



Monterey County Health Department

DIVISION OF ENVIRONMENTAL HEALTH
CONSUMER PROTECTION HEALTH SERVICES

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FOOD FACILITY PLAN REQUIREMENTS – PC 1

I. INTRODUCTION

- A. This construction guide is available to any person intending to construct or remodel a food establishment within Monterey County. It is intended to serve as a general overview of the requirements and should not be considered all-inclusive. Recommendations contained in the guide are not requirements in state law or regulation. They are included for clarification and to give examples for meeting the intent of the California Retail Food Code. The recommendations may not be applicable in all circumstances. Refer to the California Health and Safety Code, Part 7, Chapter 4, Section 113700 et seq. California Retail Food Code for specific code requirements. Please contact this office if you require further information regarding your particular plan.
- B. This guide only encompasses health aspects and should not be construed to encompass requirements of other agencies involved such as the local planning and zoning department, the local building authority, or local fire department. Owners and agents are advised to contact the appropriate local agencies to obtain any permits and/or to clarify California Retail Food Codes.
- C. For more information concerning this document or to obtain supporting information please go to the following Internet web address at www.mtyhd.org/eh or call (831) 755-4505.

II. PLAN CHECK FEES

- A. A plan check fee and application form must be submitted at the time of submittal.
- B. A remodel is an alteration to the structure or equipment of an existing food establishment currently under permit.
- C. Please call the appropriate branch office for plan check fees.

III. PLAN SUBMITTAL

- A. Before constructing or altering any building for use as a food establishment, three sets of detailed plans and specifications must be submitted to the Monterey County Division of Environmental Health for written approval.
- B. An architect, draftsman, contractor, or owner may prepare plans. All plans must be drawn in a concise, detailed and professional manner. Inadequate plans will be rejected. A food construction plan application form and the required plan check fee must be submitted before the plan check can begin.
- C. Plans shall be drawn to a recommended scale of $\frac{1}{4}$ inch = 1 foot and shall include:
 - 1. A "Vicinity Map" showing the building location with at least two major cross streets.
 - 2. A floor plan of the entire facility.
 - 3. A floor plan showing equipment layout, including elevation drawings of equipment and equipment specifications. Manufacturer's brochures or cut sheets will be required.
 - 4. A separate floor plan showing plumbing and electrical details including lighting. (Remodel plans shall identify all existing structures, spaces, and equipment.)
 - 5. A finish schedule for walls, ceiling and floors indicating the type of material, surface finish, and the color. Samples of the proposed finish materials may be required. Give specific brand names and manufacturer's specification numbers.
 - 6. Exhaust ventilation and makeup air plans, showing calculations and duct sizes. Submit cut sheets of blowers, motors, and number and size of filters proposed for the exhaust and makeup air systems.
 - 7. A site plan showing the proposed waste storage (garbage) receptacle location.
- D. After plan check approval, you will be asked to arrange to pick up the approved drawings and must do so in a timely manner. You will be responsible to deliver a stamped copy of the plans to the appropriate Planning Building Department.
- E. If our initial review shows that additional information is required or if changes must be made, you will be contacted by telephone or sent a detailed letter that outlines the needed information or required corrections. *It is your responsibility to gather that information or make the required corrections to the drawings, if required, as quickly as possible.*
- F. One copy of the approved plans will be kept on file with this department until construction has been completed. An additional copy of the approved plans must be kept on the job site until final approval.
- G. All approved plans will expire by limitation and will become null and void if the construction, reconstruction, alteration, or other work authorized by the approval is not commenced within one year from the date of approval.
- H. Any changes to approved plans will require that revised plans be submitted for review and approval before construction.
- I. All construction and equipment installation shall be subject to field inspection. The food facility shall not open for business until final approval is obtained from the Department of Environmental Health and a valid environmental health permit is issued.

IV. GENERAL CONSTRUCTION AND EQUIPMENT REQUIREMENTS

The plans shall show and specify, in detail, the following:

A. FLOORS:

1. Floors in food establishments (except in sales and dining areas) shall be durable, smooth, impervious and easily cleanable. Floor surfaces in all areas where food is prepared, packaged, or stored, where any utensil is washed, where refuse or garbage is stored, where janitorial facilities are located, in all toilets and hand washing areas and in employee change and garment storage areas, shall be an approved type that continues up the wall at least four (4) inches, forming a 3/8 inch minimum radius seamless coved base as an integral unit. Toe-kicks shall meet the same standards. Examples of approved floors include quarry tile, commercial grade sheet vinyl and/or seamless epoxy floors. [California Retail Food Code 114268 (a)]
2. Floor drains are required in floors that are water-flushed for cleaning and/or where pressure spray methods for cleaning equipment are used. Where floor drains are utilized in association with these cleaning methods, the entire floor surface shall be sloped 1:50 (1/4 inch per foot) to the floor drains. Area depressions are not acceptable. [California Retail Food Code 114269]
3. Approved anti-slip floor finishes or materials are acceptable in areas where necessary for safety reasons, such as traffic areas. [California Retail Food Code 114271(a)]

B. WALLS AND CEILINGS:

1. Walls and ceilings of all rooms, (except bars, rooms where food is stored in unopened containers, and dining areas), shall be smooth, nonabsorbent, and washable. Walls and ceilings in food preparation and dishwashing areas, and walk-in refrigeration units shall also be light colored. Light colored means having a light reflectance value of 70% or greater. [California Retail Food Code 114271 (a)]
2. Brick, concrete block, rough concrete, rough plaster or textured gypsum board is not acceptable. [California Retail Food Code 114271 (a)]
3. All surfaces shall be sealed with a gloss or semi-gloss enamel, epoxy, varnish, or other approved sealer as necessary. [California Retail Food Code 114271 (a)]
4. Provide a durable, cleanable, smooth, noncorrosive and nonflammable material (e.g., stainless steel, ceramic tile, etc.) on wall surfaces behind the cookline and to any sidewalls that are adjacent or in close proximity. [California Retail Food Code 114271]
5. Wall and ceiling surface requirements are less stringent in the customer areas where food preparation, storage etc. is not conducted.

C. CONDUIT:

1. All plumbing, electrical, and gas lines shall be concealed within the building walls, floors and ceiling or within approved conduit runs or chases. [California Retail Food Code 114271 (d)]
2. Where conduit or pipelines enter a wall, ceiling or floor, the opening around the line(s) shall be tightly sealed. [California Retail Food Code 114271 (d)]
3. Provide typical wall and cabinet details on the plans.

D. SERVICE OF UNPACKAGED FOODS DIRECTLY TO OR BY THE CUSTOMER:

1. With the exception of produce displays in retail grocery stores, unpackaged foods shall be shielded so as to intercept a direct line between the customer's mouth and the food being displayed, or shall be dispensed from approved self-service containers. Provide detailed drawings (scale 1 inch = 1 ft.) of all proposed sneeze guards. [California Retail Food Code 114060(a)]
2. Utensils, food preparation equipment and food preparation areas in cafeterias, buffets, and at salad bars, etc., must be protected by approved sneeze guards.

E. STORAGE:

1. Adequate and suitable floor space and shelving shall be provided for the storage of food, beverages, and related products. [California Retail Food Code 114047 (a)]
2. A designated storage area separated from any food preparation or storage area, or utensil washing or storage area, must be provided for non-food items such as paper products, chemicals and cleaning supplies. [California Retail Food Code 114281 (a)]
3. Shelving shall be constructed in an easily cleanable design of smooth metal, plastic laminate, or wood that has been finished and sealed. All shelving shall meet or be equivalent to approved applicable sanitation standards. The lowest shelf shall be at least six (6) inches above the floor, with a clear unobstructed area below, or be the upper surface of a completely sealed continuously coved base, with a minimum height of four (4) inches. [California Retail Food Code 114047]
4. Adequate and suitable space must be provided for the storage of both clean and soiled linens [California Retail Food Code 114185.4]
5. A room, area or cabinet separated from any food preparation or storage area, or utensil washing or storage area, must be provided for the storage of all cleaning equipment, supplies and poisonous substances (e.g., mops, buckets, brooms, cleaning compounds, pesticides, detergents or any other injurious or poisonous materials). [California Retail Food Code 114254.2, 114254(b)]

F. GARBAGE AND TRASH STORAGE AREA:

1. An area shall be provided for the storage and cleaning of garbage and trash containers. [California Retail Food Code 114279]
2. The walls, floor and ceiling of this room or area shall be constructed to be smooth, impervious and easily cleanable. [California Retail Food Code 114245.3]
3. The room or enclosure shall be well ventilated. [California Retail Food Code 114149]
4. Outside trash storage areas should be situated as far away from delivery doors as possible. All exterior trash (garbage) containers must be kept in leak proof and rodent proof containers. [California Retail Food Code 114245.4, 114244]
5. Hot and cold running water through a mixing valve protected with a backflow protection device shall be provided and located so that the room or enclosure can be cleaned. [California Retail Food Code 114245.7]
6. All runoff from trash storage, grease storage and mat washdown areas must be directed to the sanitary sewer system or to an approved septic tank system. **Washdown of equipment or trash storage areas will absolutely not be allowed to drain into the storm sewer system or into street gutters, parking lots, vacant lots or any other area other than a**

sanitary sewer or septic tank system and may be required to be connected to a grease interceptor (see N. below). Consult your local Planning and Building Department prior to constructing an outside washdown area for local requirements.

G. RESTROOMS:

1. Toilet facilities shall be provided within each food establishment, convenient for the employee. The number of toilet facilities shall be in accordance with the local building and plumbing codes. [California Retail Food Code 114250]
2. Toilet facilities shall be so situated that patrons do not pass through food preparation, food storage, or utensil washing areas when they are allowed access to the toilet facilities. [California Retail Food Code 114276(b)(2)]
3. The floors, walls, and ceilings shall have surfaces that are smooth (non-textured), nonabsorbent, light colored, and easily cleanable. [California Retail Food Code 114268 & 114271]
4. Handwashing facilities shall be provided within or immediately adjacent to the toilet rooms. The handwashing facility shall be provided with hot and cold running water from a mixing type faucet and hand cleanser and towels as specified in [California Retail Food Code 114276,113953,113953.3]
5. Toilet tissue shall be provided in a permanently installed dispenser at each toilet.
6. The restrooms shall be provided with self-closing, tight fitting doors. [California Retail Food Code 114276(c)(1)]
7. All toilet rooms shall be provided with ventilation approved by this department. If an openable-screened window cannot provide adequate ventilation, mechanical ventilation will be required. [California Retail Food Code 114149]
8. Public toilet facilities shall be provided in each food establishment with more than 20,000 square feet of floor space. Separate men and women's toilet facilities are required. [California Retail Food Code 114276]
9. Any building constructed after January 1, 2004 shall have restrooms for customers or guests if it contains a food establishment that provides space for food consumption on the premises, [California Retail Food Code 114276(b)(1)]

H. CLOTHING CHANGE/STORAGE ROOM:

1. A room, lockable enclosure or designated area separate from toilets, food storage or preparation areas, shall be provided where employees may change and store their outer garments and personal belongings. [California Retail Food Code 114256.1]

I. EXTERIOR DOORS AND WINDOWS:

1. All exterior doors shall be well fitted and self-closing to effectively prevent the entrance of flies, rodents, and vermin. [California Retail Food Code 114259]
2. All openable windows, such as restroom windows, shall be screened with not less than 16-mesh screening. [California Retail Food Code 114259.2]
3. Except as provided above, all food establishments shall be fully enclosed to prevent the entrance of flies, rodents, and vermin. Walk-in refrigeration and freezer units, restroom,

janitorial areas, etc., must open directly into the establishment. [California Retail Food Code 114259]

4. Large cargo type doors shall not open directly into a food preparation or dining area. Cargo type doors that open into any food warehouse of a food facility may only be open during deliveries. [California Retail Food Code 114259]

J. PASS-THROUGH WINDOWS:

1. The pass-through opening must be fitted with an easily cleanable window that must be kept closed when not in use. [California Retail Food Code 114259]
2. The minimum distance between pass-through openings may not be less than 18 inches. [California Retail Food Code 114259.2]
3. The size of the opening shall not exceed 432 square inches. [California Retail Food Code 114259.2]

K. LIGHTING:

1. All food preparation areas, dishwashing areas, bar and fountain glass washing sinks (except where alcoholic beverage utensils are washed), shall be provided with at least 20 foot-candles of light, as measured 30 inches above the floor. [California Retail Food Code 114252(b)]
2. Food and utensil storage rooms, refrigerated storage areas, toilet rooms, and dressing rooms shall be provided with at least 10 foot-candles of light. [California Retail Food Code 114252(a)]
3. In areas where food is exposed, shatterproof covers shall be installed over all lights. [California Retail Food Code 114252.1]

L. WATER:

1. An adequate, protected, pressurized, potable supply of hot water at least 120 degrees Fahrenheit and cold water shall be provided. Indicate the water heater capacity (gallons), BTU's or kW's, and the recovery rate. [California Retail Food Code 114192(a)] See Water Heater Calculation Worksheet.
2. The water supply shall be from a water system approved by the health officer or the state health department. [California Retail Food Code 113869(potable water)]

M. FLOOR SINKS:

1. All condensate and similar liquid waste, e.g., espresso machines, soda and beer dispensers, and some coffee units, shall be drained by means of indirect waste pipes into an open floor sink. Floor sinks shall be installed in compliance with local plumbing ordinances and shall be easily accessible. [California Retail Food Code 114193]

N. GREASE TRAPS AND INTERCEPTORS:

1. Check with the local water pollution control agency in your area regarding the size of the of the grease retention device.
2. All installations of grease retention devices must comply with the current edition of the Uniform Plumbing Code.
3. Unless adequate space is provided between the grease retention device and the wall for cleaning purposes, the grease retention device must be flush-mounted in the floor.

4. Flush-mounted devices may be installed in vaults provided the vault is constructed to be watertight and of such construction so as not to create a nuisance.
5. Each grease retention device must be clearly identified on plans submitted to this department.
6. Each grease retention device must be readily accessible for servicing.
7. Grease traps/interceptors shall be installed/maintained per California Retail Food Code 114201(a)(b)(c)

O. VENTILATION:

Provide adequate ventilation to remove gases, odors, steam, heat, grease, vapors or smoke from all rooms in the facility including: food preparation, scullery, toilet, janitorial, garbage and change rooms, consistent with the requirements of local building codes. [California Retail Food Code 114149]

1. EXHAUST HOODS AND DUCTS: SEE "FORM PC-2" and "PC-2 WORKSHEET"

- a) Mechanical exhaust ventilation shall be required at or above all cooking equipment such as ranges, griddles, ovens, deep fat fryers, barbecues, gas-fired appliances, and rotisseries, and may be required at or above mechanical dishwashing equipment, to effectively remove cooking odors, smoke, steam, grease and vapors. An interlocked makeup air system is required. [California Retail Food Code 114149.1]
- b) All hoods, ducts, and exhaust outlets shall be installed in accordance with the current edition of the Uniform Mechanical Code as adopted by the local building department. Upon completion and before final approval of the ventilation system serving the heat processing equipment, a performance test will be required. This test is used to verify the rate of airflow and proper operation of the system. This test is to be conducted by competent individuals using equipment intended for that purpose. [UMC Chapter 5]
- c) Detailed plans and specifications must be provided as required in the available handout, "FORM PC-2" and "PC-2 WORKSHEET".

P. EQUIPMENT:

1. All equipment and utensils shall meet, or be equivalent to approved applicable sanitation standards. Equipment design, construction and installation are subject to approval by the enforcement officer. [California Retail Food Code 114130]
2. Used equipment may be approved and will be evaluated on a case-by-case basis. [California Retail Food Code 114130(b)]
3. All cracks and crevices at construction joints of counters, cabinets, bars, and similar fixtures shall be sealed with a caulking type sealant. All finishes shall be smooth and washable. [California Retail Food Code 114115(c)]
4. Equipment shall be placed off the floor on six (6) inch high, round metal legs where possible or on a pedestal with a continuously coved base at the floor juncture. [California Retail Food Code 114169]
5. Provisions must be made for the rapid cool down of any potentially hazardous food that has been heated. Such food shall be cooled from 135° Fahrenheit to 70° Fahrenheit within

two (2) hours and from 70 Fahrenheit to 41° Fahrenheit within four (4) hours. [California Retail Food Code 114153,114002]

Q. REFRIGERATION:

1. All refrigeration units shall be adequate in capacity for the needs of the proposed operation and shall comply with the following requirements: [California Retail Food Code 114047]
 - a. Be specifically constructed to meet ANSI standards (home model refrigeration units will not be accepted). [California Retail Food Code 114130 (exception 114130(c))]
 - b. Be provided with an accurate, readily visible thermometer. [California Retail Food Code 114157]
 - c. Condensate waste from reach-in refrigeration units must be drained into a floor sink with an air gap separation or to an approved evaporator unit. [California Retail Food Code 114193]
2. Walk-in refrigeration units shall also:
 - a. Have shelving that is at least six (6) inches off the floor with smooth, round metal legs, or cantilevered from the wall, for ease of cleaning. [California Retail Food Code 114047]
 - b. Have condensate waste drained into a floor sink. The floor sink is not to be located inside the walk-in refrigeration unit. [California Retail Food Code 114193]
 - c. Where pre-manufactured walk-in boxes are installed on existing flooring, top set base may be allowed. [California Retail Food Code 114268]
 - d. Open into the building. [California Retail Food Code 114266]

R. ICE MACHINES

1. All ice machines shall be located within the building in an easily cleanable, well-ventilated area, and shall be drained to a floor sink or other approved indirect connection. [California Retail Food Code 114193, 114047]

S. KITCHEN UTENSIL SINK:

1. Where multiservice kitchen utensils (i.e., pots, pans, spatulas, tongs, knives, scoops, etc.) are utilized or where food is prepared, there shall be provided at least a three-compartment approved stainless steel sink with dual integrally installed stainless steel drainboards. A stainless steel backsplash shall be provided. [California Retail Food Code 114099(a)]
2. The sink must be capable of accommodating the largest utensil to be washed and the drainboards shall be as large as the largest sink compartment. [California Retail Food Code 114099(b)]
3. The three-compartment sink may be required within each separate section of a large food establishment that handles unpackaged foods (i.e., deli, meat, bakery, sushi or oyster bars, etc.). [California Retail Food Code 114095]

T. GARBAGE DISPOSAL:

1. Garbage disposal may not be installed under a required sink unless an additional compartment is provided for the disposal.

U. EATING AND DRINKING UTENSIL SINKS:

1. Where multiservice eating and drinking utensils are washed by hand, a three (3) compartment approved stainless steel sink with dual integrally installed stainless steel drainboards and backsplash shall be provided. [California Retail Food Code 114099(a)]
2. The sink must be capable of accommodating the largest utensil to be washed and the drainboards shall be as large as the largest sink compartment. [California Retail Food Code 114099(b)]

V. FOOD PREPARATION (CULINARY) SINK:

1. A food preparation sink shall be provided in all facilities that require a sink to soak, wash or prepare ready-to-serve foods. [California Retail Food Code 114163(a)]
2. The food preparation sink shall meet applicable sanitation standards. This sink does not require a drainboard. [California Retail Food Code 114163(a)(1)]
3. The waste pipe from the food preparation sink shall discharge into an open floor sink via an air gap separation. [California Retail Food Code 114193]

W. HANDWASHING SINKS:

1. A handwashing sink shall be provided within the food preparation area. [California Retail Food Code 113953(b)(1)(2)]
2. Handwashing cleanser and single service towels shall be provided in permanently installed (enclosed type) dispensers adjacent to each handwashing facility. [California Retail Food Code 113953.2(a)(b)]
3. Handwashing sinks shall have warm water provided from a combination faucet, or water from a premixing faucet that supplies warm water for a minimum of fifteen (15) seconds while both hands are free for washing. [California Retail Food Code 113953(c)]

X. JANITORIAL SINK (SERVICE SINK):

1. A one-compartment, nonporous commercial service sink used solely for janitorial purposes. This sink must be provided with hot and cold running water through a mixing faucet equipped with an integral vacuum breaker. Plastic or fiberglass laundry tubs are not approved. [California Retail Food Code 114279]

-OR-

2. A slab, basin, or floor constructed of concrete or equivalent material, and be of adequate size to wash large floor mats. This area must be curbed and sloped to a drain. This facility must be provided with hot and cold running water through a mixing faucet equipped with an integral vacuum breaker. [California Retail Food Code 114279]

This sink must be located so as not to contaminate any food preparation areas, food storage areas, utensils or equipment. [California Retail Food Code 113980]

Y. AUTOMATIC DISH MACHINES:

1. All automatic dish machines must meet or be equivalent to sanitation standards approved by the department. [California Retail Food Code 114101]
2. Automatic dishwashing machines that are designed for a hot water sanitizing rinse must be installed beneath a mechanical exhaust hood. The design of this hood should account for the release of steam and vapor out of the automatic dishwashing machine. Make-up air will be required as part of the overall mechanical exhaust system

3. A minimum of a three (3)-compartment stainless steel sink with dual integral metal drainboards is required in addition to any dishwashing machine. [California Retail Food Code 114095]

Z. DIPPER WELL:

1. A cold running water dipper well shall be provided if scoops or other reusable serving utensils are stored in water. The dipper well shall be drained by means of an indirect connection. [California Retail Food Code 114190, 114119]

V. FIELD CONSTRUCTION INSPECTION PROCEDURE

- A. The contractor or owner is responsible to contact this office to arrange for a construction inspection, if needed, before the following milestones:

- rough plumbing signoff (Preliminary Inspection)
- installation of equipment (Pre-final Inspection)
- upon completion of the project and prior to opening (Final Inspection)

Approved materials and good workmanship are significant factors in the evaluation and final field approval of food facility construction and equipment installation. A final inspection should be requested no less than five (5) working days before the proposed opening of the establishment. R



Monterey County Health Department

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website: www.mtyhd.org/eh

MONTEREY COUNTY CONSUMER PROTECTION SERVICES FORM PC-1 Worksheet

This checklist form is to be submitted completed with 3 complete sets of plans, specification sheets and plan check fee. Plan check will not begin until all items have been submitted and accepted as complete. It is not a comprehensive checklist of all requirements. It is the applicant's responsibility to make any listed corrections requested by the Department. Errors or omissions by the Division of Environmental Health do not preclude food establishments from being subject to all applicable laws. Plan approval by the Division of Environmental Health does not constitute plan approval by other regulatory entities and in no way excuses applicant from requirements of those entities.

Name of Establishment: _____

Owner of Establishment: _____

Physical Address of Establishment: _____

Contact Person for Plan Check: _____

Mailing Address: _____

Telephone Number: (_____) _____ - _____ Ext. _____ Fax: (_____) _____ - _____

Email Address: _____

MONTEREY COUNTY OFFICE USE

SR00 _____ IN: _____ Received by: _____

Date Paid: _____ Receipt #: _____ Check #: _____ Amount Paid: \$ _____

Date Submitted: _____ Date Plans Accepted as Complete: _____

Date Plans [] - Approved / [] - Rejected by : _____

Comments: _____

YES	NO	N/A	General Requirements
			Three complete set of plans: ¼ inch/foot scale
			Vicinity map. Site plan showing outside refuse storage area
			Floor plan showing equipment layout
			Plumbing plan showing hot and cold water; waste lines from fixtures, floor sinks and/or floor drains
			Electrical plan including lighting
			Interior room finish schedule including walls, floors, base and ceiling. Show type of material, surface finish and color; material samples or brand names provided
			Manufacturer's brochures (cut sheets) of all equipment including counters and cabinets and detailed elevation drawings specifying make and model. Notation that all equipment is NSF approved or equivalent. Cut sheets must be readable.
			Kitchen exhaust ventilation plans including make-up air. Provide drawings, calculations, and details on Form PC-2 and PC-2 Worksheet
			Hand sinks in the kitchen and restrooms shown with soap and towel dispensers
			Approved janitorial service sink or area; faucet with hot and cold water; vacuum breaker
			Utensil washing facilities with indirect waste
			Food preparation sink(s) with indirect waste drain to floor sink
			Restrooms for employees and public
			Employee change area or storage facilities
			Storage area (food): 25% of food preparation area or a minimum of 100 square feet
			Dedicated storage for chemical or toxic cleaners; janitorial storage
			Proposed Menu
			Hot water heater specifications, calculations and demand on Form PC-HWH.

YES	NO	N/A	Floor, Wall and Conduit Construction in Kitchen, Food Prep, Janitorial Areas
			Floors/Walls in kitchen & food prep areas durable, smooth, impervious and cleanable?
			Floors/Walls in janitorial areas, toilet and hand washing areas smooth, impervious and cleanable?
			Coving in kitchen & food prep areas seamless, 3/8-inch radius continuing up wall at least 4 in.?
			Floor drains in areas that are water-flushed for cleaning or where pressure spray is used?
			Floor sloped to floor drains in areas as described at 1:50 (1/4 in. per foot)?
			Anti-slip finish or materials in areas where necessary for safety reasons?
			Plumbing, electrical and gas lines concealed within walls, floors and/or ceiling or in approved conduit runs?
			Walls and ceilings light-colored, having a reflectance value of 70% or greater?
			Openings around all pipelines and conduits sealed?
			Walls, Floors, Ceiling Schedules submitted with plans?

YES	NO	N/A	Service of Unpackaged Foods Directly To Or By the Customer
			Displays shielded with approved sneeze guards?
			Detailed sneeze guard drawings included, scale 1 inch = 1 foot?
			Utensils, food prep equipment and food prep areas in cafeterias, buffets, salad bars etc. protected by approved sneeze guards?

YES	NO	N/A	Storage
			Adequate /suitable floor space/shelving provided for food, beverage and related product storage?
			Designated room, storage area or cabinet separated from food prep or storage or utensil washing for storage for non-food items such as paper products?
			Designated room, storage area or cabinet for chemicals and cleaning supplies, including mops, buckets, brooms, cleaning compounds, pesticides, detergents and all poisonous/injurious substances or materials?

YES	NO	N/A	Storage <i>(continued)</i>
			Shelving constructed easily cleanable design of smooth wood, plastic laminate or sealed, finished wood?
			Lowest shelf 6 inches above floor, with clear unobstructed area below, or upper surface of completely sealed continuously coved base w/minimum height of 4 inches?
			Adequate/suitable storage space for clean and soiled linens?

YES	NO	N/A	Garbage and Trash Storage Area
			Area provided for storage and cleaning of garbage/trash containers?
			Walls, floor and ceiling smooth, impervious and easily cleanable?
			Room or enclosure well ventilated?
			Situated as far away from delivery doors as possible?
			All garbage/trash kept in leakproof and rodent proof containers?
			Hot/cold running water through mixing valve protected with backflow prevention device provided and located so that garbage/trash area can be cleaned?
			Runoff from garbage/trash storage area directed to sanitary sewer/septic tank system?

YES	NO	N/A	Restrooms
			Toilet facilities provided convenient for employees?
			Toilet facilities situated so that patrons do not pass through food prep, food storage or utensil washing areas?
			Floors, walls and ceilings smooth and cleanable?
			Handwashing facilities located within or immediately adjacent to toilet facilities?
			Handwashing facilities provided with hot/cold water from mixing type faucet that flows for a minimum of ten seconds while both hands are free and provided with permanently installed pump-type soap dispenser and single-service towels?

YES	NO	N/A	Restrooms <i>(continued)</i>
			Toilet tissue mounted in permanently installed dispenser at each toilet?
			Restroom(s) provided with self-closing, tight-fitting doors?
			Restroom(s) provided with adequate ventilation; openable-screened window and/or mechanical ventilation?
			If over 20,000 square feet, separate public restrooms provided for men and women?
			If building constructed after January 2004, restroom provided customers or guests if space provided for food consumption on premises?
			Room, lockable enclosure or area separate from toilets, food storage or preparation areas provided where employees may change and store outer garments and personal belongings?

YES	NO	N/A	Exterior Doors and Windows
			Exterior doors well-fitted and self-closing to effectively prevent entrance of flies, rodents and vermin?
			Openable windows fitted w/16 mesh or finer screening?
			Establishment fully enclosed to prevent entrance of flies, rodents and vermin?
			Walk-in refrigerators, freezers, restrooms and janitorial rooms open directly into establishment?
			Large cargo-type doors do not open directly into food prep or dining area?
			Cargo-type doors in food warehouse kept closed except during deliveries?

YES	NO	N/A	Pass-Through Windows
			Pass-through opening fitted with easily cleanable window that is kept closed when not in use?
			Minimum distance between pass-through openings more than 18 inches?
			Size of opening equal to or less than 432 square inches?

YES	NO	N/A	Lighting
			All food prep, dishwashing areas, bar and fountain glass washing sinks (exc. Where alcoholic beverage utensils are washed) provided with at least 20 foot candles of light 30 inches above floor?
			Food/Utensil storage rooms, refrigerated storage areas, toilet rooms, dressing rooms provided w/ at least 10 ft. candles of light?
			Shatterproof covers installed on all lights where food is exposed?

YES	NO	N/A	Water
			Adequate, protected, pressurized potable supply of cold and hot water at least 120° provided?
			Hot water heater supplied? Indicate BTU _____, Capacity in gallons _____, recovery rate in gallons/hour _____. (See form PC-HWH)
			Approved, permitted water supply? Indicate Public ____ or Private _____. If private, indicate permitting agency_____.

YES	NO	N/A	Floor Sinks
			All condensate and similar liquid waste lines (e.g. espresso machines, beverage dispensers, ice machines, "hard plumbed" coffee units etc.) drained into floor sinks by means of indirect waste pipes?

YES	NO	N/A	Grease Traps and Interceptors
			Complies with current edition of Uniform Plumbing Code (UPC)?
			Flush mounted to floor?
			If not flush mounted to floor, adequate cleaning room between device and wall?
			Installed in watertight vault?
			Readily accessible for cleaning?
			Device Indicated on plans?
			Device connected to sanitary sewer or septic tank system. Indicate which _____.

YES	NO	N/A	Ventilation, Exhaust Hoods and Ducts (See Form PC-2 and PC-2 Worksheet)
			Type I hood(s) installed? Indicate number _____.
			Type II hood(s) installed? Indicate number _____.
			If either type I or type II hood(s) installed, completed PC-2 worksheet(s) submitted for each?

YES	NO	N/A	Equipment
			All equipment and utensils meet or are equivalent applicable sanitation standards? (e.g. N.S.F.) (Equipment design, construction and installation are subject to approval by the enforcement officer.)
			Cracks and crevices at construction joints of counters, cabinets, bars and similar fixtures sealed with a smooth, washable, non-toxic caulking type sealant?
			Equipment placed at least 6 inches above floor on round metal legs where possible or on pedestal with a continuously covered base at floor juncture?
			Provisions made for rapid cool-down of potentially hazardous foods? (See PC-1 for further explanation.)

YES	NO	N/A	Refrigeration
			All refrigeration units adequate in capacity for needs of proposed operation?
			All refrigeration units constructed for commercial use? (Home model equip. not allowed.)
			All refrigeration units provided with accurate, readily visible thermometer?
			Condensate from refrigeration units drained indirectly into floor sink or approved evaporator unit?
			Walk-in units have shelving at least 6 inches above floor with smooth round metal legs, or cantilevered from the wall for ease of cleaning?
			Floor sinks located outside of walk-in refrigeration units?
			Walk-in refrigerator doors open into building?

YES	NO	N/A	Garbage Disposal
			Garbage disposal installed?
			If garbage disposal installed, is an additional compartment provided for the unit?

YES	NO	N/A	Eating and Drinking Utensil Sinks
			Three-compartment stainless steel sink installed in facilities where multiuse utensils washed by hand?
			Sinks contain dual integrally installed stainless steel drainboards and backsplash?
			Sink capable of accommodating largest utensil?
			Drainboards as large as largest sink compartment?

YES	NO	N/A	Food Preparation (Culinary) Sink
			Food preparation sink provided? (Required in all facilities that soak, wash or prepare ready-to-serve foods. Drainboard not required.)
			Waste pipe discharges into open floor sink via air gap separation?

YES	NO	N/A	Handwashing Sink(s)
			Handwashing sink(s) provided in food prep area? Indicate number ____.
			Handwashing cleanser and single service towels provided in permanently installed (enclosed type) dispensers adjacent to Handwashing sink(s).
			Water provided from a combination faucet or water from a premixing faucet that supplies warm water for minimum of ten seconds while both hands are free for washing?

YES	NO	N/A	Janitorial Sink
			A one-compartment, nonporous commercial service sink used solely for janitorial purposes installed?
			Sink provided with hot and cold running water through a mixing faucet equipped with an integral vacuum breaker?

OR

			A slab, basin or floor constructed of concrete or equivalent material and of adequate size to wash large floor mats provided?
			Slab or basin provided with hot and cold running water through a mixing faucet equipped with an integral vacuum breaker?
			Located so as not to contaminate any food prep areas, food storage areas, utensils or equipment?

YES	NO	N/A	Automatic Dish Machines*
			Commercial grade machine that meets sanitation standards approved by the department?
			Hot water sanitizing machine installed beneath mechanical exhaust hood? (See PC-2)

***Note** – Three compartment sink is required to be installed in all facilities regardless of whether commercial dish machine is installed. See *Eating and Drinking Utensil Sinks* above.

YES	NO	N/A	Dipper Well
			Cold-water dipper well provided if scoops or reusable serving utensils stored in water?
			Dipper well drained by means of indirect connection?



MONTEREY COUNTY CONSUMER PROT. FORM PC-2

HOOD WORKSHEET
EXHAUST VENTILATION SYSTEMS

(To be completed by hood manufacturer, contractor or mechanical engineer and submitted with plans)

Facility name: _____ Date: _____

Site Address: _____

Hood information submitted by: _____ Telephone: _____

- 1. Submit three (3) sets of plans, drawn to scale (1/4 inch per foot), including:
a. Front and side elevations for each system with exhaust and make-up air duct details.
b. Floor plan showing the hood, make-up air registers and cooking equipment or dishwasher.
2. Submit one set of specification sheets with the performance curve for blower(s), filters and make-up air unit(s).
3. Submit a separate data sheet for each hood. For multiple hoods, identify each hood by name or number.
4. For clarification of requirements, refer to the current edition of the Uniform Mechanical Code (UMC), Chapter 5, "Commercial Hoods and Kitchen Ventilation".

Hood (check applicable categories)

Type I Type II Hood name or number _____
UL listed exhaust hood Canopy* Compensating* Non-canopy Other _____

*Provide a 6-inch overhang beyond the cooking equipment on all open sides. NOTE: No exposed horizontal piping within the hood canopy.

Manufacturer and model number of the UL listed exhaust hood. _____

Size of Hood

Length _____ X width _____ (inside dimensions) Type of metal _____
Gauge _____ Distance from lowest edge of hood to: cooking surface _____ floor _____

Formula used for determining air flow: Q = 50A = _____ (CFM)
Q = 75A = _____
Q = 100A = _____
Q = 200A = _____
Q = 300A = _____
Alternate formula: Q = 100PD = _____
Listed CFM per linear foot or Other: Q = _____ = _____

Equipment exhausted by hood _____

Exhaust Duct

Duct size _____ Area of duct _____ square feet
Number of ducts _____ (1 duct per each 12 ft. of hood) Type of metal _____
Gauge _____ Exhaust duct velocity _____ Feet per Minute (FPM) (CFM ÷ sq. ft. of duct)
Grease ducts for a Type I hood must have a duct velocity between 1500-2500 feet per minute (FPM); 1800 FPM is recommended.

Grease Filters (Provide engineering data/cut sheets for all filters.)

Manufacturer _____ Model _____
Rating _____ CFM at _____ sp (static pressure)
Dimensions _____ X _____ inches. Functional surface area per filter _____ sq. ft.
Are all filters the same size? Yes No Size of filters used _____
Number of filters used _____ Total filter area _____ sq. ft.
Number of blanks _____ Size of blanks _____ in. X _____ in.
Minimum distance between the lowest edge of grease filters and the cooking surface _____ in.
Average FPM design (flow rate) at the filter surface $[Q (cfm) \div A (sq. ft.) = V(fpm)]$ _____ **FPM**

Static Pressure

Hood

Makeup

Hood Schematic

Filters ¹	+	_____ sp	
Entrance Loss ¹	+	_____ sp	
Duct length ²	+	_____ sp	_____ sp
Elbows ²	+	_____ sp	_____ sp
Exit Loss ²	+	_____ sp	_____ sp
	=	_____ total sp	_____ total sp



Exhaust Fan/blower (Provide engineering data sheets for all exhaust and make-up air blowers)

Manufacturer _____ Model _____
Exhaust _____ CFM at _____ sp Blower _____ RPM Horsepower _____
Is the unit UL[®] listed under UL762 standard? Yes No

Makeup air Fan/blower (The exhaust and makeup air systems must be connected by an electrical interlocking switch)

Manufacturer _____ Model _____
CFM _____ at _____ sp Duct size _____ Duct area _____ sq. ft.
Makeup air diffuser Type _____ Number _____ Mfr. and Model _____

Avg. FPM design (flow rate) at the diffuser surface $[Q (cfm) \div A (sq. ft.) = V(fpm)]$ _____ **FPM**
(Note: 400 - 500 FPM is the average FPM design flow rate at the register surface $[Q+A=V]$ and is the recommended maximum for each diffuser)

Does the unit supply the required makeup air? Yes No
Is the makeup air intake on the roof at least 10 feet from the exhaust blower? Yes No

¹ From hood manufacturer

² From mechanical engineer



MONTEREY COUNTY CONSUMER PROT. FORM PC-HWH
HOT WATER SUPPLY CALCULATION WORKSHEET

- I. Complete the following calculations for hot water demand requirements. The gallons/hour demands per fixture are available on the last page of this form.
- II. List gallons/hour figures for all equipment using hot water. Assume 1-hour minimum for single service establishments and 2-hour minimum for establishments that use multi-use utensils.

Fixture/appliance	Number of sinks/compartments or appliances	Demand in Gallons/Hour (GPH)
a. Utensil sinks	_____	_____
b. Bar & fountain sinks	_____	_____
c. Food-prep. Sinks	_____	_____
d. Garbage/wash/down area	_____	_____
e. Janitorial sinks/slab	_____	_____
f. Handwash sinks	_____	_____
e. Automatic dishwasher/prewash	_____	_____
f. Automatic dishwasher/final rinse	_____	_____

Total sinks/compartments and/or appliances	Total demand in GPH
_____	_____

- III. Calculate usable hot water from following equation, assuming cold water temperature is 60° Fahrenheit. : (supply specification sheet for hot water heater.)

$$\text{Gas : BTU/Hour} = \frac{(\text{gals/hr.}) \times 8.33 \times \text{Temp. Rise}}{\text{Heater efficiency (70\%)*}}$$

- A. For 120° General Purpose Water (Establishments without dishwashers):

$$\text{BTU/Hr} = \frac{\text{GPH from II.} \times 8.33 \times 60}{0.7 \text{ (efficiency)*}} \qquad \text{BTU/ Hr.} = \underline{\hspace{2cm}}$$

**IF spec. sheet indicates hot water heater has higher efficiency, that value may be substituted.*

B. For 140° F. General Purpose Water supplying dishwasher:

$$\text{BTU/Hr.} = \frac{\text{GPH from II. X 8.33 X 80}}{0.7 \text{ (efficiency)*}} \quad \text{BTU/Hr.} = \underline{\hspace{2cm}}$$

IV. Allowances for hot water storage (total capacity above 100 gallons)

A.
$$\text{QS} = \frac{0.7s}{d}$$

QS = Quantity of usable hot water from storage (gph)

s = Storage capacity of tank

d = duration of peak hot water demand in hours

B.
$$\text{Qn} = \text{Qt} - \text{Qs}$$

Qn = Net quantity of hot water required from heater in gallons/hr.

Qt = Total quantity of hot water required in gallons/hr.

V. Electric:
$$\text{KW/hr} = \frac{\text{GPH}}{\text{gal/temp. rise}}$$

A. For 120° F General Purpose Hot Water (Establishments without dishwashers):

$$\text{KW/hr.} = \frac{1/3 \text{ GPH from II}}{6.8} \quad \text{KW/hr.} = \underline{\hspace{2cm}}$$

B. For 140° F General Purpose Hot Water (Establishments without dishwashers):

$$\text{KW/hr.} = \frac{1/3 \text{ GPH from II}}{5.1} \quad \text{KW/hr.} = \underline{\hspace{2cm}}$$

HOT WATER DEMANDS FOR FOOD ESTABLISHMENTS

A. General Purpose Water (140° F.)

Type	No. Compartments	Gallons per Hour
Utensil Sinks	1	25
Utensil Sinks	2	50
Utensil Sinks	3	75
Bar & Fountain Sinks	1	10
Bar & Fountain Sinks	2	20
Bar & Fountain Sinks	3	25
Food Prep. Sinks	Per each	10
Janitorial Sinks	Per each	15
Handwashing Sinks	Per each	5
Pre-wash: (disnwashing)	-	-
Hand Spray	Per each	45
Pre-flush open type	Per each	45
Pre-flush recirculating type	Per each	40
Pre-flush closed type	Per each	240
Pre-scrapper open type	Per each	160
Garbage can wash facility	-	15

B. Final Rinse Requirements (180° F. Final Rinse High-Temp. Dishwashers)

Dishwashing Machine Classification	GPH 20 PSI
Class 1-16 x 16 Single Tank, Hood	69
Class 2-18 x 18 Single Tank, Hood	87
Class 3-20 x 20 Single Tank, Hood	104
Class 4-Multiple Tank Conveyor, Inclined	277
Class 5-Multiple Tank Conveyor, Flat	347
Class 6-Multiple Tank Conveyor	416

C. Low Temperatures Requirements (Example *Auto-Chlor, Hobart* etc.)

- | | | |
|----------------|--------------------------------|---------|
| 1. Single Rack | 2.5 gal/cycle
1.5 min/cycle | 100 GPH |
| 2. Double Rack | 4 gal/cycle
1.8 min/cycle | 133 GPH |