

New or Remodeled Food Service Establishment Checklist**

**Some items may not be required for limited food service establishments or beverage bars. Please consult our office for more information.

Drinking Water Source: Potable water must be from public system or KCPHD otherwise approved well water.

Connection to an existing approved public water system: Yes No N/A

Name of public water system: _____

Public water system I.D. number: _____

Connecting to a well: Yes No N/A

In order to use your own potable well, you must have the water system approved as a public water system from Kittitas County Public Health Department or the Washington State Department of Health. Please contact our office to determine the approval requirements. Your water system must be approved prior to operating the food service establishment.

Sewage Disposal: Establishment must be connected to public city sewer or KCPHD approved private septic system.

Connected to public sewer: Yes No N/A

If yes, name: _____

Connecting to an on-site sewage system: Yes No N/A

If your establishment is connecting to an on-site sewage system, a review of our records will be accomplished to ensure it was permitted and approved. Food Establishment sewage systems are required to be checked on an annual basis. The owner is required to supply the Kittitas County Public Health Department with a record of any maintenance or checks performed annually. A list of septic system pumpers is available at our office.

Grease trap installed and accessible for easy cleaning. Yes No N/A

Sinks/Dishwashing:

Three-compartment sink installed for washing, rinsing and sanitizing equipment and utensils that is large enough for complete immersion of equipment and utensils, except fixed and excessively large equipment:

Yes No N/A

Commercial food service dishwasher installed with indicating thermometers on machine. Ware washing dishwasher must have a backflow assembly installed on the plumbing between dishwasher and sewer line.

Yes No N/A

Hot and cold running water provided to all

Yes No N/A



required plumbing fixtures:

Drain boards at dishwashing equipment drain by gravity installed for both clean and soiled tableware and equipment: Yes No N/A

If no, indicate provisions for air drying of cleaned items and placement of soiled items:

One or two-compartment sink installed for food preparation: Yes No N/A
Note: This requirement can be waived only with severe menu restrictions.

Separate hand washing sink installed in food preparation area: Yes No N/A

Single-use hand towel dispenser or heated air hand dryers and liquid soap, provided at kitchen hand washing sink: (The use of hand sanitizer or a bleach bucket is **not** a substitute for hand washing.) Yes No N/A

Mop sink installed outside food preparation area: Yes No N/A

Equipment

Fountain syrup dispenser system isolated from water supply with a vented dual check valve or other approved backflow prevention device (Fountain soda dispenser): Yes No N/A

Appropriate indicating thermometers provided for all hot and cold food service equipment, food storage and food transport units: Yes No N/A

Equipment and utensils for food service are with the current standards and listing of the National Sanitation Foundation (NSF): Yes No N/A

If equipment and utensils are not NSF approved, please explain:

Buffet and/or salad bar commercial quality construction, equipped with sneeze guards and capable of maintaining potentially hazardous foods at 135°F or above, or 41°F or below during service: Yes No N/A

Drains

Salad bar indirectly drained: Yes No N/A

**Indirect drain is a drain that has an air gap between piping segments or between the outflow pipe and floor drain to prevent backflow from occurring.*

WAC 246-215 states that the air gap between the water supply inlet and flood level rim must be at least twice the diameter of the water supply inlet and not less than 1 inch.



Food preparation sinks indirectly drained: Yes No N/A

- Dishwasher/triple sink indirectly drained: Yes No N/A
- Dipper well indirectly drained: Yes No N/A
- Ice machine and ice bins indirectly drained: Yes No N/A

Surfaces: All finishes must be easily cleanable, nontoxic, noncorrosive, nonabsorbent, light in color, smooth and NSF certified. This includes equipment, dishes, food contact and nonfood contact surfaces, floors, walls, ceilings etc.

- Cutting blocks hard maple or similar non-absorbent material: Yes No N/A
- Carpeting installed in establishment: Yes No N/A
Location: _____
- Two foot backsplashes provided behind all sinks, food preparations surfaces: Yes No N/A
- Walls, partitions, wall coverings and ceilings of walk-in refrigeration units, food preparation areas, dishwashing areas, and toilet rooms are light in color: Yes No N/A
- Installation of utility service lines does not obstruct floor, wall, ceiling and equipment cleaning: Yes No N/A

Storage

- Permeable food storage containers are kept 6" off the floor and protected from contamination: Yes No N/A
- Exposed or unprotected sewer lines or other utility lines constructed in a manner that does not subject foods and containers of foods to contamination: Yes No N/A
- Separate area provided for cleaning equipment such as mops, brooms, chemicals etc.: Yes No N/A
Location of these items: _____
- Designated location for employee storage of personal belongings: Yes No N/A
Location: _____
- Adequate lighting provided throughout establishment. Yes No N/A
- Lights shielded from breakage in the food preparation, service, storage and display areas and where utensils and equipment are cleaned and stored: Yes No N/A

Ventilation

- Ventilation and fire suppression equipment installed for facility, toilet rooms, and cooking equipment as required: Yes No N/A
- Filters or other grease-extracting equipment used in ventilation devices readily removable for cleaning and replacement, or designed to be cleaned in place: Yes No N/A

Bar (Liquor Service)

Liquor bar constructed: Yes No N/A

Handwashing sink installed at bar: Yes No N/A

Restrooms

Public Restrooms

Health Department regulations require public restrooms when customer seating is provided. Check with your local building official concerning additional regulations or ADA requirements regarding public restrooms. Yes No N/A

Employee Restrooms

Hand washing sink with liquid soap and hand towel(s) or heated air hand drying devices and toilet tissue dispenser provided in toilet room(s): Yes No N/A

Hot (minimum temperature of 100°F) and cold running water provided through a mixing faucet: Yes No N/A

Pest Control

Only pesticides approved for food establishments used: Yes No N/A

All vents and openings to the outside with heavy wire mesh or screen used to exclude rats and other rodents: Yes No N/A

Screens or other devices used to prevent flies and other pests from entering the food service establishment: Yes No N/A

Garbage Storage and Removal

Durable, easily cleanable, leak-proof, covered garbage and refuse containers provided (outside storage area, kitchen and toilet rooms): Yes No N/A

Additional Requirement for Mobile Units

Letter/lease giving permission for mobile operators to use Restrooms (within 200 feet), parking site, and approved commercial kitchen: Yes No N/A

Grey water tank is 15% larger than potable water tank and has a capacity of minimum 5 gallons fresh water storage: Yes No N/A

Food grade hose for filling potable water tank: Yes No N/A

All mobile food units must contact The Washington State Department of Labor and Industries (LNI at 1-800-547-9411) for an electrical inspection. No permit can be issued until your mobile food unit has passed the LNI inspection. Be ready to show copy of approved inspection. Yes No N/A

Floor Plan

Attach a floor plan drawing, **to scale** (please provide scale), on a separate piece of paper showing the following:

- Name of the establishment,
- All fixed equipment including hand washing sinks, triple sinks, dishwashers, storage units, ventilation hoods, ice machines, etc. (please label all fixed equipment on the floor plan),
- Each room and separated area by name, such as food storage room, food preparation room, dining area, restroom, etc.,
- The size of each room and separated area by footage (length and width, not square feet), and
- Plumbing details (May include location of dumpster drain.)
- Copy of proposed Menu with appropriate consumer advisory if necessary.

If this application is submitted before the completion of a restaurant remodel, or new construction, the plans must stay the same as in the attached drawing. If the floor plans in the food establishment change, a new drawing must be submitted to Kittitas County Public Health Department.

Signature	
_____	_____
Person preparing checklist	Date