



Town of Glastonbury

2155 MAIN ST - P.O BOX - 6523 – GLASTONBURY, CONNECTICUT 06033-6523

HEALTH DEPARTMENT

BASIC REQUIREMENTS—FOOD SERVICE OPERATIONS

All new foodservice establishments **or** extensively renovated foodservice establishments require submission of detailed plans to our office.

Copies of plans must also be submitted to appropriate departments such as Building and Fire Marshal as required. It is highly recommended that you contact Community Development also.

Plans received by our department must be legible and include the following information:

- A floor plan showing equipment and activity locations
- Number of seats, indoor and outdoor
- Location of outdoor garbage disposal areas
- Floor, wall, ceiling materials
- Equipment cut sheets
- Menu
- Names, addresses and telephone numbers of the person(s) submitting the plan, the building contractor and the architect/designer

Lack of appropriate information can delay plan review. Please submit detailed plans to our office to avoid delays and possible re-submission of plans. If you have any questions you may contact our office at **860/652-7534**.

BASIC QUESTIONS FOR NEW FOOD SERVICE OPERATIONS

1. Is there enough storage space for food, paper goods, cleaning supplies, etc.?
2. Are food preparation areas adequate to handle raw foods and cooked foods without creating problems of cross contamination?
3. Is refrigeration adequate?
4. Are there adequate means to rapidly cool potentially hazardous foods after cooking? **Note: Most commercial refrigerators and walk-in refrigerators are manufactured to hold a food product at proper temperature.** They are not designed to be used to rapidly cool a hot, cooked item.
5. Is equipment adequate to cook foods thoroughly?
6. Is equipment for hot holding adequate? **Note: Steam tables and hot holding units are not designed to cook or re-heat foods.**
7. Is hot water heater capacity adequate to supply enough hot water for hand washing and ware washing at all times including peak periods?
8. Are garbage/refuse facilities adequate?
9. Are there enough hand sinks? Hand sinks are required at a minimum in or easily accessible to the following locations:
 - a. food preparation
 - b. ware washing
 - c. food serving
 - d. bathrooms
10. How much money do I need to spend on kitchen equipment, walls, floors, ceilings, etc.?

Answering question 10 is not a requirement when submitting a plan but it is something you will need to ask yourself. Many new and/or renovated restaurants design a lavish dining area but skimp when it comes to kitchen design. They choose to purchase poor quality materials that do not withstand the test of time. Inferior materials and equipment or materials/equipment not designed for all types of foodservice operations can result in expensive replacement and can also lead to improper handling and preparation of a food that could lead to a foodborne illness.

Minimum Structural Requirements for Food Service Operations

	Walls	Floors	Juncture	Ceiling
Kitchen/Food Prep	a, b, c, d, e, f, g	d, e, f	4"-6" coved tile, d, e, f	j, k
Ware wash Area	a, b, c, d, e, f, g	d, e, f	4"-6" coved tile, d, e, f	j, k
Bar	i	d, e, f, h	sealed to floor using tile or rubber coving	l
Bathrooms	a, b, c, d, e, f, g, i to 4' above the floor	d, e, f, h	sealed to floor using tile	l

Acceptable materials:

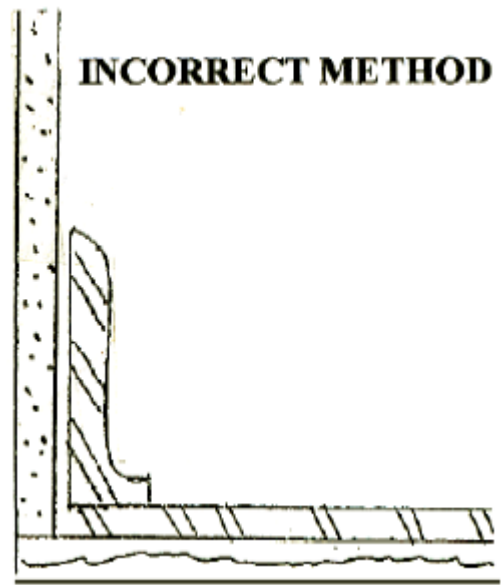
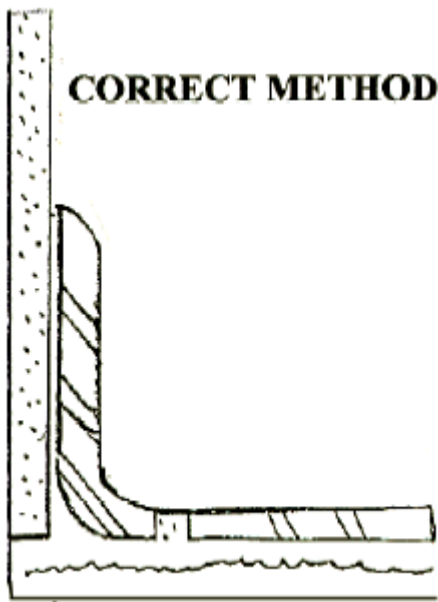
- a. USDA approved fiberglass re-enforced panels (FRP)
- b. Cement block with two component epoxy enamel
- c. Stainless Steel sheeting
- d. 1/8" textured 100% solid epoxy seamless floor with two sealer coats and quartz aggregate
- e. Quarry tiles
- f. Ceramic tiles, anti-slip for floor
- g. Formica panels—SUBJECT TO APPROVAL BY DIRECTOR OF HEALTH OR AUTHORITY AGENT
- h. Commercial grade vinyl tiles (VCT). A sample and/or "cut sheet" providing technical information on vinyl tiles must be submitted to the Glastonbury Health Department for approval prior to installation.
- i. Smooth easily cleanable water resistant paint or equal
- j. Vinyl-faced gypsum board in corrosion resistant ceiling grid
- k. If not drop ceiling, surface still should be durable, easily cleanable and water/chemical resistant—SUBJECT TO APPROVAL BY DIRECTOR OF HEALTH OR AUTHORITY AGENT
- l. Owner's choice

The following areas dry storage, wait stations, concession (pre-packaged items only), and customer self-service may have walls coated with smooth easily cleanable water resistant paint and commercial grade vinyl tiles as a floor covering. The floor/wall juncture must be sealed.

The floors and walls of the dining area is owner's choice.

NOTE:

- Rubber coving strips are not allowed in bathrooms or kitchens.



Quarry/Ceramic Tile Floor and Cove Base Installation

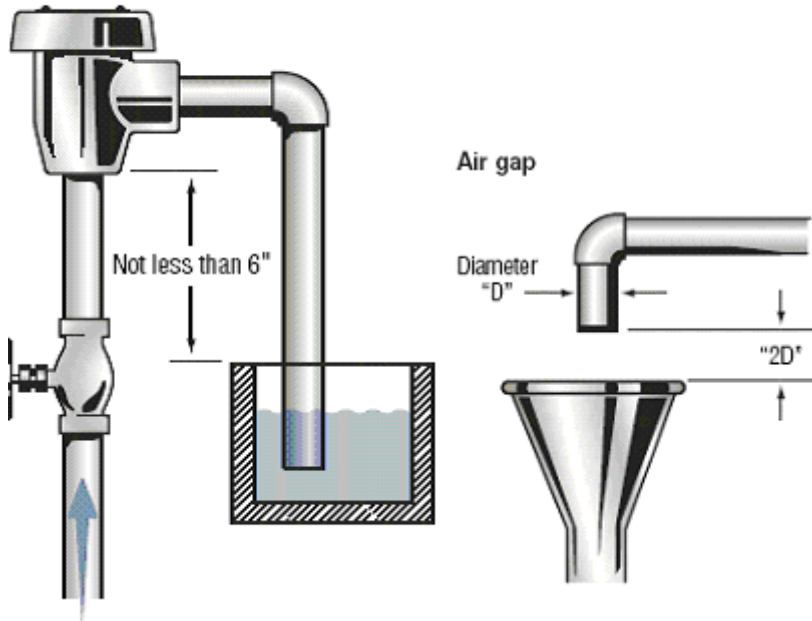
Epoxy Flooring



FIXTURE AND EQUIPMENT REQUIREMENTS

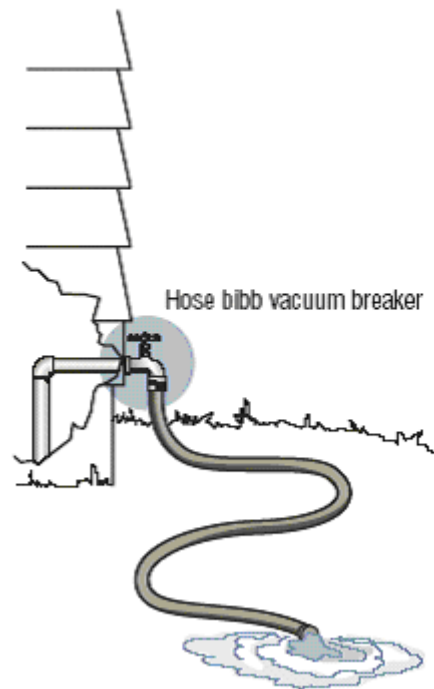
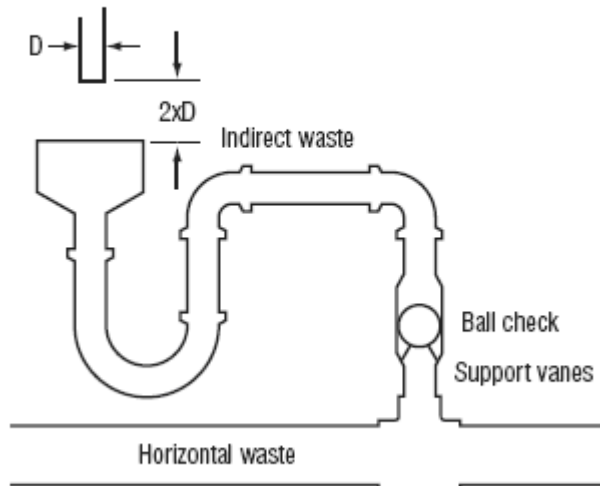
1. All equipment should be NSF approved and designed for commercial use. Residential equipment is not durable enough for commercial use.
2. To facilitate cleaning it is highly recommended that equipment be equipped with locking casters and quick disconnects for gas lines.
3. Hand wash sinks.
 - a. Dedicated hand wash sinks are required in four areas:
 - i. food preparation
 - ii. ware washing
 - iii. food serving
 - iv. bathrooms
 - b. Hand wash sinks must be easily accessible.
 - c. Each hand wash sink must be equipped with a liquid soap dispenser, paper towels and a waste can
 - d. One hand wash sink may cover multiple areas and some areas may require more than one hand wash sink. Hand sanitizer (i.e. Purell) is not an approved substitute for proper hand washing.
 - e. Hand sinks are required in bars.
4. All lighting in food preparation, food storage and food serving areas must be shatterproof or installed in a shatterproof housing.
5. Accurate thermometers are required in each piece of refrigerated equipment.
6. All equipment and hoses connected to the water supply must be appropriately plumbed to prevent cross-connections.
7. All Class III and Class IV food service establishments must have an appropriately sized and connected external grease interceptor tank (1000 gallons or larger) or an Automatic Grease Recovery Unit (AGRU).
8. Wooden shelving is allowed only for dry food/canned food storage and must be painted with an easily cleanable water/chemical resistant paint.
9. Dishwashing facilities.
 - a. A three compartment sink with drain boards having an appropriate size and depth to accommodate the facility's largest piece of food contact equipment for proper cleaning, rinsing and sanitizing. **OR**
 - b. A mechanical dishwasher with a booster heater capable of heating the final rinse water to a temperature of 180° F. The surface of the item being sanitized must reach a temperature of 160°F. **OR**
 - c. A chemical dishwasher approved by the State of Connecticut Department of Public Health.
10. Must have a sign that describes how to recognize the signs of choking and that addresses appropriate procedures to be taken if a patron is choking. The sign shall be conspicuously displayed where food operators and other employees can readily view it.

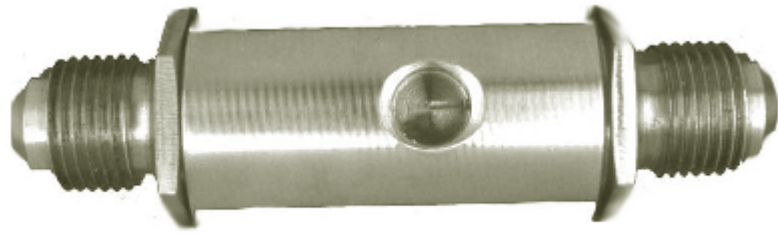
**Atmospheric vacuum breaker
typical installation.**



**Typical installation of hose bibb
vacuum breaker.**

**Air gap to sewer subject to
backpressure—gravity drain.**





Wilkins 740



Conbraco 4C-100



Watts SD3

Backflow Preventers for Carbonators



Hose Bib Connector



Atmospheric Vacuum Breaker

PUBLIC BATHROOMS

1. All new or newly renovated food service establishments within which food or beverages are served for consumption within the building or tenant space regardless of occupant load must provide toilet facilities for the public.
 - a. If total occupancy (employees plus customers) is 15 or less then separate men and women bathrooms are not required.
 - b. If total occupancy (employees plus customers) is greater than 15 then separate men and women bathrooms are required.
2. Restaurants with an occupant load of less than 150 and with only take-out service or only outside dining (no canopy) are not required to provide public toilets.
3. All bathrooms require self-closing doors.
4. All bathrooms are to be equipped with hand sinks, soap (not bar soap), paper towels or electric hand dryers and waste receptacles.
5. Women's bathrooms require covered waste receptacles.

Smoking

1. At each entrance signs must be posted stating that smoking is prohibited by state law, regardless of seating capacity.
2. Establishments that have a permit to sell alcoholic liquor and have outdoor seating areas without a roof or ceiling enclosure which are maintained for the service of food are to provide at least seventy-five percent of the outdoor seating capacity in an area in which smoking is prohibited and which is designated with written signage as a nonsmoking area.
3. Special events with temporary outdoor seating, not used on a regular basis are exempt from the smoking prohibition or signage requirements.
4. Outdoor seating areas of establishments that do not serve alcohol are exempt from the smoking prohibition or signage requirements.

Personnel Requirements

Each Class III or Class IV food service establishment shall:

1. Employ at least one Qualified Food Operator (QFO). A QFO must meet the following requirements:
 - a. Must be in a supervisory position.
 - b. Must be employed full-time, the minimum of 30 hours per week or the number of hours per week the establishment is open for business.
 - c. Have documentation of passing an approved exam concerning safe food handling techniques from one of the following sources:
 - i. Educational Foundation of the National Restaurant Association (ServSafe)
 - ii. Thompson Prometrics (Experior Assessments)
 - iii. The National Registry of Food Safety Professionals
2. Designate an alternate person who has demonstrated knowledge of safe food handling techniques and is in charge at all times when the QFO is not present. Depending upon operating hours and size of the facility multiple alternates may be necessary.
3. Provide documentation of training of food preparation personnel in safe food handling techniques.

FOOD SERVICE ESTABLISHMENT PRE-OPENING CHECKLIST

- Each hand sink equipped with soap, paper towels and waste can
- Public bathroom hot water temperature 110° to 115°F
- Self-closing doors to restrooms
- Covered waste receptacle in women's restroom
- Shatter-proof and/or covered lighting in food preparation, storage and serving areas
- All equipment should be NSF certified
- All surfaces—walls, floors and ceiling—should be durable and washable and clean
- All cooling equipment at operating temperature and have easily visible thermometers
- There should be adequate shelving for food items and single-serve utensils/containers. These items can not be stored on the floor.
- Ice scoop needs a holder, it cannot be stored in the ice machine
- If individual coffee creamers are used it is recommended they be the UHT type—no refrigeration necessary
- Coffee stirrers should be solid plastic (not hollow) or wood
- Straws should be wrapped
- Sanitizer buckets should not be stored adjacent to food
- Appropriate test strips for chemical sanitizers
- Outer openings should be protected against the entrance of pests
- Qualified food operator documentation
- Designated alternate
- Written documentation of a training program
- FOG compliant
- If applicable the menu will contain the statement “Thoroughly cooking meats, poultry, seafood, shellfish or eggs reduces the risk of foodborne illness” in the appropriate locations.

Your facility should be in such a condition that you are ready to serve customers immediately following the health department pre-opening inspection.