

Preview Checklist for Food Establishment Plan Review

Name of Project:

Plans accepted by the Northern Nevada Public Health Plan Review Team are required to include certain information. If this information is not provided, the plan check review cannot be completed and may delay the process. The following is a checklist of information needed at plan check submittal.

DOCUMENTS	PROVIDED														
NNPH Food Establishment Review Include completed form and menu and/or product list of establishment https://www.nnph.org/files/ehs/forms/environmental/H-450_Food_Est_Plan_Review_Ap.pdf															
Specification Sheets: Make, model number, and manufacturer must be provided for all food equipment, including water heater. NOTE: Provide specification sheets numbered to match plans. All food equipment must be certified or classified for sanitation by an ANSI certified program.															
PLAN INFORMATION	PROVIDED														
Title Sheet: <input type="checkbox"/> Name of establishment <input type="checkbox"/> Address of establishment <input type="checkbox"/> Owner or contractor's address <input type="checkbox"/> Contact phone number <input type="checkbox"/> Contact email															
Floor Plan: Showing all equipment (minimum scale ¼" = 1 ft.) All equipment must be labeled with corresponding equipment schedule															
Building Structure: <ul style="list-style-type: none"> Will the building be demolished for the remodel? Are all exterior doors self-closing? Are all restroom doors self-closing? Are any exterior walls or windows openable? Are there any roll-up doors or windows? Is the building stand alone or part of a multi-suite unit? 	<table border="1"> <thead> <tr> <th>Yes</th> <th>No</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </tbody> </table>	Yes	No	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Plumbing Plan: Showing all plumbing lines (minimum ¼" = 1 ft.) <input type="checkbox"/> Provide details of 1" stand-offs from wall with clear acrylic blocks or cooper bells <input type="checkbox"/> Provide details of flush floor sink with proper air gaps from drain lines <input type="checkbox"/> Back flow on domestic water line before first connection & on any water line equipment, must show location and type of back flow <input type="checkbox"/> Hot and cold-water lines <input type="checkbox"/> Waste lines: Label all floor sinks, floor drains, trough drains. Show how all equipment drains (indirectly or direct to sewer). <input type="checkbox"/> Water heater location and specs (Size, recovery rate, BTUs or KWs)															

PLAN INFORMATION	PROVIDED
Restrooms: Must be accessible without going through prep, ware washing, or food storage areas, and have a self-closing door.	
Ware Washing: <input type="checkbox"/> Three-(3)-compartment sink with attached drainboards, indirectly connected to sewer (required even if mechanical washer present) <input type="checkbox"/> Mechanical dishwasher with pre-rinse facilities (optional)	
Hand Washing: Must be conveniently accessible in each food prep, dispensing, and ware washing area	
Mop Sink: Mop sink or utility sink must be available	
Prep Sink: Indirectly draining to floor sink Note: Any washing, thawing, cooling or soaking of food items requires a prep sink	
Light: All overhead lighting must be shielded or shatterproof (ex. LED)	
Ventilation: HVAC supply & return locations	
Exhaust hood: Type I or type II must be installed if applicable (check with local fire dept.)	
Finish Schedule: Must be provided for all ware washing, food prep, janitorial, restrooms and open food storage areas, including walk-in coolers. Samples may be required. <input type="checkbox"/> Floors: Must be smooth, sealed, cleanable, and durable <input type="checkbox"/> Cove Base: 4" to 6" high <input type="checkbox"/> Walls: Must be smooth, sealed, and cleanable Durable materials such as FRP or tile is required anywhere subject to splash or spillage (ex. Mop sink, ware washing, food prep, etc) <input type="checkbox"/> Ceiling: Must be smooth, sealed, and cleanable with no exposed plumbing or electrical	
Storage Areas: Must be smooth, sealed, and cleanable All food must be stored at least 6 inches above the floor	
Trash: Storage areas must be identified on the plans and must be of sufficient size to hold any trash or recyclables that accumulate.	

*Plans must be submitted to appropriate jurisdiction's building department to determine if a building permit will be required prior to completing any work.

Contact the Program at
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