

## **Requirements for Opening a Retail Food Establishment**

- Submit a food establishment application and applicable fee
- Submit a proposed food menu
- Ensure all staff members have a CFPM (certified food protection manager) certification or a Food Handlers certification to be properly staffed for your risk type. Facility must meet Allergen Awareness certification requirement.
- Provide and maintain smooth and easy cleanable walls, floors, and ceiling surfaces
- Provide self-closing and tight-fitting doors at all outside exits
- Provide adequate number of hand sinks in the food preparation area and keep it accessible at all times
- Provide soap and paper towels at all hand sinks
- Provide a metal stem thermometer that ranges from 0°F -220°F to take hot or cold food temperatures
- Provide adequate equipment to ensure hot foods maintain a temperature 135°F or above and cold foods at 41°F or below
- Provide internal thermometers in all refrigeration and freezer units
- 3-compartment sink large enough to accommodate your largest pot to be properly washed, rinsed, and sanitized
- Provide drain boards on the sides of the 3-compartment sink to allow stacking of dirty dishes and clean dishes to be air dried.
- Maintain an air gap (indirect plumbing) at the 3-comp sink and the ice machine
- Provide a sanitizing solution for wiping clothes
- Obtain test strips to test concentration levels of sanitizer
- Properly store chemicals away from food products and food contact surfaces
- Wear proper hair restraints (hat, hair net, or visor)
- Remove any unnecessary items (unused equipment, etc.)
- Provide a mop sink or utility sink to properly dispose of mop water
- Provide adequate lighting (shatterproof bulbs or covered with a light shield) in food prep and storage areas
- Provide self-closing devices on all restroom doors
- Provide covered trashcans in restrooms
- Keep dumpster lids closed and outside area free of debris

### **Additional Requirements for Opening**

- Floor plan and layout of facility (involving kitchen layout, hand sink locations, 3-comp sink and dishwasher location, appropriate cold and hot holding locations, any additional food prep or food service areas shall be outlined in the floor plan). The floor plan shall include as much detail as possible to assist with plan review.
  - Plans for any remodels (In accordance with the Macoupin County Food Sanitation Ordinance, all facility remodels shall be submitted to the Macoupin County Public Health Department for review. Physical plans of the remodel shall be submitted prior to start of remodel)
  - Appropriate number of restrooms must be provided and must be ADA accessible (1-9 total seats = 1 restroom, 10 or more total seats= 2 restrooms)
  - Grease interceptor/trap is required for all establishments which produce fat, grease, or oil.
  - All doors that are expected to be left open are required to have a screen or air-window for appropriate pest management and sanitation.
  - All employees must have at a minimum, Food Handler Certification within 30 days of hire.
  - The location of the ice machine is important in plan review. The ice machine shall be located near water and a drain. A hand sink shall be near the ice machine. The public shall not have access to the ice machine unless it is automatic or dispensable.
  - All surfaces in the food service establishment in the following specified areas shall be non-absorbent, smooth, and easily cleanable:
    - Food Preparation areas
    - Cooking areas
    - Dishwashing areas
    - Waitress stations
    - Restrooms
    - Mop sink areas
- Concrete floors are permitted when a concrete densifier and sealant is used on a smooth surface. All expansion joints, saw cuts and cracks must be appropriately filled.
- Base coving is required where the floor meets the wall. It is required in all the same places as mentioned above.
  - Ventilation Requirement: Mechanical ventilation is required if necessary to keep rooms free of excessive heat, steam, condensation, vapors, obnoxious odors, smoke, and fumes. Sufficient ventilation shall be installed with appropriate capacity. (6-304.11)
  - Hand washing sinks must be conveniently located in food preparation areas, food dispensing areas, and ware washing areas.