

## PLAN REVIEW CHECKLIST

**NAME OF PROJECT:**

**NAME OF PROJECT MANAGER:**

### INTRODUCTION

All food facility plans are required and reviewed under the CA Retail Food Code, including minor remodels, major remodels, and new construction plans.

Plans accepted by Environmental Health & Safety (EH&S) are required to include specific information. If this information is not provided, the plan review check cannot be completed.

<b>INFORMATION</b>	<b>PAGE #</b>
1. <b>Menu Required:</b> Provide a menu	
2. <b>Title Sheet:</b> <ul style="list-style-type: none"><li>• Name of food facility</li><li>• Location of food facility</li><li>• Owner name and address</li><li>• Contractors name and address</li><li>• Name of person responsible for plans</li><li>• Phone of person responsible for plans</li></ul>	
3. <b>Site Plan</b> with refuse storage area showing on plan; outdoor refuse storage area or enclosure with non-absorbent material: easily cleanable, durable and sloped to sanitary sewer drain.	
4. <b>Floor Plan</b> showing all equipment (minimum ¼" = 1 ft.) All equipment shall be labeled to correspond with equipment schedule.	
5. <b>Plumbing Plan (minimum ¼" = 1 ft.):</b> <ul style="list-style-type: none"><li><input type="checkbox"/> Hot and cold water lines</li><li><input type="checkbox"/> Waste lines: Label all floor sinks and drains. Show which equipment drains indirectly or directly to sewer.</li><li><input type="checkbox"/> Water heater information including gallons, recovery rate, BTUs or KWs, hot water heater demand calculations.</li></ul>	
6. <b>Lighting Plan (minimum ¼" = 1 ft.):</b> All overhead lighting. Specify lighting in food candles.	
7. <b>Ventilation Plan (minimum ¼" = 1 ft.):</b> HVAC supply and return locations. <b>Exhaust Hood:</b> Detailed drawings, specifications, and calculations. 100% make-up air required and electrically interconnected with exhaust system. <b>Hood calculations</b> submitted. <b>Air balance schedule</b> submitted.	
8. <b>Finish Schedule</b> for floors, walls and ceilings in all food preparation rooms, food storage, dishwashing and restrooms. <b>Samples of each finish is required to be submitted.</b> <b>Floors:</b> Smooth, durable and non-absorbent.	

<p><b>Cove base:</b> Minimum 4" high w/ 3/8" radius integral w/ floor.</p> <p><b>Walls</b> shall be smooth, washable in ware washing areas, food prep areas, janitorial areas, employee restrooms and open food storage areas.</p> <p><b>Ceiling</b> shall be smooth, washable in ware washing areas, food prep areas, janitorial areas, employee restrooms and open food storage areas.</p>													
<p>9. <b>Specification Sheets:</b> Make, manufacture, and model number for all food equipment.</p>													
<p>10. <b>Equipment Schedule:</b> Provide specification sheets numbered to match plans. All food equipment must be certified or classified for sanitation by ANSI certified program.</p>													
<p>11. <b>Hand Sink:</b> located in each food prep area and dishwashing area.</p>													
<p>12. <b>Ware Washing Sink:</b> Three compartment sink with integral drain boards that has indirect connection to sewer, must be large enough to accommodate the largest utensil.</p> <p><b>Dishwasher</b> with pre-rinse facilities.</p>													
<p>13. <b>Mop Sink</b></p>													
<p>14. <b>Prep Sink:</b> Minimum 18x18x12 with one 18" attached drain board. Indirect connection to floor sink.</p> <p><b>Note:</b> Any washing of produce, thawing or soaking of food items requires a food prep sink. It is not required for prepackaged food establishments.</p>													
<p>15. <b>Storage Areas:</b> Storage of food – approximately 10-15 percent of kitchen. More storage may be required in facilities with more than 100 seats or greater than 400 sq. ft. of prep area)</p> <p>Will you be doing any catering? (requires more storage)</p>													
<p>16. <b>Employee Lockers:</b> Designate an area for coats, bags and/or personal effects, lockers, shelving, cabinets etc.</p>													
<p>17. <b>Toxic Chemicals:</b> Designate a cabinet or separated area for the cleaning agents, supplies, and poisons.</p>													
<p>18. <b>Doors and Windows:</b></p> <ul style="list-style-type: none"> <li>• Are all exterior doors self-closing?</li> <li>• Are all restroom doors self-closing?</li> <li>• Are any exterior walls or windows openable?</li> <li>• Are there any roll-up doors or windows?</li> <li>• Electrical service available at delivery doors for air curtain installation.</li> </ul>	<table border="1"> <thead> <tr> <th data-bbox="1252 1203 1349 1241">Yes</th> <th data-bbox="1349 1203 1430 1241">No</th> </tr> </thead> <tbody> <tr> <td data-bbox="1252 1241 1349 1281"><input type="checkbox"/></td> <td data-bbox="1349 1241 1430 1281"><input type="checkbox"/></td> </tr> <tr> <td data-bbox="1252 1281 1349 1320"><input type="checkbox"/></td> <td data-bbox="1349 1281 1430 1320"><input type="checkbox"/></td> </tr> <tr> <td data-bbox="1252 1320 1349 1360"><input type="checkbox"/></td> <td data-bbox="1349 1320 1430 1360"><input type="checkbox"/></td> </tr> <tr> <td data-bbox="1252 1360 1349 1400"><input type="checkbox"/></td> <td data-bbox="1349 1360 1430 1400"><input type="checkbox"/></td> </tr> <tr> <td data-bbox="1252 1400 1349 1440"><input type="checkbox"/></td> <td data-bbox="1349 1400 1430 1440"><input type="checkbox"/></td> </tr> </tbody> </table>	Yes	No	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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