

## **INTRODUCTION**

This guide is offered by the Jefferson County Health Department to aid in designing and planning of newly constructed food service establishments and for the repairs and alterations to existing food service establishments. The guide should be reviewed and discussed with a Jefferson County Health Department Environmental staff before and during the planning stage.

### **THE PURPOSE OF PLAN REVIEW IS TO**

- Ensure compliance with requirements
- Prevent any misunderstanding by operator of the requirements
- Prevent errors which might later result in additional cost to the operator

### **PROCEDURES**

1. When a food service establishment or retail food store is constructed or extensively remodeled or when an existing structure is converted for use as a food service establishment or retail food store, a properly prepared PLAN REVIEW should be submitted to the Jefferson County Health Department prior to any construction. The plan review needs to include layout, arrangement, construction materials of work area and the location, size, and type of fixed equipment and facilities.
2. All plumbing must be inspected and approved by the Illinois Department of Public Health's Plumbing Inspector. Telephone: 618-993-7010 or 618-964-5864. Also, contact City Building Inspector and Fire Department for their approval, when applicable. Failure to receive approval from these agencies will delay opening of your establishment.
3. Submit a copy of the menu or list of the food products to be prepared.

## HOW TO PREPARE FLOORS PLANS

### FLOOR PLANS:

A floor plan is an eye level view showing the establishment. Shown in the floor plan are the locations and arrangements of walls, partitions, windows, stairways, and equipment with indications of dimensions and materials used.

*In general, the floor plan should be drawn to scale and include the following:*

- Total area to be used for the food service operation
- Entrances and exits
- Location, number, and types of plumbing fixtures including all water supply facilities
- Plan of lighting, both natural and artificial
- All rooms in which food service operations are to be conducted
- All food service equipment and their locations
- Types of building material that will be used on floors, walls and ceilings
- Seating capacity

*The information above serves only as a guide for a plan review. Refer to the Illinois Department of Public Health Food Service Sanitation Code and current FDA Food Code*

### EXAMPLE FLOOR PLAN

*Separate detail plans may be necessary for plumbing, lighting, ventilation, etc.*

- |                                      |                   |
|--------------------------------------|-------------------|
| A. Work table and 3 compartment sink | P. Grill          |
| B. Reach-in Refrigerator             | Q. Broiler        |
| C. Hand sink                         | R. Shelf Cabinet  |
| D. Work table                        | S. Ice Machine    |
| E. Deep fat fryer                    | T. Soda Fountain  |
| F&G. Ranges                          | U. Refrigerator   |
| H. Work table                        | V. Hot Food Table |
| I. Scullery sink                     | W. Serving Case   |
| J. Dish machine                      | X. Coffee         |
| K. Waitress station                  | Y. Counter        |
| L. Reach-in refrigerator             | Z. Tables         |
| M. Hand sink                         | AA. Vent Canopy   |
| N. Coffee                            |                   |
| O. Shelf cabinet                     |                   |

## FLOOR PLAN CODES AND POLICIES

1. All plumbing shall be done by an Illinois Licensed Plumber, and in accordance with the Illinois Plumbing Code. Each new food service establishment will have the plumbing inspected by the State Plumbing Inspector
2. Any facility serving food to be consumed on the premises is considered to be a restaurant. All restaurants must provide public restrooms facilities. The number of fixtures provided will be governed by the seating capacity of the facility. The owner of a facility should consult the State Plumbing Inspector for exact number of fixtures.
3. All plumbing shall comply with the current Illinois Plumbing Code under the following conditions:
  - Any new food service facility whether installed in a newly constructed building or an existing building.
  - When a food service is changed from one type to another, such as changing from a retail food store to a restaurant.
  - When remodeling occurs involving:
    - Change of floor plan or the moving of plumbing fixtures which requires altering the building plan.
    - Increasing the seating capacity of the restaurant to the extent of requiring additional plumbing fixtures.
4. **Applicable Codes and Ordinances**
  - a. The Illinois Plumbing Code is a minimal code. Any county or city ordinance which is more stringent shall prevail.
  - b. Plumbing and disabled. Minimum plumbing facilities for the disabled are contained in the publication "Accessibility Standards Illustrated." These standards are administered by the State of Illinois Capital Development Board. A copy of the Accessibility Standards Illustrated may be obtained by contacting the State of Illinois Capital Development Board or the Illinois Department of Rehabilitative Services. Where plumbing fixtures are installed for the disabled such plumbing and plumbing fixtures shall comply with these "Accessibility Standards Illustrated."

### **NOTICE:**

If you have any questions or would like to make an appointment for a consultation, staff members are available from 8:00 am to 4:00 pm, Monday through Thursday (618)-244-7134

## **A BRIEF SUMMARY OF THE IDPH CODE**

Before a food service establishment is constructed or remodeled, a set of plans and specifications must be submitted to this department for approval before such work has begun, and before a food service establishment opens - it must be inspected and approved by the Jefferson County Health Department.

Please see the list below of important items to address taken directly from the IDPH Public Health Food Service Sanitation Code:

- a. All food items must be stored six inches or more off the floor.
- b. Thermometers must be provided in all cold storage units and a hot metal-stem thermometer to check temperatures on all food items.
- c. Ice machines must be indirectly connected to sewer line and provided with a handled scoop. Employee break area must be separate from food preparation and dishwashing areas.
- d. Manager certification or proof of enrollment in an approved course must be provided. \*See sheet of contact numbers for Illinois Food Service Sanitation Managers Courses.
- e. All equipment and utensils must be easily cleanable, nontoxic, non-absorbent, smooth and durable.
- f. Wood must be sealed to make it non-absorbent
- g. Ventilation hoods must be designed and installed to prevent grease and condensation from dripping onto the floor and from collecting on the walls and equipment.
- h. Floor mounted equipment, unless easily moveable must be at least 6 inches off the floor or sealed to the floor.
- i. Aisles and working areas must be adequate.
- j. A commercial stainless steel three compartment sink with self-draining drain boards must be installed. The compartments must be large enough to permit the complete immersion of equipment and utensils. Only approved mechanical dishwashing machines may be used. A three-compartment sink is required in case the mechanical dishwashing machine is in operable.