



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



Food Establishment Requirements

*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 or 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.**