



Public Health
Prevent. Promote. Protect.

Effingham County Health Department

"Where Prevention Begins"



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Opening a Food Establishment in Effingham County Guidelines for the Prospective Owner or Operator

Effingham County Health Department welcomes your intention to operate a food-related business in Effingham County. This packet is designed to provide you with the information you will need to complete the process and a general outline of how the process will proceed.

In order for Effingham County Health Department to help you meet the requirements in the Illinois Food Code, a complete Plan Review is necessary for all new facilities and for the remodeling or renovation of existing establishments.

When there is an ownership change in an existing facility, a review of that facility is required. At that time, all constructional violations must be corrected to meet current regulations.

Items to be submitted for Plan Review include:

- Application for Permit
- Architectural Plans / Floor Plans
- Equipment brochures
- Menu

You will receive confirmation when your plans have been approved. You should also check with your local municipality to verify any building and zoning requirements.

Any construction/remodeling of your establishment must be in accordance with the approved plans. All plumbing must meet the State of Illinois Plumbing Code and a licensed plumber must complete all the plumbing work. You are required to contact an Illinois Department of Public Health Plumbing Inspector for required inspection(s). For our area, you may contact the Marion Regional Office at 618-993-7010 to speak with a Plumbing Inspector. Contact information for the City of Effingham Plumbing Inspector is 217-342-5300.

Before opening for business, contact Effingham County Health Department to schedule a pre-opening inspection. At the pre-opening inspection all equipment must be completely installed and operating properly. Please call one week in advance to schedule an inspection.

After a successful pre-opening inspection, the inspector will confirm your establishment has been completed in accordance with your approved plan and all fees have been paid. When the Operating Permit is issued you may open for business.

EFFINGHAM COUNTY HEALTH DEPARTMENT

PLAN REQUIREMENTS AND SPECIFICATIONS FOR NEW, REMODELED OR OWNERSHIP CHANGE OF FOOD ESTABLISHMENTS

For a complete plan review, architectural drawings, to scale, must be submitted containing the information set forth below. This list, while not necessarily complete, points out principle areas of concern required for our evaluation.

1. **Floor Plan Operation:**

Designation of various areas: serving, food preparation, dry storage, toilet, seating arrangements, employee break area, etc.

2. **Equipment Plan, Schedule and Brochures:**

The location of equipment and fixtures shall be shown on plans, along with a numerical equipment schedule. Equipment brochures with the proper numerical listing shall include the manufacturer's name, model number and descriptive information. Used or pre-owned equipment should be approved prior to purchase or installation.

3. **Equipment Spacing and Aisle Space:**

Stationary equipment shall be spaced four (4) inches apart and six (6) inches or more from the walls, per industry standards, to facilitate cleaning. If equipment is mounted on approved four (4) inch castors and is easily moveable, it may be installed closer together.

Please note: Only manufactured food service equipment lines may be sealed together. The minimum aisle space should be 36 inches wide.

4. **Plumbing Fixtures:**

Location and type - including drainage provision for floors, utility sinks, evaporators from walk-in coolers, refrigerators, etc. All plumbing shall meet Local and State Plumbing Codes.

- A. All food preparation and utensil-washing sinks must be provided with indirect wastes, or provided with floor drains within five (5) feet of the fixture, and on the sewer side of the line. This includes a mechanical dishwasher.
- B. All water-using items of equipment, which are supplied with a water line, must have vacuum breakers. This would include such items as a steam table, coke machine and coffee maker, if these items are connected to the potable water supply.
- C. All items of equipment having condensation lines and drain lines must have these lines indirectly connected to a floor drain.
- D. All urinals must have vacuum breakers installed. All water closets having flush tanks must have anti-siphon design ball-cocks installed. All water closets not having flush tanks must have vacuum breakers installed. All threaded water outlets (spigots), must have vacuum breakers installed. This included all water spigots inside and outside of the establishment, including the mop sink.

5. **Hot Water Equipment:**

Manufacturer, type (indicate both regular and booster heaters), model number, storage capacity, and recovery rates of both types. Indicate the location of equipment utilizing the hot water and subsequent piping needed. Place hot water heaters, etc., on six (6) inch legs.

A discharge line must be installed on the relief (pop-off) valve of the water heater to extend within six (6) inches off the floor, and positioned to discharge into a floor drain.

6. **Handwashing Sink:**

A hand-washing sink, used for no other purpose, must be provided in the food preparation area.

A sign or poster that notifies food employees to wash their hands shall be provided at all handwashing sinks used by food employees and shall be clearly visible to food employees.

7. **Utility Sink:**

A utility (mop) sink must be provided for disposal of waste cleaning water.

8. **Ventilation Equipment:**

Cooking, dishwashing, storage areas and toilet room. Include the manufacturer, model number and rated capacity of the exhaust fans and make-up air system, including hood dimensions, type of material used and the size and location of all duct work. Exhaust hoods must be of corrosive resistant materials and cannot be painted on the inside.

9. **Floors, Walls and Ceiling:**

Material and finished surface must be indicated.

A. Floors:

- 1) The floors of all food preparation, food storage and utensil-washing areas and walk-in refrigerators, dressing or locker rooms and toilet rooms must be constructed of durable, non-absorbent, and easily-cleanable materials. Coved junctures must also be provided in all areas mentioned above.
- 2) If carpeted floors are installed in the dining area, then the carpeting must be of tightly woven construction and easily-cleanable.
- 3) Properly installed floor drains must be provided in floors that are water- flushed for cleaning or that receive discharges of water or other fluid waste from equipment. These floors must be graded to drain.
- 4) The floors of all walk-in coolers and freezers must be graded to drain all parts of the floor to the exterior through a wastepipe, doorway or other openmg.

- B. Walls and Ceilings:
All walls, wall coverings and ceilings of all food preparation and utensil-washing areas of toilet rooms and vestibules must be light colored, smooth, non-absorbent and easily-cleanable. Easily-cleanable acoustical materials may be used on the ceiling, providing ventilation is adequate to minimize grease and moisture absorption.

10. **Utility Line, Pipe and Duct Placement:**

In remodeled facilities, all exposed line such as but not limited to electrical conduit, water supply pipes, drain pipes, vent pipes, fire suppression system pipes, gas pipes, carbon dioxide lines, dish machine chemical feed lines, and HVAC duct work shall be spaced one (1) inch away from the wall, ceiling, or equipment, one (1) inch apart from one another, and six (6) inches above floor level to facilitate cleaning. In new or extensively remodeled facilities, utility service lines, pipes, ducts, etc. shall not be unnecessarily exposed. Placement shall be inside walls, ceilings, floors or sealed chase. If some pipes, etc., are exposed, use proper spacing. Beverage supply lines shall be installed in PVC pipes, spaced one (1) inch off wall or in plastic guttering sealed to the wall. Seal both ends with foam, trim off excess foam when dry, and paint. **Note:** Please indicate on the plans the placement of the above mentioned items.

11. **Food Contact Surfaces:**

All surfaces of equipment that come into contact with food must be easily-cleanable, smooth, non-absorbent, and free of breaks, open seams, cracks, chips, pits and similar imperfections, and free of difficult-to-clean internal corners and crevices.

12. **Non-Food Contact Surfaces:**

Surfaces of equipment not intended for contact with food, but which are exposed to splash of food debris or which otherwise require frequent cleaning, must be smooth, washable, free of unnecessary ledges, projections, or crevices, and readily accessible for cleaning and must be of such material and in such repair as to be easily maintained in a clean and sanitary condition.

13. **Shelving:**

All shelving must be smooth, non-absorbent, and easily-cleanable. Shelves may be varnished or painted with an enamel base paint. Unsealed wood shelving and contact paper are not acceptable.

14. **Food Storage:**

All food must be stored above the floor on clean surfaces in a way that permits cleaning of the storage area without contamination of the food by splash, dirt, or other means. A minimum, unobstructed storage height of six (6) inches above the floor is required.

15. **Poisonous or Toxic Materials:**

Poisonous or toxic materials shall be stored in cabinets that are used for no other purpose or in a place other than an area where food is stored, prepared, displayed or served and other than an area where clean equipment or utensils are stored.

Bactericides and cleaning compounds must not be stored in the same cabinet or area of a room with insecticides, rodenticides or other poisonous or toxic materials. They may be stored in an area separated from food within the food storage room but shall not be intermingled with food products.

16. **Light Fixtures:**

Lighting must be adequate so that 20 foot candles are provided in the food preparation and utensil-washing areas, and at least 10 foot candles available in the dining areas.

Lights located in food storage, preparation, service and display areas, must be adequately shielded. Infra-red or other heat lamps are considered adequately shielded if a guard extends around the circumference and past the face of the bulb. Lights in walk-in coolers should be shielded with a clear cover.

17. **Dressing Areas:**

If employees routinely change clothes within the establishment, areas must be designated for that purpose. Those areas shall not be located in areas used for food preparation, storage or service, or for utensil washing or storage, except that a storage room containing only completely packaged food may be so designated. Enough lockers or other suitable facilities must be provided and used for the storage of employees' clothing and other belongings. This includes women employees' purses. If dressing areas are designated, the lockers or other facilities must be located within those areas.

18. **Garbage, Refuse and Cooking Oil Disposal:**

Indicate type and number of disposal containers or compactors needed and whether placed on graded, machine laid asphalt or concrete surfaces.

19. **Menu:**

A proposed menu for the establishment shall accompany the plan. Recipes may be required.

20. **Off Premises Catering and/or Delivery:**

Requires you to provide a menu and equipment brochures to include food delivery containers and delivery vehicle information.

21. **Management Sanitation Training and Certification**

A Person In Charge shall be present at the Food Establishment during all hours of operation. The Person In Charge at a Category I (high risk) or Category II (medium risk) food establishment shall be a Certified Food Protection Manager. Proof of Certified Food Protection Manager(s) required at time of pre-opening inspection.

All other food service personnel are required to obtain Food Handler training within thirty (30) days of hire.