinks will the facility have? _____
2. What kind of backflow prevention device will you have at each sink?

Toxics / Pest Control

All toxics and pest control products must be approved for use in a food establishment. (Read label and follow the manufacturers' recommendations.)

1. Are all insecticides/rodenticides stored separately from cleaning and sanitizing agents?
 Yes No
2. Are all containers of toxics including sanitizing bottles clearly labeled with their common name? Yes No
3. Are all toxics for use on the premise or for retail sale (including personal medications) stored away from food preparation and food storage areas? Yes No
4. Are all outside doors and windows self-closing and rodent/insect proof-screened or properly sealed? Yes No
5. Are all pipes and electrical conduit chases sealed and are ventilation systems exhaust and intakes protected? Yes No
6. Is the area around the building clear of unnecessary brush, litter, food, boxes and other pest harborage? Yes No
7. Is there an area designated for garbage can or floor mat cleaning? Yes No
8. What is the name of the pest control company that you use and how often are visits scheduled for? _____

Ventilation

Ventilation hood systems and devices shall be sufficient in number and capacity to prevent grease, excessive heat, steam, condensation and vapors from collecting on the walls, ceilings and to eliminate obnoxious odors, smoke and fumes.

- 1. Is there a ventilation unit installed above the dishwasher? Yes No
- 2. Is there a ventilation unit installed above all grease producing units i.e. fryers/grills? Yes No
- 3. Is there a ventilation unit installed above all steam/vapor producing unit? Yes No

Premises/miscellaneous:

- 1. What is the capacity of the hot water generator _____ and is it sufficient for the needs of the establishment during peak-use times? Yes No
- 2. Are all food contact surfaces smooth, easily cleanable and non-absorbent? Yes No
- 3. Are all walls, floors and ceilings smooth, easily cleanable, non-absorbent and light colored in the food preparation area(s)? Yes No
- 4. Are all wiping cloths stored in a sanitizing solution when not in use and is the bucket stored up off the floor on a sanitized surface? Yes No
- 5. Carpeting is not allowed in any food prep areas. What type of slip resistant surfaces will be placed in areas frequently subjected to moisture?

- 6. Floor surfaces in food preparation areas and behind customer service areas need to be commercial grade vinyl or tile. (quarry, terrazzo, ceramic) Indicate all that apply. List any other surface materials will be used.

- 7. Are all food storage areas free of carpeting? Yes No
- 8. Are all restroom doors self-closing? Yes No
- 9. Are there covered trash receptacles in the ladies restrooms? Yes No
- 10. Is there a designated place for employee belongings that is away from food preparation/storage areas? Yes No

Approval of these plans and specifications by this Regulatory Authority does not indicate compliance with all codes, laws or regulations that may be applicable-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 & operational will be necessary to determine if it complies with local and state laws governing food service establishments.

Applicants Signature:
