



West Springfield Health Department

FOOD SERVICE FACILITY PLAN REQUIREMENTS

The 1999 US FDA Food Code and 105 CMR 590.000, Minimum Sanitation Standards for Food Establishments, State Sanitary Code Article X, require the submission of plans and specifications whenever a restaurant/food service facility is constructed, remodeled, or converted. Prepared plans shall be submitted for review **before** beginning the work. All construction, remodeling or conversions must conform to the plans and specifications, which have been reviewed and approved by the Department.

Submission of plans

Four (4) sets of scale drawings shall be submitted to the Health Department along with a proposed menu or description of the business to be conducted and the name address and telephone number of a contact person. Three (3) sets will be returned to you to be delivered to the Building and Fire departments. One set you keep. There is no fee for the plan review. Plans can be mailed to 26 Central Street, Suite 18, West Springfield, MA 01089.

The Plans

The plans do not need to be professionally prepared. However, they do need to be legible, drawn to scale, and contain all information necessary for review. (see below) Comments shall be returned to the contact person. Review and comments will be made as quickly as possible but may take five (5) working days.

Approval of plans

Plans shall be approved when all specifications comply with 1999 US FDA Food Code and 105 CMR 590.000, Minimum Sanitation Standards for Food Establishments, State Sanitary Code Article X. Any deviations from the approved plans must be approved by the Department. Approval of plans by the Department does not imply compliance with other construction standards such as building, fire or plumbing nor does it authorize operation of the facility during or after construction.

Inspections

Construction inspections and pre-opening inspections are necessary. They should be scheduled at least two (2) working days in advance.

NOTE: Inspections are conducted during normal working hours. Current hours are 8:00 am - 4:30 p.m., Monday through Friday.

PLAN REQUIREMENTS

Restrooms

The number and design of public restrooms is determined by the Building Department. However, the existence and location of employee restrooms is under Health Department jurisdiction.

Must be separate from food storage and preparation areas. Access to public restrooms must NOT be through these areas.

Must have dispensed soap and paper towels or mechanical hand drying equipment.

Must have a trash receptacle. All stalls in women's restrooms must have a covered receptacle.

Must be mechanically vented to the outside.

Must have self-closing doors.

Plumbing

Vacuum breakers must be installed on all hose bibs and threaded faucets.

Backflow preventers are required on drink machines and ice machines, which are connected directly to the water supply.

Air gaps must be provided on drain lines of ice machines, condensers, dish washing machines, food preparation sinks, and ice hold bins.

A separate sink used for mops and mop water must be provided.

Hand washing facilities

Must be located within each food preparation area and ware washing area.

Must be provided with dispensed soap and paper towels.

Must have a trash receptacle nearby.

Must have a single spigot and NO spring loaded or snap faucets.

Must be provided with hot and cold running water at all times.

Water heating equipment

Must be capable of providing enough hot water to meet the needs of the facility. A minimum of sixty (60) gallons per hour recovery rate is recommended.

If an automatic dish washing machine is used, the water heater should be capable of supplying 60 gallons plus the maximum usage of the dish machine.

Must be commercial grade.

Kitchen

ALL equipment must be commercial grade. (NSF or equivalent)

ALL surfaces must be smooth, easily cleanable and non-absorbent.

A three-compartment sink, which is sized to accommodate the largest item to be washed, is required.

Three compartment sinks must have attached drain boards or mobile carts used to store dirty items until washed and clean items until dry.

Items, which are not easily moved, must be sealed to the adjacent equipment, floor, wall, etc.

Equipment must not be located under exposed sewer lines, unproved water lines, or in open stairwells.

Adequate space for the safe and sanitary storage of food and food contact items must be provided.

Other

Separate areas for the storage of personal items, cleaning chemicals, and cleaning equipment must be provided.

If laundry is to be done on site, the washing machine and dryer must be in a room separate from all other uses. Dryers must be vented so as to prevent the accumulation of lint and dust in the facility.

All outer openings must be designed to prevent entrance of insects and vermin into the facility.

Refuse containers must be stored on a hard, cleanable surface.

Refuse containers must be durable, easily cleanable and insect/rodent proof.

Refuse containers must be capable of holding all the trash and garbage produced by the facility between pick-ups.

Please reference the above items on the plans or in an accompanying letter.