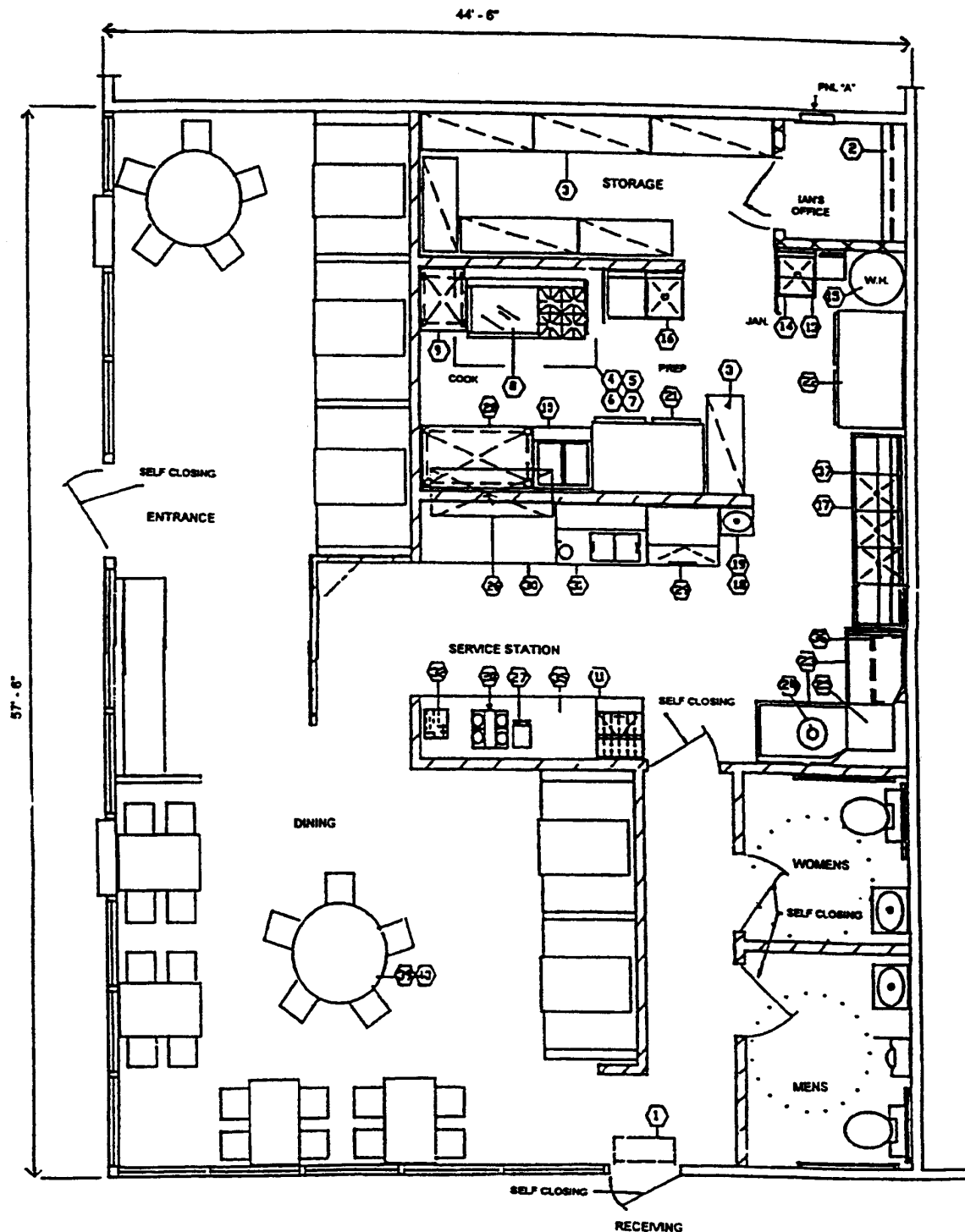


COUNTY OF RIVERSIDE
DEPARTMENT OF ENVIRONMENTAL HEALTH

CONSTRUCTION PLAN APPROVAL PROCEDURES FOR FOOD FACILITIES



FLOOR PLAN

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County of Riverside
Department of Environmental Health Offices

<u>City</u>	<u>ADDRESS</u>	<u>PHONE</u>
Blythe	260 N. Broadway	<i>Self-Service Kiosk Only</i>
Corona	2275 Main St Suite 204	(951) 273-9140
Hemet	800 S. Sanderson Ave, #200	(951) 766-2824
Indio	47-950 Arabia St, Suite A	(760) 320-1048
Murrieta	38740 Sky Canyon Dr.	(951) 461-0284
Palm Springs	554 S. Paseo Dorotea	(760) 320-1048
Riverside	4065 County Circle Dr. #104	(951) 358-5172

COUNTY OF RIVERSIDE
DEPARTMENT OF ENVIRONMENTAL HEALTH
CONSTRUCTION PLAN APPROVAL PROCEDURES
FOR FOOD FACILITIES

Pursuant to the California Health & Safety Code, Section 114380, a plan approval must be obtained from the County of Riverside, Department of Environmental Health (DEH) before constructing, enlarging, altering, converting or remodeling any building for use as a food facility. (A remodel is defined as an addition, repair, or enlargement to the existing permitted facility and/or requires a permit from the appropriate Department of Building & Safety.) Plans and specifications may also be required if the DEH determines that they are necessary to assure compliance with the requirements of the California Retail Food Code, including, but not limited to a menu change or change in the facility's method of operation. The following is required to process and approve food facility plans as well as to obtain final approval to open for business:

1. Submit three (3) sets of detailed plans and specifications, complete a food construction plan application form and pay the required plan check fees which are based on total square footage of the entire food facility. Include all outdoor dining areas.
2. Submit a sample of the proposed menu. List all food and beverages you intend to sell.
3. The plans must include sufficient information to demonstrate compliance with the California Retail Food Code and the attached "Requirements for Food Facility Plan Approval" in order to be approved.
4. Plans may be prepared by an architect, draftsman, contractor or owner. All plans must be drawn in a professional manner encompassing all applicable requirements of this construction guide. This must also include outdoor dining areas.
5. Provide this Department with utility clearance letters (will-serve letters) from your water and sewer district(s).
6. Provide this Department with a letter from your sewer district or Industrial Waste district which details the size of the grease interceptor required, or that the grease interceptor requirement is being waived.
7. The applicant will be notified after the plans are approved or rejected. Plans that are incomplete, have a multitude of changes or otherwise are not approved, will be returned for revision before approval may be granted.
8. Upon approval, two (2) sets of plans will be returned to the applicant, and the third (3rd) set will be kept on file until construction has been completed. An approved set of plans must be maintained at the construction site until the final inspection has been made.
9. If any changes on the plans are desired after approval has been obtained, additional approval from this Department must be obtained for such changes. (Amended plans shall be required and an additional plan check fee may be required.)
10. If plans are not picked up by the applicant or his agent within sixty (60) days after notification of approval or rejection, plans shall be discarded.

11. Before commencing construction, a building permit must be obtained from the appropriate Department of Building and Safety. By law, building permits for food facilities are not to be issued until plan approval has been obtained from the Riverside County Community Health Agency, Department of Environmental Health.
12. All construction and equipment installations are subject to final on-site inspection. If there are any questions during the construction phase and well before facility opening (prior to the installation of equipment), the applicant must call the DEH plan check section/specialist to avoid possible delays in opening.
13. The food facility shall not be cleared to open for business until final approval is granted by the plan check specialist. Appointments for inspections must be coordinated at least five (5) working days in advance with the plan check specialist to prevent opening delays. Final approvals will be contingent upon the following:
 - a. The facility must conform to the latest set of approved plans.
 - b. Proof that the appropriate Building & Safety and Fire Departments have approved/ inspected the facility on site, (i.e., final sign off on respective "job cards", etc.)
 - c. Utilities (electric, gas, potable water) must be provided at time of final inspection.
 - d. The applicant/manager must have clear evidence of payment of Riverside County DEH Food Facility operating fees. NOTE: It is the owner's responsibility to annually renew this permit prior to the expiration date or incur a penalty.

REQUIREMENTS FOR FOOD FACILITY PLAN APPROVAL

The plans shall show and specify in detail the following:

GENERAL:

1. Provide exact name and address of the food facility, the name and telephone number of owner, contractor and contact person.
2. Plans shall be drawn to scale, e.g., minimum 1/4" = 1' using non-erasable ink or print (no pencil), and shall include:
 - a. A detailed site plan. This plan must show the cross streets and the layout of the center. This plan shall also show the proposed exterior garbage and the food waste storage receptacle location (includes hose bibs and approved drainage).
 - b. Floor plan of entire food establishment, e.g.; kitchen, serving and seating areas, restrooms, office, dressing room, storage, garbage and trash areas, etc., including all interior and exterior doors. (Include total square footage of the facility.)
 - c. Provide a complete equipment layout, including elevations of equipment and equipment specifications. List type, make and model of all equipment.
(see ATTACHMENT I and II)
 - d. Complete plumbing layout showing sewer, waste drains, floor sinks, vents, cleanouts etc.
 - e. Complete electrical layout; including the location of electrical and phone panels and transformers.
 - f. Complete exhaust ventilation layout including location of make-up air ducts. Indicate types of hoods, etc. (see ATTACHMENT III)

Indicate the type of comfort cooling in the building, e.g., "Refrigerated air conditioning", or "Evaporative cooling".
 - g. A site plan showing the proposed exterior garbage and food waste storage receptacle location. Show hose bibs and approved drainage.
 - h. Complete finish schedule for walls, ceiling, and floors that indicates the type of material, the color, the surface finish, and the type of integral coved base at the floor/wall juncture. (See accepted floor, wall and ceiling guidelines).

Samples of proposed finish materials should be submitted with the plans.
(see ATTACHMENT IV)
 - i. Location of the manager's or chef's office. Spaces such as change rooms or food storage areas cannot be used for office space.

3. State on the plans whether the food facility is served by municipal water. PROVIDE A "WILL SERVE" LETTER FROM THE WATER DISTRICT, e.g., Eastern Municipal Water District, City of Riverside, etc. If wells are to be the source of potable water, contact the Department of Environmental Health, Resources Management Division for water supply permit requirements.
4. State on the plans whether the food facility is served by a municipal sewer district. PROVIDE A "WILL SERVE" LETTER FROM THE SEWER DISTRICT, e.g., Eastern Municipal Water District, City of Riverside, etc., or by a subsurface sewage disposal system/septic tank.(If a subsurface sewage disposal system is to be installed-APPROVAL MUST BE OBTAINED FROM RIVERSIDE COUNTY DEPARTMENT OF ENVIRONMENTAL HEALTH RESOURCES MANAGEMENT DIVISION).
5. Approved materials and good workmanship are significant factors in the evaluation and final field approval of food facility construction and equipment installation, (i.e., smooth washable surfaces for ease of cleaning and to minimize insect and rodent harborage.)
6. All new and replacement equipment shall meet or be equivalent to applicable American National Standards Institute (ANSI) standards. In the absence of applicable ANSI standards, equipment design, construction and installation is subject to approval by this Department (DEH). (All used equipment is subject to field evaluation.)

MENU:

1. Submit a sample of the proposed menu. List all food and beverages you intend to sell. Food shall be obtained from approved sources.

FIELD CONSTRUCTION INSPECTIONS

1. **PRELIMINARY CONSTRUCTION INSPECTION**

When construction is approximately 75% to 80% completed, with plumbing, rough ventilation, and finishes installed, and prior to equipment installation, you should contact the Plan Check Specialist assigned to review your plans for a preliminary construction inspection. Requests should be made at least five (5) working days in advance. A preliminary inspection should be scheduled for no less than two weeks prior to the proposed opening of the food establishment.

2. **FINAL CONSTRUCTION INSPECTION**

Upon completion of all construction, including all finishing work, you must contact the Plan Check Specialist assigned to review your plans to arrange for a final construction inspection. You will not be approved to operate or issued an Environmental Health Permit until the establishment passes a final inspection. In no case should a final inspection be requested less than five (5) working days prior to the proposed opening of the establishment. Final construction must be approved by this Department (DEH) prior to opening for business or use of remodeled areas.

GENERAL CONSTRUCTION AND EQUIPMENT REQUIREMENTS

The plans must show and specify in detail the following:

1. FLOORS:

NOTE: Lists of accepted floor, wall, and ceiling materials are available at the Riverside County Department of Environmental Health office in your area.

- a. Floors in food establishments (except in dining areas) shall be durable, smooth, and impervious to water, grease, and acid, and of easily cleanable construction, e.g., quarry or ceramic tile, industrial/commercial grade sheet vinyl (vinyl tiles are not acceptable). Floor surfaces in all areas where food is prepared, packaged, dispensed or stored, where any utensil is washed, where refuse or garbage is stored, where janitorial facilities are located, in all toilet and handwashing areas and in employee change and storage areas, shall be an approved type that continues up the wall partitions, toe-kicks, or cabinetry at least four (4) inches, forming a 3/8 inch minimum radius cove as an integral unit. (Vinyl rubber topset base is not acceptable.)

Sealed concrete flooring is not accepted in meat departments.

- b. Waitress stations, bussing stations, salad bars, and food and beverage serving areas shall have a continuous, integral coved floor throughout the area and extend a minimum of thirty-six (36) inches beyond the equipment in all directions.
- c. 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, the floor surface shall be sloped to the floor drains. Commercial sheet vinyl flooring is not accepted in areas requiring floor drains.
- d. Flooring under equipment and on the coved bases shall be completely smooth. Floor surfaces which contain non-skid agents shall be restricted to traffic areas only.
- e. High pressure cleaning systems are required in addition to floor drains if the degree of roughness of the non-skid agent is deemed excessive upon evaluation by this Department.

2. WALLS:

- a. Walls in all areas except dining areas shall be durable, smooth and nonabsorbent, with a light colored, easily cleanable washable finish. (Note: Brick, concrete block, rough concrete, rough plaster, grooved paneling, wall paper or vinyl wall covering are not acceptable.)

- b. Waitress stations, bussing stations, food and beverage serving areas shall have smooth, durable, easily cleanable walls throughout the area.
- c. Wall surface materials are subject to evaluation and may require submission of samples.
- d. All wall surfaces shall be covered with a gloss or semi-gloss paint, epoxy, FRP, ceramic tile or other approved materials.
- e. All walls behind and adjacent to sinks, dishwashers, and janitorial facilities must be protected with at least an 8 foot high water resistant material measured from the top of the cove base. (e.g., FRP, stainless steel, ceramic tile or other approved material).

3. CEILINGS:

- a. Ceilings in all areas except dining areas shall be durable, smooth and nonabsorbent, with a light colored, easily cleanable, washable finish. (Blown acoustical type ceiling, perforations, grate type, and parabolic lens covers or rough surfaces are not acceptable).
- b. Ceiling panels may be acceptable if they comply with the preceding requirements and if approved by this Department (DEH).

NOTE: Waitress and bussing stations, salad bars, food serving or self-service beverage areas and open food or drink counters, or other similar stations located immediately adjacent to or in dining areas, must comply with floor, wall and ceiling requirements.

4. COUNTERS AND CABINETS:

- a. All counters and cabinets shall be light colored (interior and exterior) and constructed of durable, non-absorbent material that is smooth and easily cleanable.
- b. Cabinetry shall have approved 3/8" radius integral cove base around it or be installed on six (6) inch legs.

5. CONDUIT:

- a. All plumbing, electrical, gas, and soda lines, shall be concealed within the building structure to as great an extent as possible or encased in an approved sealed container. Where this is not possible, all lines shall be at least 1/2 inch away from the walls or ceiling and six (6) inches off the floor.
- b. Where conduit or pipe lines enter a wall, ceiling or floor, the opening around the line shall be tightly sealed.
- c. Conduit or pipe lines shall not be installed across any aisle, traffic area or door opening.

6. EXHAUST HOODS AND DUCTS:

- a. Mechanical exhaust ventilation shall be required at or above all ranges, griddles, ovens, deep fat fryers, barbecues, rotisseries and high temperature dish washing machines or similar equipment to effectively remove grease, smoke, steam, vapors, heat or odors.

A Type I Hood is a kitchen hood for collecting and removing grease and smoke. They shall be equipped with approved grease filters or grease extractors designed for that specific purpose.

A Type II Hood is a general kitchen hood for collecting and removing steam, vapors, heat or odors.

NOTE: A certified air balance report including make-up air is required for each installed Type I hood.

- 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.
- c. All listed hoods must be installed in accordance with the manufacturer's requirements. Provide data specifications from the manufacturer. (Galvanized metal is not an accepted material.)
- d. Detailed Requirements: Provide an illustration sheet showing hood exhaust data. (see Attachment III) Contact this Department (DEH) for more detailed requirements.
- e. All joints and seams shall be sealed, welded or soldered for ease of cleaning.
- f. Canopy-Type Hoods: Canopy-type hoods shall not be more than seven (7) feet above the floor and shall not be more than 4 feet above the cooking surface. The hood shall overhang or extend a horizontal distance not less than six (6) inches beyond the outer edges of the cooking equipment to the inner lip of the hood on all open sides. It shall have grease troughs or drip pans that are easily cleanable.

Canopy-Type Hoods shall be flashed with metal to the ceiling and adjacent walls.

- g. Walls at exhaust hood installations shall be paneled with stainless steel or ceramic tile from the top of the cove base to the underside of the exhaust hood.
- h. Non-canopy-Type (High Velocity) Hoods: Non-canopy-type hoods will be approved providing they are constructed to be easily cleanable and they comply with the minimum exhaust air velocity

requirements. Shielding at the ends of the hood may be necessary to prevent interference from cross drafts.

- i. Make-Up Air: Make-up air supply shall be provided at least equal to that amount which is mechanically exhausted and interconnected by a single control switch. Windows and doors shall not be used for the purpose of providing make-up air.
- j. Food heating or warming devices, cheese melters, etc., that are installed above other equipment beneath an exhaust hood may create an air flow obstruction to proper venting of the basic equipment for which the hood ventilation system is designed. The design, construction and installation of such warming devices under a hood are subject to evaluation and approval by this Department prior to installation.
- k. Fire Extinguishing Systems: Fire extinguishing systems may be required by local fire department codes. They shall be installed so as to allow easy cleanability of the hood and duct systems.

7. REFRIGERATION:

- a. All refrigeration units shall be adequate in capacity to meet the needs of the proposed operation and shall comply with the following requirements:
 - 1. Be specifically constructed for commercial use, ANSI certified. (Domestic model refrigeration units will not be accepted).
 - 2. Be provided with an accurate, readily visible thermometer.
 - 3. Have shelving that is nonabsorbent and easily cleanable. (Wood is not acceptable.)
 - 4. Open into an approved food handling area of the building.
 - 5. Have smooth, nonabsorbent and easily cleanable surfaces. All joints must be sealed.
 - 6. Condensate waste from reach-in refrigeration units must be drained into a floor sink via legal air gap or an approved evaporator unit.
- b. Walk-in Refrigeration Units shall also:
 - 1. Have an integrally coved base with a radius of at least 3/8 inch at the floor/wall juncture (both inside and outside the unit); the floor material shall extend up to a height of at least four (4) inches on the walls. Four (4) inch approved metal topset coving with a minimum 3/8 inch radius is acceptable against metal wall surfaces of walk-in refrigeration units. (Wood is not an acceptable interior finish.)

2. 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. Small, easily movable, casted dollies may be used in place of a lower shelf inside a walk-in refrigeration unit. (Wooden shelves, rough surfaces, metal shelving that is not rust-proof is not approved.)
3. Have condensate waste drained into a floor sink via legal air gap. (Floor sinks, floor drains or trench drains are not permitted inside the walk-in refrigeration units).
4. Walk-ins shall be flashed tightly to ceiling and wall surfaces.

NOTE: Walk-in refrigeration units shall open into the food facility.

8. ICE MACHINES:

- a. All ice machines shall be located inside the food establishment in a well ventilated area with approved finishes, and shall be drained to a floor sink via legal air gap.
- b. The ice machine drain lines must not be interconnected and must drain to a floor sink via legal air gap.

9. FLOOR SINKS:

- a. All condensate and similar liquid waste shall be drained by means of indirect waste pipes to a floor sink via legal air gap. (Minimum of one (1) inch above the overflow rim of the floor sink.)
- b. Floor sinks shall be installed flush with the floor surface, and have easily removable safety grates where not protected by overhead equipment.
- c. Horizontal runs of drain lines shall be offset at least 1/2 inch from the wall with easily cleanable clamps and shall be six (6) inches off the floor and shall terminate at least one (1) inch above the overflow rim of the floor sink.
- d. Floor sinks shall be located so that they are readily accessible for inspection, cleaning and repair. A protective enclosure shall be required around the back side of half-exposed floor sinks to prevent any waste water backflow under the equipment e.g., storage cabinets, display refrigerators, etc.
- e. The floor sink must be located within 15 feet of the drain opening of the equipment served.
- f. Waste lines may not cross any aisle, traffic area or door opening.
- g. Floor sinks or floor drains are not permitted inside walk-in refrigeration units.

10. THREE-COMPARTMENT WAREWASHING SINKS

- a. Provide a three-compartment, indirectly connected, stainless steel warewashing sink with dual integral stainless steel drainboards meeting current ANSI standards. The three-compartment warewashing sink must drain indirectly to a floor sink via legal air gap.
- b. The minimum compartment size shall be at least 18" x 18" x 12" deep with minimum 18" x 18" drainboards, however, the sink must otherwise be capable of accommodating the largest utensil to be washed and the drainboards shall be as large as the largest sink compartment.
- c. When a sink is installed next to a wall, a metal "backsplash" extending up the wall at least eight (8) inches shall be formed as an integral part of the sink, and sealed to the wall.
- d. Sink installations must not have exposed screws or bolts.
- e. Provide a waterproof seal between sink backsplash and wall, using approved sealers. (FDA approved food-grade silicone)
- f. An additional, indirectly connected three-compartment warewashing sink must be installed within each separate section of a large food establishment which handles unpackaged foods, i.e., deli, meat, bakery, sushi bars, oyster bars, liquor bars, etc.
- g. A three-compartment warewashing sink is not required if the facility is 100% pre-packaged, i.e., No food or drink preparation or serving; no coffee service; no beverage vending machines; no ice packing; no unpackaged snacks, candy, beef jerky; no beer tappers; no beverage dispensing, etc. (See 100% pre-packaged Guidelines)
- h. Provide sanitizing testing equipment and materials to adequately measure the applicable chemical sanitizer used at three-compartment warewashing sinks for sanitizing utensils.
- i. Faucets must be capable of reaching each sink compartment. Sprayer arms may not be installed in lieu of a faucet.

11. FOOD/VEGETABLE PREPARATION SINKS:

- a. Food facilities conducting food preparation such as thawing, washing, etc., shall have at least a (1) one compartment food/vegetable preparation sink that drains to a floor sink via legal air gap.
- b. The minimum compartment size shall be 18" x 18" x 12" deep with one integral drainboard a minimum of 18" x 18".

12. BAR SINKS

- a. Bar sinks shall have a minimum compartment size of 10" x 14" x 10" deep (or a minimum of 140 square inches in surface size), with dual integral drain boards, a minimum of 18 inches long. Bar sinks shall have a quick drain or a 4th sink compartment for disposal of drink/ice waste. Bar sinks shall drain to a floor sink via legal air gap.
- b. When a sink is installed next to a wall, a metal "backsplash" extending up the wall at least eight (8) inches shall be formed as an integral part of the sink, and sealed to the wall.
- c. Provide sanitizing testing equipment and materials to adequately measure the applicable chemical sanitizer at bar sinks for sanitizing multi-use utensils or glasses.

13. AUTOMATIC DISHWASHER/GLASS WASHERS:

NOTE: A minimum of a (3) three-compartment stainless steel kitchen warewashing sink with dual integral drainboards, indirectly connected, is required in addition to any dishwashing machine proposed. The minimum compartment size shall be 18" x 18" x 12" with a minimum of 18" x 18" drainboards.

- a. All automatic dishwashers and glass washers must be listed according to American National Standards Institute (ANSI) standards, and must drain to a floor sink or other approved method via legal air gap.
- b. The manufacturers data plate must be affixed to the machine and the machine must be operated in accordance with the data plate.
- c. All spray type dishwashers and glass washers which are designed for a hot water bactericidal rinse shall be provided with a booster heater that meets the requirements of the American National Standards Institute (ANSI) or be connected to an approved recirculating water system which is capable of maintaining the rinse water at not less than 180° F. These dishwashers require an approved exhaust hood.
- d. Dishwashing machines must have two (2) integral stainless steel drainboards at least 18 inches long, one for soiled utensils and one for the clean utensils. The drainboards shall be sloped and drained to an approved waste receptor.
- e. The dishwasher must also be provided with thermometers and pressure gauges to indicate the proper water flow pressures, and temperatures.
- f. If a glasswasher is proposed, it must have stainless steel drainboards at least 18 inches long and the drainboards shall be sloped and drained to an approved waste receptor. In addition, one of the following must be provided:
 - 1. A 3-compartment warewashing sink within the area or an adjacent kitchen.

2. A "backup" glass washer.
 3. A dishwasher in an adjacent kitchen.
- g. Dishwashers and glasswashers cannot share the three-compartment warewashing sink's drainboard.
 - h. Spray type dishwashing and glass washing machines that are designed for a chemical bactericidal rinse shall be capable of maintaining the rinse water at a temperature in accordance with its ANSI listing.
 - i. Provide sanitizing testing equipment and materials to adequately measure applicable chemical sanitizer at the dishwasher/glass washer.

14. GARBAGE DISPOSALS:

Garbage disposals, if proposed, must be installed in drainboards and the drainboard must be lengthened to accommodate the disposal unit in addition to the minimum 18" required drainboard size. Garbage disposals shall not be placed in or under any sink compartment.

15. JANITORIAL FACILITIES:

- a. A one compartment, floor mounted janitorial basin or a curbed area properly sloped to a drain, that is provided with hot and cold running water through a mixing faucet, with an approved backflow prevention device, shall be installed for general cleanup activities. All curbed area surfaces shall be of smooth, impervious, and easily cleanable construction.
- b. A janitorial service basin shall be located in a separate janitorial room or separated from the rest of the food establishment by a solid, six (6) foot high partition. (The partition must be durable, smooth and have easily cleanable surfaces.) The janitorial area shall be equipped with a mop and broom rack and a shelf or cabinet for the storage of cleaning equipment and supplies. All wall materials surrounding the janitorial basin must be waterproof (e.g., FRP, stainless steel, ceramic tile) to a height of eight (8) feet as measured from the top of the cove base.
- c. Exhaust and make-up ventilation shall be provided in the janitorial room.

16. HANDWASHING SINKS:

- a. Hand sinks sufficient in number and conveniently located so as to be easily accessible at all times for use by food handlers shall be provided in the food preparation, serving areas and warewashing areas.
- b. Hand sinks shall be equipped to provide warm water (at least 100° F) under pressure for a minimum of 15 seconds through a mixing valve or combination faucet.
- c. Soap and sanitary towels or hot air blowers shall be provided in approved single-service, permanently installed dispensers at or adjacent to the hand sinks.

- d. Provide six (6) inch high metal splash guards to separate hand sinks from other equipment. A splash guard is not required if the distance between the hand sink and the warewashing sink is 24 inches or more.
- e. Walls surrounding hand washing sinks must be protected with a minimum four (4) foot high approved waterproof material measured from the top of the cove base.
- f. A separate, approved hand sink must be installed within each section of a food establishment that handles unpackaged food (i.e., deli, meat, bakery, sushi bars, oyster bars, liquor bars, etc.).

17. GENERAL PURPOSE HOT WATER:

- a. Provide an approved water heater that is capable of constantly supplying hot water at a temperature of at least 120° F to all sinks, (hand sinks at least 100° F), and other cleanup facilities. In sizing the water heater, the peak hourly demands for all sinks, etc., are added together to determine the minimum required recovery rate. (Instantaneous type units are not acceptable).

Install the hot water heater on four (4) inch high integral coved platform or curb; or on at least six (6) inch high round metal legs; or cantilevered from the wall with a minimum six (6) inches of clear space below.

- b. All sinks shall be provided with hot and cold running water from a mixing faucet.

18. DIPPER WELL:

A dipper well with continuously running water must be provided if scoops or other reusable serving utensils are used for dipping ice cream, butter, etc. The dipper well shall be drained to a floor sink via legal air gap. The ice cream dipper well must be attached to the ice cream cabinet or an adjacent surface.

19. WINDOW SCREENS:

- a. All openable windows, such as restroom windows, shall be screened with not less than 16 mesh screening.
- b. If open air dining is proposed (via open exterior doors and/or windows), all food preparation areas, food storage areas and utensil washing areas must be completely enclosed.

20. SERVICE OF UNPACKAGED FOODS/ UTENSILS DIRECTLY TO OR BY THE CUSTOMER:

Displays of unpackaged foods or utensils shall be shielded so as to intercept a direct line between the customer's mouth and the food or utensils being displayed, or shall be dispensed from approved self-service containers.

- a. Cafeteria, buffet and salad bar self-service; food preparation equipment and food preparation areas etc., shall be protected by approved sneeze guards. (See Sneeze Guard Guidelines)
- b. Cleaned and sanitized glasses and stemware that are displayed or stored in bar areas over customer service counters including service stations shall be protected by approved sneeze guards.
- c. Approved self-service containers shall have close-fitting individual covers and, if opened by the customer, shall be self-closing.
- d. Disposable beverage cups, straws or utensils on display for public self-service must be stored for use in sanitary dispensers.

21. BACKUP DRY FOOD AND BEVERAGE STORAGE:

- a. Adequate and suitable floor space shall be provided for the storage of food, beverages, and related products. In addition to working storage and refrigeration storage, back up storage must be provided. Working storage is considered to be cabinets over and under food handling equipment; wall mounted shelves which are located in and used in conjunction with food preparation areas; racks used to store utensils; bun racks; bag in the box (syrup) units; and walk-in cooler and freezer racks. Do not include working storage in the calculations for back up food storage.
 1. The floor space required for backup dry food storage shall be a space equal to 25% of the food preparation area(s). (A minimum of 100 square feet of floor space is required for backup dry storage.)
 2. At least 32 linear feet (32 feet measured linearly on the floor) of approved shelving units are required for each 100 square feet of backup dry food storage. (i.e., one 5 ft. shelf, 3 tiers high and 18" wide equals 5 linear feet **not** 15 linear feet)
 3. Shelving units shall be a minimum of 18 inches in depth and at least three tiers high. The bottom shelf must be at least six (6) inches above the floor.
 4. Shelving shall be ANSI certified. Wood shelving is not acceptable.
- b. Tracks or channels installed as sliding door guides for storage cabinets may not be recessed. A minimum two (2) inches of the track must be removed from EACH END of the door guide to facilitate cleaning.
- c. Electrical panels, large fire prevention system components or similar wall-mounted equipment shall not be installed in food storage rooms unless adequate provision is made to compensate for the space required for the installation.

- d. Each department in a grocery store which handles unpackaged food, (i.e. deli, meat, produce, bakery, seafood, kiosk, etc.), must provide its own backup dry food storage space within each area. (Minimum of 16 linear feet each for meat and produce, and 32 linear feet each for deli and bakery.)
- e. Within bars or taverns a room or area with at least 50 square feet of floor space shall be required for backup beverage and bar supply storage. At least 16 linear feet (16 feet measured on the floor) of approved shelving units are required for each 50 square feet of backup beverage and bar storage.
- f. When a bar is located within a food establishment, the backup storage requirement for the bar must be provided in addition to the required backup dry food storage. (16 linear feet plus 32 linear feet for the food facility equals 48 linear feet total.)
- g. Storage rooms shall open into the food facility.
- h. All storage rooms including liquor storage rooms must have approved floors, walls, and ceilings.

22. BEVERAGE DISPENSING OPERATIONS:

- a. Self service beverage dispensing operations must have approved finishes (floors, walls, and ceilings) at least three (3) feet in each direction.
- b. An approved RPP (reduced pressure principle) backflow prevention assembly must be installed on the water line prior to the carbonator. The soda fountain and RPP assembly relief valve must drain indirectly to an approved floor sink via legal air gap within 15 feet.

Copper and copper alloys such as brass may not be used for a fitting or tubing installed down stream of the RPP device.

- c. Beverage tubing and cold-plate beverage cooling devices shall not be installed in contact with stored ice intended to be used for food or beverages.
- d. All pressurized cylinders shall be securely fastened to a rigid structure.

23. RESTROOMS:

- a. Toilet facilities shall be provided within each food establishment, convenient for the employees.
- b. Beginning January 1, 2004, all newly constructed food establishments and food facilities, that provide space for the consumption of food on the premises, shall provide clean toilet facilities, in good repair, for the public. Accessibility to these restrooms cannot be through the food preparation, food storage, or utensil washing areas.

Plans submitted after January 1, 2004 must indicate the location of the public restrooms.

Food establishments and food facilities constructed prior to January 1, 2004, that do not have public toilet facilities, shall prominently post a sign within the establishment stating that facilities are not provided.

- c. If there are five or more employees, separate toilet rooms for each sex shall be provided. Local building departments or Alcoholic Beverage Control may require two restrooms regardless of the number of employees.
- d. The floors, walls and ceilings shall have surfaces that are smooth, nonabsorbent, and easily cleanable.
- e. Handwashing sinks shall be provided within the toilet rooms. The handwashing sinks shall be provided with hot and cold running water from a mixing type faucet. Soap and sanitary towels in single-service, permanently installed dispensers, or hot air blowers shall be provided at the handwashing sinks.
- f. Toilet tissue shall be provided in a permanently installed dispenser at each toilet.
- g. The restrooms shall be provided with tight-fitting, self-closing doors.
- h. All toilet rooms shall be provided with ventilation approved by this Department (DEH). If adequate ventilation cannot be provided by an openable, screened window, mechanical ventilation will be required.

24. CLOTHING CHANGE ROOMS/AREAS:

- a. Dressing rooms or areas shall be provided if the employees are required to change their clothes in the facility.
- b. A designated area with lockers separate from toilets, food storage or food preparation areas, shall be provided to store outer garments and personal belongings, when a change room is not required. A locker shall be provided for each employee during their shift. Lockers must be wall mounted with a six (6) inch clearance underneath them, or on six (6) inch legs.
- c. Exhaust and make-up ventilation shall be provided for each change room.
- d. Clothing change rooms/areas shall not be used as an office or other food establishment activities.
- e. Change rooms and locker areas must have approved finishes.

25. PASS-THROUGH WINDOWS:

- a. When food is passed through a window to a customer on the outside of the building, the size of the window opening may not exceed 432 square inches.
- b. Food service pass-through window openings exceeding 216 square inches shall be equipped with an approved air curtain mounted on the outside of the facility. The air curtain will produce an air flow eight (8) inches thick at the discharge opening and with an air velocity of not less than 600 FPM (feet per minute) across the entire opening at a point three (3) feet below the air curtain. The air curtain shall turn on automatically when the window is opened.
- c. Food service pass-through window openings shall be equipped with a self-closing screen or window.
- d. Pass through windows shall only be opened when employees are distributing food/beverages to customers. An air curtain device is not a substitute device to allow the window to remain open.
- e. The minimum distance between the openings may not be less than 18 inches.
- f. The counter surface of the pass-through window must be smooth, free of channels and crevices, and be easily cleanable.

26. DELIVERY DOORS:

- a. All delivery doors leading to the outside shall open outward, be self-closing, and shall be provided with an approved overhead air curtain. The air curtain, when installed inside the building, must produce a downward outward air flow not less than three inches thick at the nozzle with an air velocity of not less than 1600 FPM (feet per minute) across the entire opening at a point three feet above the floor. When installed outside the building, the same velocity of air must be directed straight down over the entire door opening. The air curtain shall turn on automatically when the door is opened.
- b. Customer entrance doors used for deliveries shall be protected by an approved overhead air curtain generating an eight (8) inch thick (at nozzle) air flow with a velocity not less than 600 FPM across entire doorway, measured three (3) feet above the ground.
- c. Air curtains shall be hard-wired and micro-switch activated. (On/off or high/low toggle switches are not acceptable.)
- d. Large cargo-type doors shall not open directly into a food preparation area. Cargo-type doors that open into any food warehouse or food facility may only be open during deliveries.
- e. An air curtain is not a substitute device to permit a door to remain open.
- f. Installation heights shall be in accordance with manufacturer's specifications.

NOTE: All exterior doors, including customer entrance and delivery doors leading to the outside shall be tight fitting, open outward and be self-closing with no gaps exceeding 1/16 inch in width to effectively prevent the entrance of flies and rodents.

27. GARBAGE AND TRASH AREA:

- a. An area shall be provided for the storage and cleaning of garbage and trash containers.
- b. The interior walls, floor and ceiling of this room or outside area shall be constructed so as to be smooth, impervious and easily cleanable. (Wooden slats, porous block or brick surfaces are not acceptable.) Floors and wall/ceilings shall be sealed and painted with an epoxy or acrylic based paint.
- c. Inside trash storage areas shall properly slope to a floor drain.
- d. Outside trash storage areas shall properly drain so as not to create a nuisance.
- e. Outside trash storage areas should be situated as far away from delivery doors as possible.
- f. Trash compactors are not allowed within the food facility. An opening to the outside trash compactor may be installed in the rear delivery area. The opening must be air tight, and insect and rodent proof. The opening must be paneled with FRP, extending four (4) feet to each side and the top. The underside of the opening must be covered with FRP to the top of the cove base or floor.

28. LIGHTING:

- a. All food preparation areas, utensil storage rooms, dishwashing areas, toilet rooms, dressing rooms, and all bar and fountain glass washing sink areas (except where alcoholic beverage utensils are washed), shall be provided with at least 20 footcandles of light as measured 30 inches above the floor.
- b. Dry food storage rooms and walk-in refrigeration units shall be provided with at least 10 footcandles of light as measured at a distance of 30 inches above the floor.
- c. A minimum of 20 foot candles of light shall be provided inside of reach-in refrigeration units and under counter refrigerators.
- d. A minimum of 50 foot candles of light shall be provided at a surface where a food employee is working with food or working with utensils or equipment such as knives, slicers, grinders, or saws where employee safety is a factor and in other areas and rooms during periods of cleaning.
- e. Light fixtures including all decorative lighting in areas where food is prepared, open food is stored or displayed, or utensils are cleaned shall be

of shatterproof construction or shall be protected with shatterproof shields. Parabolic lens covers or similar covers are not approved shields

29. VENTILATION:

- a. Provide adequate ventilation to remove gases, odors, steam, heat, grease, vapors or smoke from all rooms in the facility including toilet, janitorial, change and any similar rooms.
- b. Adequate ventilation shall be provided to maintain the comfort level of employees and ensure reasonable shelf life of the food in storage.

30. EQUIPMENT:

- a. All new and replacement equipment shall meet or be equivalent to applicable American National Standards Institute (ANSI) standards or, in the absence of applicable ANSI standards, equipment design, construction and installation is subject to approval by this Department (DEH).
- b. All show and display cases, counters, shelves, tables, refrigeration equipment, sinks and other equipment used in connection with the preparation, service and display of food, shall be made of non-toxic materials and so constructed and installed as to be easily cleanable.
- c. All floor mounted equipment shall be placed on minimum six (6) inch high, round metal legs or completely sealed in position on a minimum four (4) inch high continuously coved curb, or on approved casters, or cantilevered from the wall in an approved manner.
- d. Counter top equipment shall be sealed to the countertop or elevated on four (4) inch high round metal legs unless the equipment can be readily moved (less than 80 lbs.) by an employee for cleaning.

31. WATER:

An adequate, protected, pressurized, potable water supply shall be provided to serve the facility. The water supply shall be from an approved source.

32. BACKFLOW PROTECTION:

An approved backflow preventor shall be properly installed upstream of any potential hazard between the potable water system and a source of contamination, e.g., all threaded water outlets, janitorial basins, sprayers, dishwashers, coffee makers, espresso machines, soda carbonator, etc.

33. SEWAGE DISPOSAL/GREASE INTERCEPTORS:

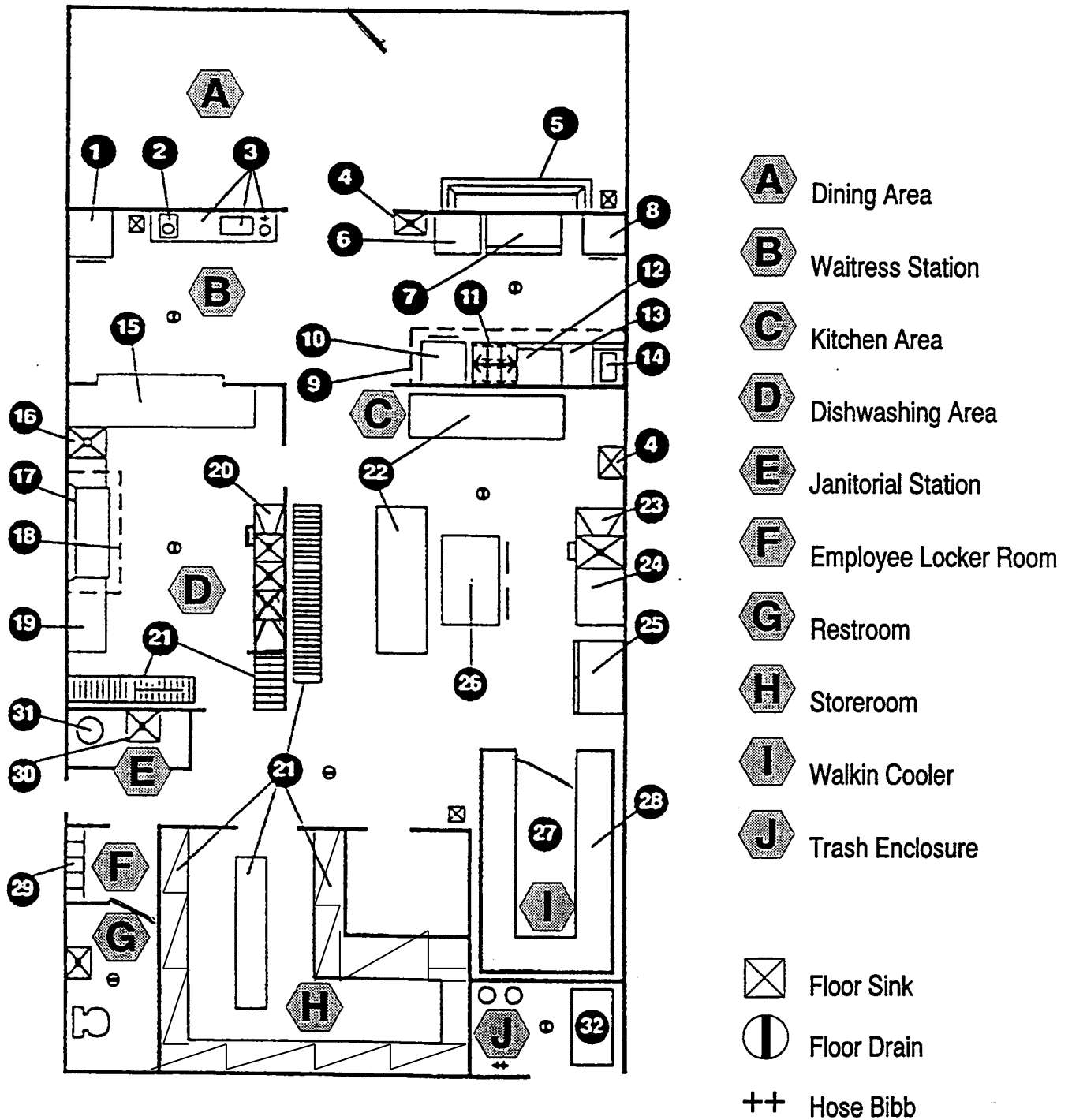
NOTE: Appropriate interceptor sizing information, in the form of a letter, shall be received by this Department prior to release of plans.

- a. All liquid waste, including sewage, generated by a food establishment, shall be disposed of in an approved manner into either a public sewer system or to an approved on-site sewage disposal system.
- b. The sewer district is responsible for sizing the grease interceptor. A letter from the District shall be provided to this Department (DEH) which details the size of the grease interceptor required, or that the grease interceptor requirement is being waived. This letter must be received by this Department prior to releasing the approved plan(s).
- c. On subsurface sewage disposal systems this Department (DEH) will determine the need and size of the grease interceptor. The exceptions to this will be the Cities of Riverside, Corona and Norco. Appropriate interceptor sizing information, in the form of a letter to this Department (DEH), shall be required from these cities. This letter must be received prior to releasing the approved plan(s).
- d. The grease interceptor and grease traps shall be installed outside the food facility.

Additional Guidelines are available regarding the following:

- A. Accepted Floor, Wall, and Ceiling Materials**
- B. 100% Prepackaged Food Establishment**
- C. Sneeze Guards**
- D. Outside BBQ's**

ATTACHMENT I



Each piece of equipment is numbered to correspond with the equipment checklist in ATTACHMENT II

ATTACHMENT II

EQUIPMENT CHECKLIST

PLAN NUMBER: _____

DATE: _____

PAGE: _____ OF _____

Item Number	Item	Manufacturer	Model Number	NSF or Equivalent ANSI	Specialty Fabricated	Gas	Electrical	Hot Water	Cold Water	Direct Waste	Indirect Waste	Comments
1	Ice maker			•					•		•	
2	Coffee maker			•					•			
3	Counter with water and ice bin				•				•		•	
4	Employee hand sink			•				•	•	•		
5	Salad bar				•						•	
6	Work table s/s				•						•	
7	Refrigerated prep. Unit			•			•					
8	Reach-in freezer			•			•					
9	Exhaust hood (Type I)			•	•							
10	Convection oven/stand	All Manufacturers & Model Numbers Must Be Listed		•		•						
11	Six (6) burner range/oven			•		•						
12	Grill			•		•						
13	Fryer dump station s/s			•	•							
14	Deep fat fryer			•			•					
15	Soiled dishtable s/s			•	•							
16	Scrap sink with pre-rinse and garbage disposal			•	•			•	•	•		
17	High temperature dishwasher			•			•	•	•		•	
18	Exhaust hood (Type II)			•	•							
19	Clean dishtable s/s			•	•							
20	Three (3) -compartment utensil sink			•				•	•		•	
21	Storage shelving			•								
22	Worktables s/s			•	•							

EQUIPMENT CHECKLIST

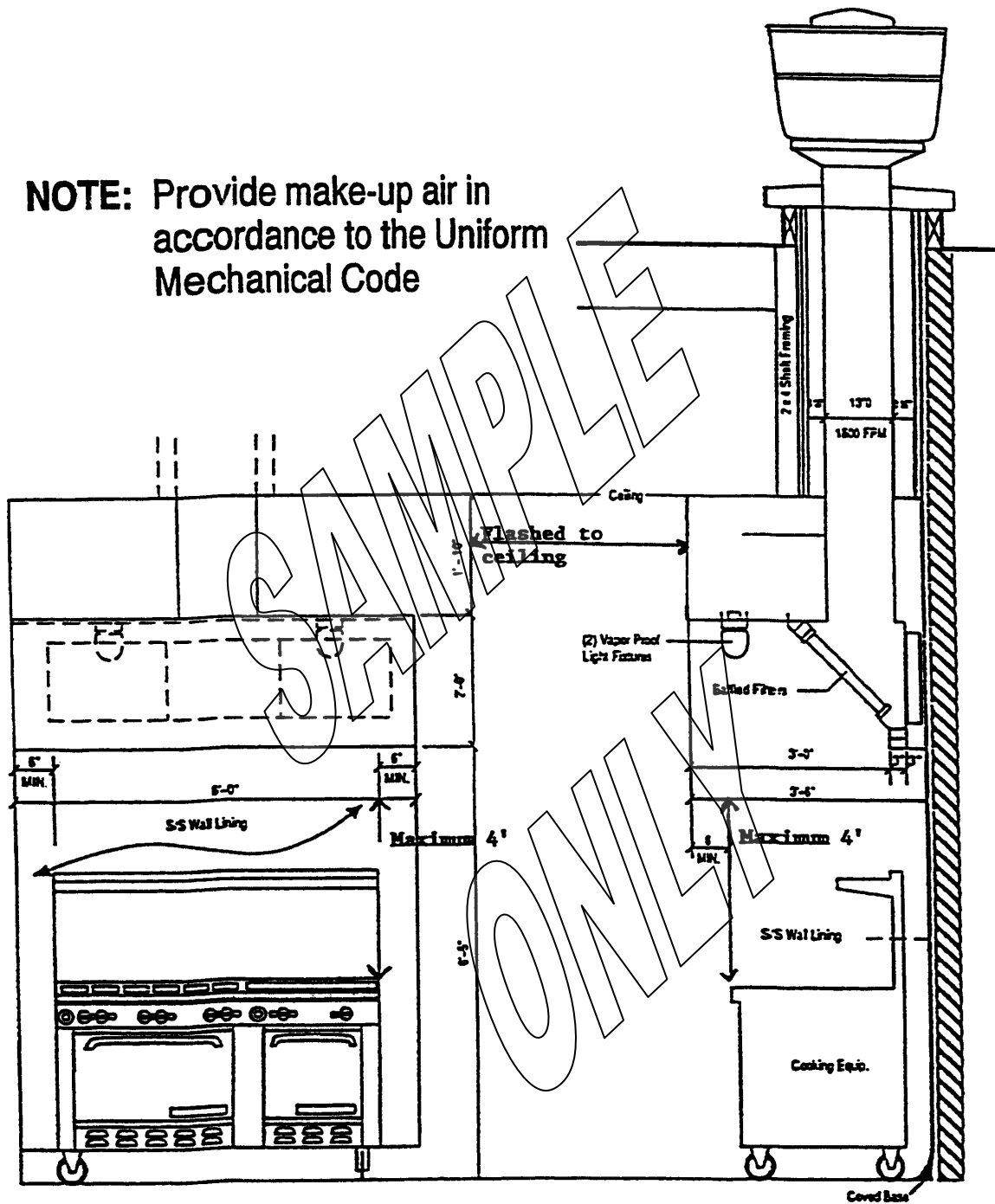
DATE: _____

PAGE: _____ OF _____

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ATTACHMENT III

NOTE: Provide make-up air in accordance to the Uniform Mechanical Code



ATTACHMENT III

MECHANICAL EXHAUST VENTILATION SYSTEM PLAN CHECK DATA

1. Submit three (3) sets of front and side elevations for each system with exhaust and make-up air duct details.
2. Submit a separate data sheet for each hood within the establishment. Identify each hood by number.
3. For clarification of requirements, refer to the Uniform Mechanical Code "Commercial Hoods and Kitchen Ventilation".
4. Provide data spec sheets from the manufacturer for all listed hoods.

*HOOD: (Check applicable categories)

Type I _____ Type II _____
Canopy _____ Compensating _____ Non-canopy _____
U.L. Listed Grease Extractor _____ Other (Describe) _____

SIZE: Length _____ ft. X width _____ ft (inside dimensions)
Distance from lip of hood to: Cooking surface _____ in.; floor _____ in.

Formula used for determining air flow: $Q =$ _____ or
Alternate formula = _____
Total CFM = _____

*Provide six (6) inch overhang beyond cooking equipment on all open sides.

NOTE: No exposed horizontal piping within the hood canopy.

EXHAUST DUCT:

Duct size _____
Square feet of duct area. _____
Number of ducts _____ (1) outlet per 12 feet or fraction thereof
Exhaust duct velocity _____ FPM (CFM divided by sq. ft. of duct)

GREASE FILTERS or EXTRACTORS:

Rating: _____ CFM
Dimensions: _____ in. X _____ in.
Functional surface area per filter: _____ sq. ft
Number of filters to be used: _____

MAKE-UP AIR:

CFM's _____
Electrical interlocking switch with exhaust _____

ATTACHMENT IV

(THIS IS AN EXAMPLE ONLY: All finishes must be from Riverside County's approval list)

ROOM FINISH SCHEDULE

Room or Area	Floor	Floor Base Cove	Walls	Ceiling	Remarks
A Dining Area	Carpeting	Carpeting	Drywall with wall paper	Acoustical Ceiling	
B Waitress Station	Ceramic Tile	Ceramic Tile, up the wall 4" with 3/8" radius cove	Light colored enamel paint	Washable, Non-Absorbent lay-in ceiling panels	
C Kitchen Area	Quarry Tile	Quarry Tile, up the wall 4" with 3/8" radius cove	Light colored gloss painted drywall	Water-resistant drywall with white enamel paint	Traction flooring is limited to walkways
D Dishwashing Area	Quarry Tile	Quarry Tile, up the wall 4" with 3/8" radius cove	F.R.P	Water-resistant drywall with white enamel paint	
E Janitorial Station	Smooth concrete, sealed	Sanitary Ceramic top set cove base	F.R.P	Water-resistant drywall with white enamel paint	
F Employee Locker Room	Quarry Tile	Quarry Tile, up the wall 4" with 3/8" radius cove	Light colored enamel paint	Water-resistant drywall with white enamel paint	
G Restroom	Ceramic Tile	Ceramic Tile, up the wall 4" with 3/8" radius cove	Water-resistant light colored, drywall, enamel paint with 4 ft. ceramic tile wainscot	Water-resistant drywall with white enamel paint	
H Storeroom	Commercial grade sheet vinyl	Continuous with floor up the wall 4" with 3/8" radius	Drywall with gloss enamel	Water-resistant drywall with white enamel paint	
I Walk-in Cooler	Smooth concrete, sealed	Prefabricated stainless steel with 3/8" radius cove	Prefabricated stainless steel	Prefabricated stainless steel	Note: Cement sealers from the County's Approved List
J Trash Enclosed	Smooth concrete, sealed	N/A	Smooth blockwall, sealed and painted	N/A	Note: Cement sealers from the County's Approved List

ROOM FINISH SCHEDULE

Note: Provide labeled samples of all proposed finish materials.