



## FOOD ESTABLISHMENT REVIEW APPLICATION

Date: \_\_\_\_\_

New

Remodel

Name of Establishment: \_\_\_\_\_

Category: Restaurant  Institution  Daycare  Retail Market  Other

Address: \_\_\_\_\_

Phone # \_\_\_\_\_

Contact Name: \_\_\_\_\_ Contact Phone # \_\_\_\_\_

Name of Owner: \_\_\_\_\_

Address of Owner: \_\_\_\_\_

Phone # \_\_\_\_\_ Cell # \_\_\_\_\_

Applicant's Name: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_

Phone # \_\_\_\_\_ Cell # \_\_\_\_\_

Email: \_\_\_\_\_

Hours of Operation: Mon \_\_\_\_\_ Tues \_\_\_\_\_ Wed \_\_\_\_\_ Thurs \_\_\_\_\_ Fri \_\_\_\_\_

Sat \_\_\_\_\_ Sun \_\_\_\_\_

Number of Seats (including outdoor seating) \_\_\_\_\_ Number of Staff \_\_\_\_\_

Total Square Footage of Facility \_\_\_\_\_

### Check all that apply:

Meals to be served: Breakfast  Lunch  Dinner

Type of Service: Sit Down Meal  Caterer  Mobile Vendor  Take Out  Other

Projected Project Start Date: \_\_\_\_\_ Completion Date: \_\_\_\_\_

Please enclose the following documents:

Proposed Menu (including seasonal, off-site and banquet menus)

Manufacturer Specification sheets for each piece of equipment shown on the plan

Site plan showing location of business in the building; location of the building on site including alleys, streets; and location of any outside equipment (dumpsters, well, septic system – if applicable)

Plan drawn to scale of food establishment showing location of equipment, plumbing, electrical services and mechanical ventilation

Equipment schedule

CONTENT AND FORMAT OF PLANS AND SPECIFICATIONS

1. Provide plans that are a minimum of 8 ½ x 11 inches in size including the layout of the floor plan and accurately drawn to a minimum scale of ¼ inch = 1 foot. This is to allow for ease in reading plans.
2. Show the location and when requested, elevated drawings of all food equipment. Each piece of equipment must be clearly labeled on the plan with its common name. Submit drawings of self-service hot and cold holding units with sneeze guards.
3. Provide the room size, aisle space, space between and behind equipment and the placement of the equipment on the floor plan.
4. On the plan represent auxiliary areas such as storerooms, garbage rooms, toilets, basements and/or cellars used for storage or food preparation. Show all features of these rooms as required by this guidance manual.
5. Include and provide specifications for:
  - a. Complete finish schedules for each room including floors, walls, ceilings, and coved junction bases.
  - b. Plumbing schedule including location of floor drains, floor sinks, water supply lines, overhead waste-water lines, hot water generating equipment with capacity and recovery rate, backflow prevention and wastewater line connections.
  - c. Lighting schedule with protectors
  - d. Food equipment schedule to include make and model numbers and listing of equipment that is certified or classified for sanitation by an ANSI accredited certification program (when applicable)
  - e. Source of water supply and method of sewage disposal. Provide the location of these facilities and submit evidence that state and local regulations are complied with.
  - f. Ventilation schedule for each room including restrooms.
  - g. Mop sink or curbed cleaning facility with facilities for hanging wet mops and brooms.
  - h. Garbage can washing area/facility.
  - i. Cabinets for storing toxic chemicals.
  - j. Dressing rooms, locker areas, employee rest areas and/or coat rack.

FOOD SUPPLIES:

1. What are the projected frequencies of deliveries for:  
Frozen Foods \_\_\_\_\_, Refrigerated Food \_\_\_\_\_,  
and Dry Goods \_\_\_\_\_.
2. How will dry goods be stored off of the floor? \_\_\_\_\_
3. Provide information on the amount of space (in cubic feet) allocated for:  
Dry Storage \_\_\_\_\_, Refrigerated Storage \_\_\_\_\_  
Frozen Storage \_\_\_\_\_, Utensil Storage \_\_\_\_\_

COOKING

List types of cooking equipment that will be used:

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FINISH SCHEDULE

Applicant must indicate which materials (quarry tile, stainless steel, 4" plastic covered molding, etc.) will be used in the following areas:

	<b>Floor</b>	<b>Coving</b>	<b>Walls</b>	<b>Ceiling</b>
<b>Kitchen</b>				
<b>Bar</b>				
<b>Food Storage</b>				
<b>Other Storage</b>				
<b>Toilet Rooms</b>				
<b>Dressing Rooms</b>				
<b>Garbage and refuse storage</b>				
<b>Mop service basin area</b>				
<b>Ware washing area</b>				
<b>Walk-In Refrigerators and Freezers</b>				

INSECT AND RODENT CONTROL

1. Will outside doors be self-closing and rodent proof?  
[ ] Yes [ ] No [ ] N/A
2. Will all pipes & electrical conduit chases be sealed; ventilation systems exhaust and intakes protected?  
[ ] Yes [ ] No [ ] N/A
3. Will air curtains be used?  
[ ] Yes [ ] No [ ] N/A If yes, Where? \_\_\_\_\_

PLUMBING CONNECTIONS

	<b>Air Gap</b>	<b>Vacuum Breaker</b>
<b>Ice Machines</b>		
<b>Ice Storage Bin</b>		
<b>Mop Sink</b>		
<b>Handwashing Sinks</b>		
<b>3 Compartment Sink</b>		
<b>2 Compartment Sink</b>		
<b>1 Compartment Sink</b>		
<b>Steam Tables</b>		
<b>Dipper Wells</b>		
<b>Condensate/Drain Lines</b>		
<b>Hose Connection</b>		
<b>Beverage Dispenser w/Carbonator</b>		
<b>Other</b>		

WATER SUPPLY

1. Is the water supply  public  private
2. If private, has source been approved?  
 Yes  No  Pending      \*Please attach written copy of approval or permit.
3. What is the capacity of the hot water heater? \_\_\_\_\_
4. How are the backflow prevention devices inspected and serviced?  
 \_\_\_\_\_

SEWAGE DISPOSAL

1. Is the building connected to municipal sewer?  
 Yes  No
2. If no, is the private disposal system approved?  
 Yes  No  Pending      \*Please attach written copy of approval or permit.

DRESSING ROOMS

1. Are dressing rooms provided? [ ] Yes [ ] No
2. Describe storage facilities for employees' personal belongings (i.e., purse, coats, umbrellas, shoes, etc.)

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GENERAL

1. Are insecticides/rodenticides stored separately from cleaning & sanitizing agents?  
[ ] Yes [ ] No Location: \_\_\_\_\_
2. Are all toxics for use on the premises or for retail sale (this includes personal medications), stored away from food preparation and storage areas? [ ] Yes [ ] No
3. Will linens be laundered on site? [ ] Yes [ ] No  
-If yes, what will be laundered and where? \_\_\_\_\_  
-if no, how will linens be cleaned? \_\_\_\_\_
4. Is a laundry dryer available? [ ] Yes [ ] No  
\*A dryer is required is a washer is used for linen cleaning.

DISHWASHING FACILITIES

1. Will sinks or a dishwasher be used for ware washing?  
[ ] Dishwasher [ ] 3 Compartment Sink
2. Dishwasher: type of sanitization used  
\_\_\_\_\_ Hot Water (temp. provided)  
\_\_\_\_\_ Booster Heater  
\_\_\_\_\_ Chemical Type
3. Do all dish machines have temperature/pressure gauges as required that are accurately working? [ ] Yes [ ] No
4. Does the largest pot and pan fit into each compartment of the pot sink? [ ] Yes [ ] No
5. If no, what is the procedure for manual cleaning and sanitizing?  
\_\_\_\_\_  
\_\_\_\_\_
6. Are there drain boards on both ends of the pot sink? [ ] Yes [ ] No
7. What type of sanitizer is used?  
[ ] Chlorine [ ] Iodine [ ] Hot Water [ ] Quaternary Ammonium [ ] Other: \_\_\_\_\_

HANDWASHING FACILITIES

1. Is there a hand washing sink in EACH food preparation and ware washing area? [ ] Yes [ ] No
2. Do self-closing metering faucets provide flow of water for at least 15 seconds without the need to reactivate the faucet? [ ] Yes [ ] No



## Food Establishment Checklist

1. Have you submitted a menu?  Yes  No
2. All food, utensil and single service item storage must be a minimum of 6" above the floor and no storage can be under sewer and water lines. A separate storage area must be provided for chemicals such as cleaners, lubricants, pest control materials and other poisonous, toxic items. Does your storage facility meet these requirements?  Yes  No
3. Have you provided sneeze guards for food service lines, buffet, self-service and salad bars?  
 Yes  No  N/A
4. Handwashing sinks must be provided in all food preparation and service areas. More than one may be required. Do you have handwashing sinks available in these areas?  Yes  No
5. Handwash signs are required at each handwash sinks. Are signs or posters provided?  
 Yes  No
6. At least one handwash sink (separate from restroom sink), utility sink, and 3-compartment sink are required at every food establishment (Per Texas Food Establishment Rules). Does the establishment meet these requirements?  Yes  No
7. Public restrooms must be available if your foods will be provided for on-site consumption. Have you provided public restrooms, equipped with handwash sinks with hot and cold water, provided with soap and single service towel dispensers or air hand drying devices, and toilet tissues?  Yes  No
8. All food, utensil, and single service item storage must be a minimum of 6" above the floor. A separate storage area must be provided for chemicals such as cleaners, pest control materials, lubricants, and other poisonous, toxic items. Does your storage facility meet these requirements?  Yes  No
9. Does the establishment have a professional pest service in place and scheduled for routine service for the exclusion of insects and rodents?  Yes  No
10. The refuse area must be provided per City of Mineral Wells adopted Building Code. Have plans been submitted and approved with the Building Department?  Yes  No
11. In accordance with Texas Food Establishment Rules, all employees are required to have either a Food Handler Certificate or a Food Manager Certificate. Have your employees completed the course required and received the proper certification in order to work in a food establishment?  
 Yes  No
12. Signs depicting the Heimlich Maneuver, which meet TFER specifications, are required at all food establishments. Are these signs/posters in place?  Yes  No

\*Grease Traps-Grease traps shall be located outside and away from the food prep or utensils washing areas. The required size of a grease trap is registered by the Pre-Treatment Coordinator, in accordance with the City of Mineral Wells Code of Ordinance and can be reached at (940)328-7827.

\*Vent a Hoods-Ventilation Hood systems shall be sufficient in number and capacity to prevent condensation and grease buildup on walls and ceilings. Vent a hood system with removable filters shall be installed over cooking equipment. Contact the Fire Marshal's office at (940)328-7791, for additional information or questions.

\*Water Heater-Water Heaters, both gas and electric, shall be installed per the City of Mineral Wells Adopted Uniform Plumbing Code. Contact the Building Officials office at (940)328-7715, for any plumbing/gas questions related to water heaters.

\*A Three Compartment Sink is required for every food service establishment, regardless of the presence of a mechanical dishwasher. Each compartment of the sink must be large enough to accommodate the largest piece of equipment used. Any operation serving alcohol beverages and using glassware must have a four compartment bar-sink with drain boards on each end.

\*Dishwashing machines that properly wash, rinse, and sanitize utensils may be used. **A three compartment sink is required regardless of the use of a mechanical dishwashing machine.**

\*Utility Sink (Mop Sink) or curbed cleaning facility with a floor drain for cleaning mops, etc. is required for all food establishments. If located in the kitchen, it must be enclosed. Mops must be allowed to hang to dry over the utility sink when not in use.

\*Hand Wash Sinks supplied with soap and disposable towels are required in food preparation, utensil washing areas, mixed drink bar areas, and anywhere else deemed necessary by the Health Inspector. All sinks must be provided with hot and cold water, by means of a combination faucet.

#### Food Service Equipment and Installation

\*Equipment and Utensils must be designed and fabricated for durability under conditions of normal use and resistance to denting, buckling, pitting, chipping and cracking.

\*Food contact surfaces must be impervious to liquids, unpainted and accessible for cleaning and inspection.

\*Non-Food Contact Surfaces which are exposed to slashes, food debris, or require frequent cleaning, must be smooth, washable, and free of unnecessary ledges, projections or crevices, readily accessible for cleaning and must be constructed of easily cleanable materials.

\*Residential Refrigerators, Freezers, Dishwashing Machines and Ranges are not approved for use in commercial food establishments. **All equipment must be commercial grade.**

\*Walk-In Coolers must have an interior of impervious, nonabsorbent materials.

\*Floor Mounted Equipment must be on 6" legs or moveable or sealed to the floor, or on a smooth concrete or masonry platform with a minimum height of 2". Space must be provided between walls and fixtures to permit access for cleaning.

\*Exposed Wood/Particle Board in food preparation or utensil washing areas or walk-in refrigerators is not permitted. All bare wood must be properly sealed or painted with gloss paint. Hard-rock maple may be used for cutting boards, blocks, and bakers tables.

\*Formica/Plastic Laminates may be used to cover shelving, servicing counters and other fixtures not subject to heavy soiling or splashing, provided laminates are applied in such a way as to meet all other required standards. The use of plastic-laminate covered wood fixtures in areas subject to high moisture, splash, grease, or frequent soiling is not recommended. Properly constructed, easily cleanable equipment with stainless steel work surfaces is indicated in such areas.

\*Walk-In Cooler walls, ceiling and floors must be of a non-absorbent material. Exposed wooden surfaces are not permitted. Recommended materials are stainless steel or aluminum. Only equipment and utensils that meet or exceed standards of the National Sanitation Foundation (NSF) are approved for use.

\*Outdoor Refuse Area shall be constructed in accordance with law and shall be curbed and graded to drain to collect and dispose of liquid waste that result from the refuse and from cleaning the area and waste receptacles.

\*Heating, ventilating, air conditioning system and vents shall be designed and installed so that make-up air intake and exhaust vents do not cause contamination of food, food contact surfaces, equipment, or utensils.

\*Outdoor Servicing Areas, except for areas used only for the loading of water or the discharge of sewer and other liquid waste, through the use of a closed system of hoses, servicing areas shall be provided with overhead protection.

**\*A proposed floor plan, containing the proposed location of all commercial grade equipment, to include the location of the plumbing lines, shall be submitted prior to any building construction.**