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www.jeffersoncoinhealthdept.com
Tammy Monroe, Administrator
John P. Hossler, M.D., Health Officer

PLAN REVIEW QUESTIONNAIRE

The enclosed questionnaire was designed for the operator and/or architect to utilize in the plan review process. Please feel free to contact your local health department for further assistance when completing the questionnaire.

The questionnaire is designed in 2 parts. Part one is the Standard Sanitary Operating Procedures (SSOP's). This part should be completed by the owner/operator of the facility. SSOP's are procedures that will help your operation to be in compliance with the Retail Food Establishment Sanitation Requirements Title 410 IAC 7-24. The referenced section numbers at the end of each question will help you in answering the questionnaire. The following bulleted items are the sections covered under part one:

- . Food (will the food be received in a safe and sanitary manner)
- . Food Preparation (limits/restricts the amount of pathogen growth in food)
- . Hot and Cold Holding (keeps pathogens from growing in food)
- . Sanitization (ensure the proper amount and application of sanitizer levels)
- . Poisonous or Toxic Materials and Personal Care Items (covers the storage and use of these items)
- . Miscellaneous (covers registration/permitting and food handling in the home)

Part two is the physical facility requirements. This part may need to be completed by the architect/contractor/engineer, since these requirements are more of a technical basis. The following bulleted items are the sections covered under part two:

- . Warewashing/Dishwashing (covers the proper use and capacity of your equipment)
- . Water Supply (is the water potable/drinkable)
- . Waste Water/Sewage Disposal (is the sewage system in compliance)
- . Plumbing (covers backflow, hot water capacity, hoses, and grease traps)
- . Handwashing/Toilet Facilities (quantity, door closure, and ventilation)
- . Room Finish Schedule (covers the interior of the kitchen and ensures that the materials are made to be smooth and easily cleanable)
- . Personal Belongings (prevents contamination of food from employees)
- . Equipment (requires all equipment materials be food-grade quality and approved for use in a commercial kitchen)
- . Insect and Rodent Harborage (prevents insects and rodent activity)
- . Reuse and Recyclables (covers the storage and disposal)
- . Lighting (minimum amount of light needed to conduct operations)

The Plan Review Questionnaire must be completed and submitted to the Jefferson County Health Department no later than 30 days prior to opening.



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Please answer the following questions and return this form and the application to our office. If you have any questions please call (812)273-1942. This questionnaire is not designed as a complete list of requirements, but should be used as a guideline only. The sanitation requirements noted in this document are specified under the Retail Food Establishment Sanitation Requirements Title 410 IAC 7-24 and the Jefferson County Food Ordinance 2013-03. Please use this rule as it pertains to section numbers referenced at the end of each question.

Name of the facility and location:

Contact name and phone number:

Home: _____ Cell: _____

It is required that you provide plans that are a maximum of 8.5" x11" inches in size including the layout of the floor plan.

I have submitted plans/applications to the authorities listed below on the following dates:

ISDH _____ Zoning/Planning _____ (812.265.8324, Louann Waller)

Septic _____ (812.273.1942, Mike New) Grease Maintenance _____ (812.265.8329 Tony Ferguson)

Commercial Building Inspector/Fire Chief _____ (812.265.8350, Steve Horton)

Number of seats: _____ Total square feet of the facility: _____

Number of floors on which operations are conducted: _____

Maximum meals to be served: Breakfast _____ Lunch _____ Dinner _____

Type of service: Sit down meals _____ Mobile vendor _____

(check all that apply) Take out _____ Other _____ Caterer _____

Who (job title) will be your certified food handler? (Title 410 IAC 7-22)

How will employees be trained in food safety? (sect. 119)

The following procedures/questions should be considered before any further planning/construction begins or continues to ensure that special consideration is given to these standard sanitary operating procedures (SSOP's). This section should be completed by the operator. Please indicate (by either checking or completing the answers) whether or not a section applies to your operation.

FOOD

1. Please provide a list of all planned food vendors. (sect. 142)

2. What is the procedure for receiving food shipments? (sect. 166) Are temperatures checked and containers inspected for damage?

What is the anticipated frequency of food deliveries for:
Frozen _____ Fresh _____ Dry _____

3. Is your facility required to have pasteurized products? (sect. 153) Yes ___ No ___

4. Do you intend to make low-acid or acidified foods and intend your products to be shelf stable? If so, have you passed the Better Process and Control School exam? (sect. 143) Yes ___ No ___ NA ___ *Please include a copy of the certification.*

5. Do you intend to make reduced oxygen packaged (ROP, def. 73) foods? (sect. 195) Yes ___ No ___
If yes, please list out the ROP foods.

FOOD PREPARATION

6. If foods are prepared a day or more in advanced, please list them out.

7. What will be your procedure to prevent employees from touching foods that are ready-to-eat and will not be cooked or heat-treated (such as, sushi, lettuce, buns, etc.)? (sect. 171)

8. Describe your date marking system (described under sect. 191) for potentially hazardous (defined under sect. 66) ready-to-eat foods (defined under sect. 72). (sect. 191)

9. Will all produce be washed prior to use? (sect. 175) Yes ___ No ___ NA ___
If no, why?

10. Describe the procedure to minimize the amount of time potentially hazardous foods will be kept in the temperature danger zone (41° F-135° F) during preparation. (sect. 189)

11. Provide a list of the types of food that will need to be thawed before cooking. (sect. 199)

PROCESS	TYPES OF FOOD
Refrigeration	
Running water less than 70° F	
Microwave as part of the cooking process	
Cook from frozen	
Other (describe)	

12. What procedures will be in place to ensure that foods are reheated to 165° F or above? (sect. 188)

13. Will a buffet be served? Yes ___ No ___ NA ___ If yes, who will be responsible for ensuring that the buffet is protected from consumer contamination? (sect. 181)

14. Provide a list of the types of food that will need to be cooled (eg. leftovers). (sects. 189, 190)

PROCESS	TYPES OF FOOD
Shallow pans under refrigeration	
Ice and water bath	
Reduced volume (quartering a large roast)	
Ice paddles	
Rapid chill devices (blast freezer)	
Other (describe)	

HOT AND COLD HOLDING

15. Will "Time as a Public Health Control" (see sect. 193) be used for potentially hazardous food(s) (either hot or cold)? Yes ___ No ___ NA ___

Note: These procedures must be submitted and approved before their use.

16. Will raw animal food(s) will be offered to the public in an undercooked form (sushi, rare hamburgers, eggs over easy, made from scratch Caesar dressing, etc.)? Yes ___ No ___ NA ___ If so, please attach your consumer advisory statement. (sect. 196)

17. Who (line cook, kitchen manager, etc.) will be assigned the responsibility of taking food temperatures and at what steps will temperatures be taken (cooking, cooling, reheating, and hot holding)? (sect. 119)

18. Describe how cross-contamination of raw meats and ready-to-eat foods will be prevented in refrigeration unit(s) (i.e. walk in coolers, under the counter coolers). (sect. 173)

19. Describe the storage of different types of raw meat and seafood in the same unit, and how cross contamination will be prevented. (sect. 173)

SANITIZATION

20. Who will be assigned the responsibility of ensuring the correct amount of sanitizer will be used? (sect. 119)

21. What type of chemical sanitizer(s) will the facility use? (sect. 294)

22. Will the facility have test kits/papers on site for all types of chemical sanitizers? (sect. 291)
Yes ___ No ___ NA ___

23. How will cooking equipment, cutting boards, counter tops and other food contact surfaces which cannot be submerged in a sink or put through a dishwasher be sanitized? (sect. 303)

POISONOUS OR TOXIC MATERIALS AND PERSONAL CARE ITEMS

24. Where will poisonous or toxic materials be stored (including the ones for retail sale)? (sect. 439)

25. Will the facility use a hand sanitizer? (sect. 131) Yes ___ No ___ If so, what brand?

26. Will the facility ensure that insecticides and rodenticides are "Approved for Use in Food Establishments" and that they are applied in a safe manner? (sect. 119)

27. Will all spray bottles be clearly labeled? (sect. 438) Yes ___ No ___

28. Where will first aid supplies be stored? (sect. 421)

MISCELLANEOUS

29. Will any part of the retail food establishment open directly into any part of any living or sleeping quarters? (sect. 423) Yes ___ No ___ NA ___

30. Has the facility registered or applied for a permit from the regulatory authority? (sect. 107)
Yes ___ No ___.

The following list of questions should be generally completed by the architect/contractor.

WAREWASHING/DISHWASHING

31. Dishwashing methods (sect. 269) (check one or both): 3-Compartment Sink ___ Dish machine ___

32. If a 3-compartment sink is used, which sanitization method will you use: Hot Water ___ Chemical ___

33. If a dish machine is used, which sanitization method will you use: Hot Water ___ Chemical ___
If hot water, do you have a booster heater? Yes ___ No ___ NA ___

If hot water, how will you ensure that the unit is sanitizing the utensils? (sects. 258, 303)

34. Does your chemical dish machine have an alarm that indicates when more chemical sanitizer needs to be added? (sect. 281) Yes ___ No ___

35. What type of alarm will be used to detect when the sanitizer is too low? Sound ___ Visual ___

36. Can the largest piece of equipment be submerged into the 3-compartment sink or dish machine? (sect. 233)
Yes ___ No ___ NA ___

37. Does the facility plan to use alternative manual warewashing equipment? (sect. 233)
Yes ___ No ___ NA ___

If yes, please submit your procedure for review.

38. Does your facility have enough drain boards/utensil racks/carts for the air drying of equipment and utensils for either the 3 compartment sink or the dish machine? (sect. 289) Please describe below.

WATER SUPPLY

39. Is the water supply public (___) or private (___)? If public, skip question #2.

40. If private, has the source been tested? (sect. 327) Yes ___ No ___

If so, when was the last test _____ and did you send us a copy of the lab results? Yes ___ No ___

WASTE WATER/SEWAGE DISPOSAL

41. Is the sewage disposal system public (___) or private (___)? If public, skip question #2.

42. Has the waste treatment system been approved by the state or local septic inspector? (sect. 376)

Yes ___ No ___ *Please provide a copy of the approval.*

PLUMBING

43. Are hot and cold water fixtures provided at every sink? (sect. 330) Yes ___ No ___

44. If a water supply hose is to be used for potable water, is it made from food-grade materials?
(sect. 364) Yes ___ No ___

45. What is the recovery time, volume, and capacity of the hot water heater? (sect. 329)

46. The following technical information is needed on the proposed plumbing. This section is best completed by a licensed plumber, or engineer. (sect. 336)

Fixture	Water Supply					Sewage Disposal		
	AVB	PVB	VDC	HB	Air Gap	Air Break	Air Gap	Direct Connect
Connect								
Dishwasher								
Ice Machine(s)								
Mop/Service Sink								
3 Compartment Sink								
2 Compartment Sink								
1 Compartment Sink								
Hand Sink(s)								
Dipper Well								
Hose Connections								
Asian Wok/Stove								
Toilet(s)								
Kettle(s)								
Thermalizer								
Overhead Spray Hose								
Other Spray Hose(s)								
Other:								
Other:								
AVB=Atmospheric Vacuum Breaker HB=Hose Bib Vacuum Breaker								
PVB=Pressure Vacuum Breaker VDC=Vented Double Check Valve								

47. Has contact been made to the municipality to determine if a grease trap is required?
Yes ___ No ___ NA ___

48. What would be the frequency of cleaning for the grease trap? (sect. 378)

HANDWASHING/TOILET FACILITIES

49. Handwashing sinks are required in each food preparation and dishwashing area. (sect. 344)
How many handsinks will be provided? _____

50. Are all toilet room doors self-closing where applicable? (sect. 352) Yes ___ No ___

51. Are all toilet rooms equipped with adequate ventilation? (sect. 309) Yes ___ No ___.

ROOM FINISH SCHEDULE (What the interior of the facility will look like.)

52. Please indicate which materials (i.e. quarry tile, stainless steel=SS, plastic cove molding, etc.) will be used in the following areas. (sect. 402)

AREA	FLOOR	COVING	WALL	CEILING
KITCHEN				
CONSUMER				
SELF SERVICE				
SERVING LINE				
BAR				
FOOD STORAGE				
OTHER				
STORAGE				
TOILET ROOMS				
GARBAGE				
STORAGE				
MOP/SERVICE				

PERSONAL BELONGINGS

53. Are separate dressing rooms/lockers provided? (sect. 417) Yes ___ No ___ NA ___

54. Describe the storage location for employees' coats, purses, medicines and, lunches. (sects. 418, 422)

55. Where is the designated area for employees to eat, drink, and use tobacco? (sect. 136)

EQUIPMENT

56. Will all of the equipment meet the design and construction for the American National Standards Institute (ANSI) standards or meet section 205? Yes ___ No ___

57. Will the utensils and food storage containers be made from food-grade quality materials? (sect. 205)
Yes ___ No ___.

58. Will any pieces of used equipment be utilized? (sect. 106) Yes ___ No ___ NA ___
If so, please list equipment types:

59. Is the ventilation hood system sufficient for the needs of the facility? (sect. 307)
Yes ___ No ___ NA ___

60. Will all of the equipment used for the storage of potentially hazardous foods be able to meet the minimum temperature requirements (frozen food 0 F, cold food 41 F, hot food 135 F)?
Yes ___ No ___ NA ___

61. Please list equipment types for the hot and cold holding of foods; also during serving or transporting. (sect. 187)

62. Will each refrigeration unit have a thermometer? (sect. 256) Yes ___ No ___

63. What types of counter protective guards for food (sneeze guards) will be used for consumer self-service? (sect. 179)

INSECT AND RODENT HARBORAGE

64. Will all outside doors be self-closing, when applicable, and rodent/insect proof? (sect. 413)
Yes ___ No ___

65. Will screens be provided on any open windows/doors to the outside? (sect. 413) Yes ___ No ___

66. Will air curtains be installed (made from either plastic or mechanical); if so, where on outer openings? (sect. 413)

67. Will all pipes and electrical conduit chases be sealed (i.e. ventilation systems, exhaust and intake be protected)? (sect. 414) Yes ___ No ___

68. Is the area around the building clear of unnecessary debris, brush, and other harborage conditions? (sect. 426) Yes ___ No ___

69. Do you plan to use a pest control service? Yes ___ No ___ Frequency _____
Company _____

REFUSE AND RECYCLABLES

70. Describe the surface (for refuse/recyclables) that the outside dumpster will be located on? (sect. 382)

71. Where will recyclables be stored prior to pick-up?

LIGHTING

72. Number of light fixtures that will be installed for the following areas? (sect. 411)
Food prep areas _____ Dishwashing areas _____
Dry storage areas _____ Restrooms and walk-in refrigeration units _____