

Food Service Packet



Gillespie County Health Division

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The following pages are to be filled out completely. At the beginning of each section a summary of requirements are listed to help you in planning your food establishment. In no way are the requirements listed complete. Complete information may be found in the Texas Food Establishment Rules (TFER). Please fill out the pages after familiarizing yourself with the regulations. Any questions may be referred to the Gillespie County Health Division, Sanitarian Kelli Olfers at the above mentioned contact information. Websites for the Texas Department of State Health Services, Retail Food Establishments and TFER can be found at: www.dshs.state.tx.us/foode establishments/default/shtm and the City of Fredericksburg's website is www.fbgtx.org.

Procedures for Opening a New Food Establishment in the City of Fredericksburg

- 1.** Two (2) complete sets of building drawings (building, electrical, plumbing, mechanical) must be submitted to the Building Department.
- 2.** The plans must include a building material schedule describing what type of materials are going to be used for the floors, walls, ceilings, and any fixed equipment.
- 3.** Also needed to be included on the plans is an equipment schedule. Placement of all equipment must be shown, which includes a 3-compartment sink, hand wash sink, and a mop sink. Additionally, all cooking equipment and vent hood type and materials must be listed.
- 4.** Show a diagram of the sizing and location of the grease interceptor. Also show the flow of waste lines to the sanitary sewer. Backflow devices must be tested, and certified by a State licensed tester.
- 5.** Once the plans are approved, and appropriate permits are issued, construction can begin.
- 6.** The Health Division Sanitarian will be available for questions, and/or on-site inspections during the building process.
- 7.** After Engineering, Health, Fire, and Building Departments have approved the structure, a certificate of occupancy and a health (food service establishment) permit can then be issued.

**PROCEDURES FOR OPENING A FOOD ESTABLISHMENT IN
CITY OF FREDERICKSBURG, TEXAS**

The following is applicable to all new or remodeled food establishments. An establishment is considered new when it undergoes a change of ownership.

1. If the establishment is newly constructed or remodeled, all requirements of the Building Official, as well as the Health Inspector, must be met before the restaurant can be issued a permit to operate.
2. In cases of new construction, or remodeling of an existing establishment, a set of plans showing detailed layout of proposed facilities and equipment must be submitted to the Health Division and the Building Department.
3. The attached pages must be filled out completely. Any changes or variations must be approved by the Sanitarian. Use brief wording for descriptions.
4. All State and local requirements must be met before a new establishment is approved.
5. Under no circumstances can a new establishment, undergoing the permitting process for a restaurant, be allowed to serve food before the health permit has been obtained.

I, _____, have read and understand all the requirements for obtaining a food establishment permit.

Signature

Date

HEALTH PLAN REVIEW:

Project Name: _____

Project Address: _____

Date: _____

Reviewed by: _____

Check

1.		Submit the make and model of backflow devices (Foundation for Cross Connection Control and Hydraulic).
2.		Engineer designed grease interceptor/trap according to 2006 International Plumbing Code, show outlet, inlet line and combined inspection port (minimum 1000 gallon)
3.		Show all potential grease bearing lines or drains routed to interceptor/trap.
4.		A three (3) compartment sink or commercial dishwasher is required and a separate hand sink.
5.		Indirectly plumb all three (3) compartment/prep sinks.
6.		The three (3) compartment sink must have drain boards and an overhead open shelf above the sink for utensil drying.
7.		A dump sink is required in smoothie bars, coffee shops, (separate from the three (3) compartment sink, dishwasher, or hand sink.
8.		Show employee break area storage of personal belongings, (separate from the food preparation area).
9.		Submit a smooth durable room finish schedule for all areas, include colors (floors, walls, ceiling). Light color is required.
10.		Lighting in the food preparation area, storage, and walk-ins (refrigerator/freezer) must be 50 candles, 30 candles in all others.
11.		All equipment and utensils shall be commercial graded, and in good repair for durability under condition of normal use.
12.		All ice bins and machines must have a visible air gap of one (1") inch from drain to the floor drain.
13.		All exposed wood must be sealed with light enamel paint/light counters and shelves required.
14.		Dumpster drains must be routed through the grease interceptor (with grease barrel storage).
15.		Hand sinks required within 25 feet (un-obstructed) in all food/drink preparation areas.
16.		A mop sink is required.
17.		Laundry facilities must be separate from food preparation.
18.		Sneeze guards required on salad bar/open displays (4'6"- 5')
19.		Exposed utility lines are prohibited in food preparation and food service areas- (gas, electrical conduit lines).
20.		Show location of all cooking equipment and vent hoods. Provide documentation describing hood and materials as well as fire suppression equipment.
21.		Show location of required portable fire extinguishers.

BASIC PROCEDURES FOR OPENING AN EXISTING FOOD SERVICE ESTABLISHMENT

1. An on-site inspection with the Health Division is required to determine which requirements will need to be addressed before a permit is issued.
2. Once the Health Division approves the site, a food service establishment permit may be issued from the Gillespie County Health Division (830)997-7521.

Gillespie County Health Division
Pre-Certificate of Occupancy Requirements

<u>Check</u>	
	All City Codes must be addressed and approved before a Health Permit will be issued: <ul style="list-style-type: none"> • Fire Inspection , Building/Plumbing Inspection, and Engineering
	Backflow Devised Tested: <ul style="list-style-type: none"> • Domestic, Fire, Bypass, Irrigation, Co2
	Sizing Invoice for Grease Trap or Interceptor
	Floors, and Floor to Wall Junctures
	Walls, Non-Absorbent, Light Color
	Ceiling, Non-Absorbent, Light Color
	Light Fixtures Adequate/Shielded
	50 Candle Power in Preparation Areas and Walk-Ins
	Doors Self-Closing, Outer/Restrooms
	Hot Water at least 100°F
	Cooling Units 41°F
	Freezer Units 0°F
	3 Compartment sink, hand and mop sinks
	All Equipment Commercial Grade
	All Fixed Equipment and Fixtures Caulked
	Dish Machine, Test: ___ Chlorine, ___ Temperature
	Utensil Drying Rack
	Food Storage Shelves Cleanable and Sealed
	Sinks, Ice Machine Indirectly Plumbed
	Interceptor Location, Access from Top, 4' Inspection Ports, Screw Type Lids on Influent and Effluent Line
	All fire extinguishing equipment has been tested and has a current inspection tag.

CRITERIA FOR INSPECTIONS

1. All food is to be from an approved source- discard rotted, molded, or otherwise contaminated food from outdated products.
2. Label all food as to their contents, i.e. bins- FLOUR, SALT, SUGAR, or any other foods that are not immediately recognizable.
3. Cold foods at ALL times to be 41°F or colder. REHEAT hot foods first to 165°F and hold at 135°F or above.
4. Do not overload cooling units. Crock- pots must maintain 135°F.
5. Thermometers are required in **each** freezer or refrigerator unit- to be visible at front.
6. Three (3) safe ways to thaw food:
 - In the refrigerator
 - Under cold running water
 - In the microwave
7. No re-serving of chips, open bowls, sauces, or salsas.
8. Keep **all** foods **covered** and protected at all times, store food 6" off floor. Store opened containers of food in something that is cleanable with tight fitting lid.
9. Keep **hands off food** whenever possible- **do not** use bowl or cups for food scoops. Handle with tongs or scoops with handles. Do not store food items in same ice as is used for beverages, i.e. lemons, coffee cream, or whipped cream.
10. Keep ice and food scoops in food with handle sticking up out of food or ice. **Do not lay the scoop in the food or ice**; leave it out on a clean dry surface or in a container.
11. All prepared food must be labeled as to what it is and when the product expires.
12. Do not allow personnel to work in food preparation area if they have a cold or other illness.
13. Do not allow smoking, eating, or drinking in the kitchen. Take a separate break and wash hands before returning to work.
14. Hair is to be kept pulled back away from face and shoulders and not worn loosely. Wear a cap, hat, or visor to restrain hair. Gloves should be provided for handling ready-to-eat foods.
15. Chipped, cracked, worn out utensils to be thrown out; replace can opener blade. Do not use towels under glasses, rubber webbing is fine. Aluminum foil and contact paper are not allowed as a shelf covering. Food contact surfaces must be smooth, non-absorbent, easily cleanable, and free of cracks, crevices, and seams. Reach-in freezer, repair rusty shelves and replace door gaskets.
16. Non-food contact surfaces to be smooth, easily cleanable, use light color high gloss epoxy paint. Walk-in freezer, repair shelves and walls, and replace gaskets.
17. Sinks are to be cleaned and sanitized prior to different uses, clean dish wash machines daily. Three (3) compartment sinks; proper sequence-WASH-RINSE-SANITIZE.
18. Test papers to be on hand to check chemical sanitizer on dishwasher, 50-100 ppm chlorine.
19. Scrape and rinse dishes before washing:
 - Step 1:** Wash equipment/utensils in clean, hot, soapy water.
 - Step 2:** Rinse in clean water.

- Step 3:** Let dishes sit in 3rd sink with clean warm water and sanitizer for 2 minutes.
20. Minimum temperature for heat sanitization is 180 degrees. Again, WASH-RINSE-SANITIZE all utensils. Test strips must show sanitizer present.
 21. Keep wet wiping towels in clean sanitizing solution between uses, use only small amount of sanitizer.
 22. Equipment and utensils must be washed, rinsed, and sanitized, 3-steps after each use i.e. cutting boards, can opener blade, meat slicers, knives, counter tops, soda nozzles, mixers, and insides of refrigerators (shelves) walk-ins.
 23. Outside of equipment to be cleaned, also tops, sides, underneath shelves, warmer units, legs, ledges. Refrigerator, microwave, and oven door gaskets should be clean.
 24. Do not store utensils (knives) down between tables or anywhere you can't see the blades. Store cups, glasses, pans inverted. Clean drawer for clean utensils.
 25. Paper products and plastic silverware to be kept clean and protected at all times, 6" from the floor. Present with only handles up.
 26. Do not reuse tin cans, Styrofoam/paper cups, or bread wrappers to store food in.
 27. Hot/cold water to be available at all times.
 28. Mop water must be disposed down utility sink, current waste interceptor trip ticket on file.
 29. Repair leaking faucets/plumbing. Air gap ice bin/ice machine.
 30. Keep pressure hose out of sink; anti-siphon valve required on hoses.
 31. Must have hand washing sink in the kitchen with both hot and cold running water with mixed faucets. Water must be turned on at all sinks.
 32. Covered trashcan for ladies room, liquid soap, and paper towels. Self-closing doors to all toilet rooms.
 33. Lids available for kitchen garbage cans, keep covered whenever possible, dumpster lid to be kept closed.
 34. Outside and side door openings; backdoors, windows, etc. must be sealed tightly so that no light shows around edges to prevent entrance of insects. **Self-closing hardware required.**
 35. Clean floors in corners and under equipment, up next to walls; walk-ins, repair floor tiles.
 36. Ceiling tiles need cleaning or replace bad ones. Clean ceiling vents and vent-a-hood.
 37. Replace all burned out light bulbs and repair/install light shields.
 38. Completely separate cleaning/exterminating supplies from food, single service items, and each other. Label all chemicals to include all spray bottles as to contents. Store medicines in office or lockers away from food preparation areas.
 39. Hang mops and brooms up off floor, empty mop water after each use, get rid of anything not used in operation of restaurant, store personal belongings separate from food, food supplies or food surfaces, and clean parking lot area around building.
 40. Store soiled linens in a closed container or laundry bag.

COMMENTS: _____

MINIMUM CONSTRUCTION REQUIREMENTS FOR FOOD SERVICE ESTABLISHMENTS

Project Name: _____

Address: _____

Classification: _____

Date: _____

1. FLOORS, WALLS, CEILINGS

Smooth, easily cleanable, non-absorbent. Food preparation, food storage, dish wash area, dressing and locker rooms, toilet rooms and vestibules. **NO CARPET** in food prep, food storage, dish wash area, or toilet rooms (vestibules). Electrical and plumbing lines on floors are prohibited. Floors should be smooth, in good repair, and nonabsorbent. Floor junctures should be covered and sealed, or should not present an open seam of more than 1/32 inch. Floors in which water flush cleaning methods are used shall have floor drains and graded to drain with floor and wall junctures sealed. Floor mats, duckboards or coverings shall be removable and easily cleanable.

KITCHEN:

Floor material

Ceiling material

Wall material

STORAGE AREA:

Floor material

Ceiling material

Wall material

SERVING LINE:

Floor material

Ceiling material

Wall material

BAR:

Floor material

Ceiling material

Wall material

2. LIGHT FIXTURES ADEQUATE AND SHIELDED

Over by or within food storage, prep, service and display areas, dish wash, equipment storage areas, and walk-ins, minimum 50-foot candles of light at all working surfaces and 30-foot candle of light at all other areas.

KITCHEN:

Type of lights

Type of shielding

STORAGE AREAS:

Type of lights

Type of shielding

SERVING LINE:

Type of lights

Type of shielding

BAR:

Type of lights

Type of shielding

WALK-INS, COOLERS, AND IN FREEZERS:

Type of lights

Type of shielding

3. DOORS AND WINDOWS

Tight-fitting, self-closing, or controlled air currents. If used for ventilation, must be screened.

Materials Used:

4. WALK-INS

Floors _____ Walls _____

Ceilings _____ Lighting _____ (Min. 30 ft. candles)

5. SINKS, LAVATORIES, AND DISHWASHERS

Lavatories (hand sinks) shall be accessible to employees at all times and equipped to provide water at a temperature of 100°F.

One utility sink (mop sink) or curbed cleaning facility with a floor drain shall be provided and equipped to provide water at a minimum temperature at 100°F.

A three (3) compartment sink shall be used if washing, rinsing, and sanitizing of tableware and kitchenware is done for a continuous or intermittent flow in an ongoing ware washing process. The sink compartments shall be large enough to immerse the largest equipment and utensils.

Lavatories (hand sinks) cannot be used for washing vegetables or dishes. These are for **hand washing** only.

Each hand lavatory and dishwashing sink shall be provided with hot and cold tempered water by a means of a mixing valve or combination faucet equipped to provide water at a temperature of 100°F. Hot water at a vegetable sink is optional.

Mechanical dishwashing may be done by any type of machine or device if it demonstrates that it thoroughly cleans and sanitizes equipment and utensils. Mechanical wash cycles must be 120°F.

Thermometers shall be provided to indicate the temperature of water in each tank of machine and the temperature of the final rinse. Heat sanitization must be 180°F in the final rinse.

Type of dishwasher _____

Number of three (3) compartment sinks _____

Number of two (2) compartment sinks (if approved) _____

Number of utility sinks (mop sinks) or curbed cleaning facility with floor drain _____

Number of vegetable sinks _____

Number of lavatories (hand sinks) in preparation areas _____

6. STORAGE SHELVES

Separate storage areas shall be designated for dry storage, personal belongings, toxic items, linens and maintenance equipment.

Shelves shall be constructed of easily cleanable, non-absorbent material. The bottom shelf should be at least (six) 6 inches off the ground and not solid in nature.

Bare wood and contact paper on shelves is prohibited.

Shelves constructed in walk-in coolers and freezers must be non-absorbent, free of rust and designed to allow air flow throughout.

SHELVES IN STOREROOM:

Height of bottom shelf

Material

SHELVES IN WALK-INS:

Height of bottom shelf

Material

7. TOILET FACILITIES:

Must be the number required by law. (Refer to City Plumbing Code and Building Department – (830)997-7521.

Hand lavatories must have hot and cold running water tempered by means of a mixing valve or combination faucet and equipped to provide water temperature at 100°F.

Doors must be tight fitting, self closing, and solid.

Restrooms must have ventilation either by windows or mechanical means (exhaust fans).

Restrooms shall not open directly into a kitchen or room used for preparation of food.

The walls and floors within 2' of urinals and water closets of public restrooms shall be lined with non-absorbent material to a height of (4) feet above the floor.

Number of restrooms in establishment:

Floor material:

Wall material (four feet above the floor):

Means of ventilation: Windows _____ Mechanical _____

8. GREASE TRAP OR INTERCEPTOR SIZE:

Will be sized by Building Official

Materials Used:

9. LIQUID WASTE:

From all equipment shall be discharged to sanitary sewer or grease interceptor if applicable.

Materials Used:

10. FLOOR DRAINS:

Properly installed and trapped for areas that receive liquid waste. No drains in walk-ins.

Materials Used:

11. EMPLOYEE BREAK / DRESS AREA:

Can be only in designated dressing rooms or rooms containing completely packaged food or packaged single service items.

Materials Used:

12. LAUNDRY FACILITIES:

If they have a washer, they must have a dryer, laundry items limited to linens used in establishment. Separate rooms provided or can be in rooms containing only packaged foods or packaged single service items.

Materials Used:

13. PLUMBING:

Backflow devices shall be installed to preclude the possibility of contamination from sewage. Soda and ice machines must have a minimum 1" air gap between equipment drain and sewage system.

A hose shall not be attached to a faucet without a backflow device attached at the nozzle.

Grease traps or interceptors of proper size are required and shall be located to be easily accessible for cleaning. (Size of grease trap or interceptor and installation of a sample well shall be determined by the City of Huntsville).

Floor drains shall be provided when water flush cleaning methods are used.

Sewage disposal: City _____ Septic _____

Water supply: City _____ Well _____

Capacity of grease trap or interceptor _____

Location of grease trap or interceptor _____

14. VENT HOODS:

Vent hoods must be in compliance with NFPA 96 and fire suppression system must be in compliance with NFPA 96.

15. PREMISES:

Walking and driving surfaces should be all weather surfaces – refer to Building Department (830)997-7521.

Garbage containers, dumpsters and compactor systems located outside shall be stored on or above a smooth surface of nonabsorbent material, such as concrete.

Garbage containers should be a sufficient number with lids and kept clean.

Dumpster pads and parking lots shall be kept clean of debris and grease.

Garbage storage area type of foundation material

Size of garbage containers

How many?

16. FIXTURES AND EQUIPMENT SCHEDULE

Air Gaps: Permanent salad bars, walk-ins, icemakers, ice bins, and any other equipment in which food or equipment is placed. (Air gap has to be twice the size of the drainpipe).

Food on Display: Protect sneeze guard (mounted 4'6"- 5' from floor), covered display cases or other effective means.

Prep & Storage Areas: Sufficient work space in these areas.