



Food Service Operation & Retail Food Establishment Plan Review



Galion City Health Department
113 Harding Way East
Galion, Ohio 44833
phone: 419-468-1075
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www.galionhealth.org

This letter is to inform you that Galion City Health Department must be involved in the planning and development of all new and renovated food service operations and retail food establishments. This involvement requires that plans be submitted prior to construction and/or renovation, in order for review and approval to be given from this office.

A plan review fee will be collected by this office for the review and approval of plans for all new and renovated retail or food service operations.

A class categorizes each establishment; the class categories are based on the risks involved in the preparation of potentially hazardous food and the type of clientele that are served. Enclosed you will find a description of each class.

The health department has thirty (30) days after receiving complete plans to review and respond to the plans. The plan review fee is 50% of the applicable license fee, which will be determined by the classification of the facility and is payable at the time plans are submitted. Plan approval is valid for **one year** from the date of initial plan approval. Once plans are approved, construction and development must be done according to approved plans unless a plan revision is filed in writing; plan revision does not extend the approved planning period of one year (from initial approval). The owner/developer of a food facility must first obtain the appropriate zoning, building, electrical and plumbing permits. For more information contact the City Building/Zoning Office at 419-468-2642.

Plans and specifications for a proposed food facility shall be legible, drawn reasonably to scale, and include the following:

- Name and address of the operation;
- Name, address and phone number for owner;
- The type of operation or establishment proposed;
- A menu or list of foods to be prepared and served or sold;
- The total square footage to be used for the operation or establishment;
- A site plan that includes:
 - Location of business in a building such as a shopping mall or stadium;
 - Location of building on site, including alleys, streets, and location of an outside support infrastructure such as dumpsters, potable water source, sewage treatment system; and
 - Interior and exterior seating areas
- Entrances and exits;
- Location, number and types of plumbing fixtures, including all water supply facilities;
- Plan of lighting, both natural and artificial, with foot-candles indicated for critical surfaces;
- A floor plan showing the fixtures and equipment;
- Building materials and surface finishes to be used;
- An equipment list with manufacturer and model numbers, along with manufacturer specification or "cut" sheets. Only commercially designed equipment that is approved by an acceptable testing agency is to be installed.

Please feel free to contact the Health Department with questions, for more information, or to schedule a pre-licensing inspection at 419-468-1075 x 1265.

Facility Layout & Equipment Specifications (Ohio Administrative Code 3717-1-09)

The facility layout and specifications shall be legible, be drawn reasonably to scale, and shall include:

1. The type of operation proposed and a list of all foods to be prepared and served;
2. The total area to be used for food service including square footage;
3. All portions of the premises in which food service activities are to be conducted;
4. Entrances and exits (including unloading areas);
5. Location, number and types of plumbing fixtures, including water supply facilities;
6. Plan of lighting, both natural and artificial, with food-candles indicated for critical surfaces;
7. A floor plan showing the general layout of fixtures and other equipment;
8. Building materials and surface finishes to be used; and
9. An equipment list with equipment manufacturers and model numbers.

A summary of the food facility requirements:

Equipment – Equipment must be commercial equipment (not household equipment) and NSF approved (or equivalent) (OAC 3717-1-04.1 (KK)). Each piece of equipment is to be clearly marked with its common name. Equipment must be maintained in a state of good repair and proper adjustment (including the doors, seals, hinges, fasteners & kick plates). Cutting or piercing parts of can openers shall be kept sharp to minimize the risk of metal fragments contaminating food. (OAC 3717-1-04.4)

Lighting – Must be of proper intensities & properly shielded to protect against food contamination. Shielding options include shatterproof bulbs, plastic tubes with endcaps, or full shields around the fixture. (OAC 3717-1-06.1(I)). The required minimum intensities are: Food Prep & Cooking Areas – 50 footcandles, Salad Bars & Buffets – 20 footcandles, Dishwashing & Handwashing Areas – 20 footcandles, Inside equipment areas (such as reach in coolers and under counter refrigerators) – 20 footcandles, Dry Storage Areas – 10 footcandles (OAC 3717-1-06.2(I)).

Surfaces – Materials for the floors, walls and ceilings shall be smooth, durable and easily cleanable for all areas of food service, preparation and storage. (OAC 3717-1-06).

FOOD PREPARATION REVIEW A copy of the Menu must be attached:

Check categories of Potentially Hazardous Foods (PHF's) to be handled, prepared, and served.

CATEGORY	(YES)	(NO)
(1) Thin meats, poultry, fish, eggs (hamburger, sliced meats, fillets)	()	()

- | | | |
|--|-----|-----|
| (2) Thick meats, whole poultry
(roast beef; whole turkey, chickens, hams) | () | () |
| (3) Cold processed foods
(salads, sandwiches, vegetables) | () | () |
| (4) Hot processed foods
(soups, stews, rice/noodles, gravy, chowders, casseroles) | () | () |
| (5) Bakery goods
(pies, custards, cream fillings & toppings) | () | () |
| (6) Other | | |

PLEASE CIRCLE/ANSWER THE FOLLOWING QUESTIONS

FOOD SUPPLIES

(1) What are the projected frequencies of the deliveries for:

Frozen Foods: _____ Refrigerated Foods: _____

Dry Goods: _____

(2) Provide information on the amount of space (in cubic feet) allocated for:

Frozen Storage: _____ Refrigerated Storage: _____

Dry Storage: _____

(3) How will dry goods be stored 6 inches off the floor?

COLD STORAGE

(1) Will raw meats, poultry, and seafood be stored in the same refrigerators and freezers with cooked/ready-to-eat foods? YES/NO

If yes, how will cross-contamination be prevented?:

(2) Is there a bulk ice machine available? YES/NO

If no – What source will you utilize for ice? _____

REHEATING (if applicable)

How will PHF's that are cooked, cooled, and reheated for hot holding be reheated so that all parts of the food

reach a temperature of at least 165°F for 15 seconds within 2 hours. Indicate type of unit used for reheating.

PREPARATION

Thermometers – Proper thermometers must be available and used for testing food temperatures and in all refrigeration units (OAC 3717-1-4.3).

(1) Please list categories of food prepared more than 12 hours in advance of service:

(2) Will barriers (disposable, non-latex gloves/utensils/food grade paper) be used to prevent handling of ready-to-eat foods? YES/NO

(3) Is there a written policy to exclude or restrict food workers who are sick or have infected cuts or lesions? YES/NO

Please Describe:

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

Chemical Type Sanitizer: _____ Concentration/Strength:

Appropriate Test Kit available: YES/NO

(5) Will all produce be washed on-site prior to use? YES / NO

Is there a planned location for washing produce? YES / NO

Describe how and where:

(6) Describe the procedure used for minimizing the length of time PHF's will be kept in the temperature danger

zone (41°F - 135°F) during preparation:

(7) Will the facility be serving food to a highly susceptible population? YES / NO

If yes, how will the temperature of foods be maintained while being transferred between the kitchen and service areas?

GARBAGE/REFUSE

Refuse/Recyclables Storage – If storing outdoors, the floor and enclosure surfaces must be constructed of nonabsorbent material and the receptacles must have tight-fitting lids, doors, or covers. There must be sufficient capacity (indoors and outdoors) for storing and accumulating. There must be a waste container at each hand sink and a covered container inside the womens restroom. (OAC 3717-1-5.4)

(1) Will a dumpster be used? YES / NO

If yes: Number _____ Size _____

Frequency of Pickup _____

Contractor _____

(2) Describe surface and location where dumpster/garbage cans are to be stored:

GENERAL

Employee Dressing areas & Lockers – An area must be designated for providing employees a suitable facility for the orderly storage of employee’s clothing and other possessions. (OAC 3717-1-06.2(K)).

Chemicals/Cleaners/Medicines Storage Areas - Poisonous or toxic materials shall be stored so they cannot contaminate food, equipment, utensils, linens or single-service articles. (OAC 3717-1-7.1)

(1) Are all chemicals and toxics for use on the premise or for retail sale (this includes personal medications)

stored away from food preparation and storage areas? YES / NO

(2) Will linens be laundered on site? YES / NO

If yes, what will be laundered and where? _____

If no, how will linens be cleaned?

(3) Location of dirty linen storage:

(4) Are bulk storage containers constructed of a durable and safe material? YES / NO

Indicate material type?

DISHWASHING FACILITIES

Sanitizing Solutions – A test kit that accurately measures the concentration in ppm of type of sanitizing solutions to be used shall be provided (OAC 3717-1-4.3).

- Required Sinks & Drains** –
- Ⓡ 3-compartment sink (direct connection to plumbing)
 - Ⓡ Food preparation sink (indirect drain between sink and plumbing)
 - Ⓡ Mop water disposal sink (direct connection to plumbing)
 - Ⓡ Hand wash sink(s) (direct connection to plumbing)
 - Ⓡ Automatic dishwasher (direct connection to plumbing) (OAC 3717-1-

05.1).

Clearly designate hand washing facilities for each restroom and in the immediate area of food preparation.

(1) Does the largest pot and pan fit into each compartment of the sink? YES / NO

If no, what procedure will be used for cleaning and sanitizing those items?

(2) Are there drain boards on both ends of the three compartment sink? YES / NO

(3) What type of sanitizer will be used for each of the following? (*as applicable*):

3 Compartment sink _____

Dishwashing machine _____

Food contact surfaces _____

HANDWASHING/TOILET FACILITIES

1. Is there a hand washing sink in each food preparation and dishwashing area? YES / NO

2. Is soap available at all hand washing sinks? YES / NO

3. Are hand drying facilities (paper towels, air dryers) available at all hand washing sinks? YES / NO

4. Are covered waste containers available in each restroom? YES / NO

5. Are toilet room doors self-closing [*If toilet room opens into kitchen and storage areas*]? YES / NO

6. Are all toilet rooms equipped with adequate ventilation? YES / NO

7. Is there a hot water heater available to provide hot water to all hand washing/dishwashing sinks?
YES/NO

Levels of Risk in Food Service Operations/Retail Food Establishments

Source: Ohio Administrative Code Sections 3701-21-02.3 & 901:3-4-05

Level 1

Main concerns: general sanitation, labeling, source of food, storage of food, and expiration dates

- Non-time/temperature controlled for safety beverages (coffee, fountain, packaged)
- Pre-packaged refrigerated and/or frozen potentially hazardous foods
- Pre-packaged non-time/temperature controlled for safety (TCS) foods
- Baby food or formula
- Micro Market

Level 2

Main concerns: higher potential risk than **level 1** due to handling time/temperature controlled for safety foods, employee health; little or no potential for growth of organisms that cause foodborne illness

- Handling, heat treating, or preparing non-time/temperature controlled for safety food;
- Holding for sale or serving time/temperature controlled for safety food at the same proper holding temperature at which it was received; or
- Heating individually packaged, commercially processed time/temperature controlled for safety foods for immediate service.

Level 3

Main concerns: higher potential risk than **level 2** due to proper cooking temperatures, proper cooling procedures, proper holding temperatures, contamination issues or improper heat treatment in association with longer holding times before consumption, or processing a raw food product requiring bacterial load reduction procedures in order to sell it as ready-to-eat.

- Handling, cutting, or grinding raw meat products;
- Cutting or slicing ready-to-eat meats and cheeses;
- Assembling or cooking time/temperature controlled for safety food that is immediately served, held hot or cold, or cooled;
- Operating a heat treatment dispensing freezer;
- Reheating in individual portions only; or
- Heating of a product from an intact, airtight package and holding it hot.

Level 4

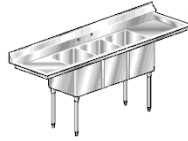
Main concerns: higher potential risk than **level 3** due to handling or preparing food using a procedure with several preparation steps that includes reheating of a product or ingredient of a product where multiple temperature controls are needed to preclude bacterial growth; offering as ready-to-eat a raw time/temperature controlled for safety meat, poultry product, fish, or shellfish or a food with these raw time/temperature controlled for safety items as ingredients; using freezing as a means to achieve parasite destruction; serving a primarily high risk clientele including immuno-compromised or elderly individuals in a facility that provides either health care or assisted living; or using time in lieu of temperature as a public health control for time/temperature controlled for safety food or performs a food handling process that is not addressed, deviates, or otherwise requires a variance for the process.

- Reheating bulk quantities of leftover time/temperature controlled for safety food more than once every seven days; or
- Caterers or other similar food service operations that transport food.

Required Components & Capacities

Three Compartment Sink

- ✓ A 3-compartment sink must be installed for proper dishwashing.
- ✓ The compartments must be:
 - Large enough to fit the largest piece of equipment that will be washed
 - Have separate drain boards for soiled and clean dishes and
 - Have a grease interceptor.



Automatic Dishwasher (Optional)

- ✓ Must use either chemical or high temperatures to sanitizing.
- ✓ Chemical dishwashers must be equipped with a device to indicate when the sanitizer is low or completely out.



Handwashing Sinks

- ✓ Hand sinks must be easily accessible from food prep area, utensil wash area, and toilet facilities.
- ✓ Sinks equipped with hot & cold water, soap, & paper towels must be installed in all preparation areas.



Food Preparation Sink

- ✓ A food prep sink must have an indirect connection to the sewer system.
- ✓ Garbage disposal installation is prohibited.



Utility Sink

- ✓ Mop sink or curbed cleaning facility with a properly trapped and vented floor drain.



Surface Finishes

- ✓ All floors, walls & ceilings must be constructed of smooth, easily cleanable materials.
- ✓ The ceiling must be of fire-rated material.
- ✓ Approved materials:

Floors	Walls	Ceilings
Linoleum	Marlite	Smooth drop tiles Epoxy painted dry wall Marlite panels
Ceramic tile	FRP	
Quarry tile	Ceramic tile	
Vinyl tile	Stainless steel	

Commercial-Grade Equipment

- ✓ Food service equipment must be commercial-grade construction and certified by a food equipment testing agency, e.g. NSF (National Sanitation Foundation)
- ✓ Equipment includes: refrigerators, freezers, ovens, stoves, deep fryers, hot holding wells, etc.



Ventilation Hood System

Broilers, Griddles, Grills, Deep Fryers, Kettles, Steamers, Stoves, Ovens, Etc.	Hood System with Fire Suppression
Automatic dishwashers that sanitize with hot water	Exhaust Hood
Doors and Windows	Screens or Air Curtains

Lighting

- Lighting must be properly shielded with covers or shatterproof bulbs.

Food Preparation or Storage Area	Minimum Intensity in footcandles
Food Preparation Surfaces	50
Buffets & Salad Bars	20
Handwashing, Dishwashing & Equipment/Utensil Storage	20
Inside Reach-In & Under-Counter Equipment	20
Dry Food Storage, Walk-In Refrigeration Units	10

Water and Sewer

- ✓ Must be either a public or an EPA approved private supply.

Menu

- ✓ Supply list of menu items.

Hot Water Supply

- ✓ Must have sufficient hot water supply at peak times, based on size of equipment and type of operation.
- ✓ To be determined during the plan review









Layout

- ✓ Must supply general layout of all fixtures and equipment placement.

Food Equipment Certifications

Food equipment that is acceptable for use in a food service operation or retail food establishment must be commercial grade and approved by a recognized food equipment testing agency. Approval/certification marks can be found on the equipment in most cases, and on an equipment specification (spec) sheet. Spec sheets can be requested from the manufacturer or supplier and are often available online. Galion City Health Department recognizes the certification marks below.

Be advised some “commercial” equipment does not have the required certification marks and some certification marks are very specific (e.g. UL certification must have EPH designation). It is recommended that you contact the Health Department for guidance before you purchase equipment.

Symbol	Description
	The CSA US or CSA NRTL mark indicates a product meets applicable U.S. food equipment standards, including those from ANSI, ASME, ASSE, ASTM, CSA America, NSF, and UL.
	The CSA C/US or CSA NRTL/C mark indicates a product meets applicable U.S. and Canadian food equipment standards, including those from ANSI, ASME, ASSE, ASTM, CSA, CSA America, NSF, and UL.
	A CSA Sanitation mark indicates a product meets applicable ANSI/NSF food equipment standards.
	The ETL Sanitation mark indicates a product meets applicable ANSI/NSF food equipment standards.
	The NSF mark indicates a product meets applicable ANSI/NSF food equipment standards.
	The UL-EPH Listed mark indicates a product meets UL’s own published EPH standards for safety.
	The UL-EPH Classified mark indicates a product meets applicable ANSI/NSF and EPH food equipment standards.
	The UL Blue Sanitation mark may be used in addition to the UL-EPH Classified mark shown above.

Abbreviation Key: **ANSI** - American National Standards Institute
ASME - American Society of Mechanical Engineers
ASSE - American Society of Sanitary Engineering
ASTM - American Society for Testing and Materials International
CSA - Canadian Standards Association International
EPH - environmental public health
NRTL - nationally recognized testing laboratory
NSF - National Sanitation Foundation
UL - Underwriters Laboratories

Example of manufacturer's specification sheet (spec sheet, cut sheet)



Indigo™ Series 500 Ice Cube Machine

Indigo™ Series 500 Ice Cube Machine

Model: IR-0500A ID-0502A IY-0504A IR-0501W ID-0503W IY-0505W
 ID-0592N IY-0594N



Indigo Series i-500
Ice Machine on B-570 Bin

Designed for operators who know that ice is critical to their business, the Indigo™ Series ice machine's preventative diagnostics continually monitor itself for reliable ice production. Improvements in cleanability and programmability make your ice machine easy to own and less expensive to operate.

- **Space-Saving Design** – Up to 560 lbs. (254 kgs.) daily ice production and only 30" (76.20 cm) wide.
- **Intelligent Diagnostics** – provide 24 hour preventative maintenance and diagnostic feedback for trouble free operation.
- **Acoustical Ice Sensing Probe** – for reliable operation in challenging water conditions.
- **EasyRead Display** – communicates operating status, cleaning reminders, and asset information through a blue illuminated display.
- **Programmable Ice Production** – by On/Off Time, Ice Volume or Bin Level (with accessory bin level control) further improves energy efficiency and savings.
- **Easy to Clean Foodzone** – Hinged front door swings out for easy access. Removable water-trough, distribution tube, curtain, and sensing probes for fast and efficient cleaning. Select components made with AlphaSan® antimicrobial.
- **DuraTech™ Exterior** – provides superior corrosion resistance. Stainless finish with innovative clear-coat resists fingerprints and dirt.
- Available **LuminIce™ Growth Inhibitor** controls the growth of bacteria and yeast within the foodzone.

Specifications

BTU Per Hour:
6,100 (average) 6,900 (peak)

Refrigerant:
R-404A CFC-free

Operating Limits:

- Ambient Temperature Range: 35° to 110°F (1.7° to 43.3°C)
- Water Temperature Range: 35° to 90°F (1.7° to 32.2°C)
- Water Pressure Ice Maker Water In: Min. 20 psi (137.9 kPa) Max. 80 psi (551.1 kPa)

Ice Machine Electric

115/60/1 standard.
(208-230/60/1 and 230/50/1 available in Air and Water-Cooled models only)

Minimum circuit ampacity:

Air cooled: 14.2
Water Cooled: 13.5
Remote: 20.0

Maximum fuse size:

Air Cooled: 20.0
Water Cooled: 20.0
Remote: 25.0



Ice Shape



Half Dice
3/4" x 1 1/4" x 3/8"
(1.95 x 2.86 x 2.22 cm)



Dice
3/4" x 3/4" x 3/8"
(2.22 x 2.22 x 2.22 cm)



Regular
1 1/4" x 1 1/4" x 3/8"
(2.86 x 2.86 x 2.22 cm)



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Example of manufacturer's specification sheet (spec sheet, cut sheet)



Indigo™ Series 500 Ice Cube Machine

i-500 on B-570 Storage Bin

(A) Electrical Extension (2) Options
 (B) 3/8" (0.95 cm) F.F.T. Water Condenser Inlet (water-cooled only)
 (C) 1/2" (1.27 cm) F.F.T. Water Condenser Outlet (water-cooled only)
 (D) 1/2" (1.27 cm) Auxiliary Base Drain Socket
 (E) 3/8" (0.95 cm) F.F.T. Ice Making Water Inlet
 (F) 1/2" (1.27 cm) F.F.T. Ice Making Water Drain
 (G) 3/4" (1.91 cm) Bin Drain

Installation Note
Minimum installation clearance:
Top/sides: 8" (20.32 cm)
Back is 5" (12.7 cm)

Space-Saving Designs

	i-500 B-400	i-500 B-570
Height	59.50" 151.13 cm	71.50" 181.61 cm
Width	30.00" 76.20 cm	30.00" 76.20 cm
Depth	34.00" 86.30 cm	34.00" 86.30 cm
Bin Storage	290 lbs. 131.54 kgs.	430 lbs. 195.04 kgs.

Height includes adjustable bin legs 6.00" to 8.00" (15.24 to 20.32 cm) set at 6.00" (15.24 cm).

Specifications

	Model	Ice Shape	Ice Production 24 Hours		Power Usage kWh/100 lbs. @ 90° Air/70°F	Water Usage/100 lbs. 45.4 kgs. of Ice	ENERGY STAR®
			70° Air/50°F Water	90° Air/70°F Water			
AIR-COOLED	IR-0500A	regular	500 lbs.	370 lbs.	5.94	19.9 Gal.	★
			227 kgs.	168 kgs.		75.3 L	
	ID-0502A	dice	530 lbs.	390 lbs.	5.79	19.9 Gal.	★
			240 kgs.	177 kgs.		75.3 L	
WATER-COOLED	IY-0504A	half-dice	560 lbs.	410 lbs.	5.73	19.9 Gal.	★
			254 kgs.	186 kgs.		75.3 L	
	IR-0501W	regular	500 lbs.	420 lbs.	4.58	19.9 Gal.	NA
227 kgs.			191 kgs.	75.3 L			
ID-0503W	dice	550 lbs.	430 lbs.	4.58	19.9 Gal.	NA	
		249 kgs.	195 kgs.		75.3 L		
IY-0505W	half-dice	550 lbs.	440 lbs.	4.52	19.9 Gal.	NA	
		249 kgs.	200 kgs.		75.3 L		
* Water-cooled Condenser Water Usage / 100 lbs. / 45.4 kgs. of Ice: 165 gal/625 L. * Water-cooled models are excluded from ENERGY STAR qualification.							
REMOTE-COOLED	ID-0592N	dice	479 lbs.	418 lbs.	6.11	19.9 Gal.	NA
			217 kgs.	190 kgs.		75.3 L	
IY-0594N	half-dice	500 lbs.	432 lbs.	6.09	19.9 Gal.	NA	
		227 kgs.	196 kgs.		75.3 L		

Order ice storage bin separately. Ice storage bin and JC-0495 remote condenser must be ordered separately. Consult remote condenser specification sheet for details.

Accessories

LuminIce™ Growth Inhibitor
reduces yeast and bacteria growth for a cleaner ice machine.

Bin Level Control
Allows ice bin level to be automatically set. Built-in LED light illuminates bin.

Arctic Pure® Water Filters
Reduces sediment and chlorine odors for better tasting ice.

AuCS®
schedules and performs routine ice machine cleaning automatically.

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2023

Food Service Operation and Retail Food Establishment

	Local Fee	State Fee	Total
Risk Class 1 <25,000 sq ft	\$122.00	\$28.00	\$150.00
Risk Class 2 <25,000 sq ft	\$142.00	\$28.00	\$170.00
Risk Class 3 <25,000 sq ft	\$301.00	\$28.00	\$329.00
Risk Class 4 <25,000 sq ft	\$390.00	\$28.00	\$418.00
Risk Class 1 >25,000 sq ft	\$191.00	\$28.00	\$219.00
Risk Class 2 >25,000 sq ft	\$203.00	\$28.00	\$231.00
Risk Class 3 >25,000 sq ft	\$804.00	\$28.00	\$832.00
Risk Class 4 >25,000 sq ft	\$854.00	\$28.00	\$882.00
Mobile	\$105.00	\$28.00	\$133.00
Temporary, per event up to 5 days	\$125.00	\$0.00	\$125.00
Vending, per unit	\$38.89	\$6.00	\$44.89

Food Service and Retail Food Plan Review

50% of the applicable, local portion of license fee for risk level

Materials Checklist

The following documents are required in order to complete your review.

- A menu or list of foods to be prepared and served or sold;
- The total square footage to be used for the operation or establishment;
- A site plan that includes:
 - Location of business in a building such as a shopping mall or stadium;
 - Location of building on site, including alleys, streets, and location of an outside support infrastructure such as dumpsters, potable water source, sewage treatment system; and
 - Interior and exterior seating areas
- Entrances and exits;
- Location, number and types of plumbing fixtures, including all water supply facilities;
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***** FOR OFFICE USE ONLY *****

Risk Classification

Plan Review Fee

Plan Review Fees Received _____ **By** _____