

CAYUGA COUNTY HEALTH DEPARTMENT

Environmental Health Division
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<http://cayugacounty.us/food>

Checklist for New or Remodeled Food Service Establishments

- _____ **Permit:** Submit application, proof of Worker's Compensation and Disability Insurance, and appropriate fee; see fee schedule
- _____ **Sketches/Plan:** Kitchen drawings must be submitted before construction along with plan review fee
- _____ **Water:** Potable hot and cold running water must be provided. (See bottom of page if not connected to municipal water)
- _____ **Sinks:** Three bay sink – indirect drain on sanitizer bay, drainboards at both ends.
Vegetable/Prep Sink – with indirect drain (for washing produce)
Handwash sink(s) – soap, paper towels, and hot water at each
Mop sink – with back flow prevention or vacuum breaker
If using a commercial dishwasher, a pre-rinse area
Some municipalities require a grease trap. Contact your local code enforcement officer for information.
- _____ **Indirect Drains:** On all prep sinks, bar ice sinks, ice machines, coolers, and the sanitizing bay of a 3 bay sink
An indirect drain is an air gap or inverted funnel that prevents sewage or waste water from backing up into an area.
- _____ **Coolers/Freezers:** Commercial cooler capable of keeping temperatures below 45°F, no home-type coolers
Thermometers in each cooler (with 2° F Accuracy)
Extra shelves in wall-in cooler to allow for shallow pans, used shelves must be rust-free
Coolers must be used for their designed purpose (example: milk coolers can only keep food cold, they cannot cool hot food)
- _____ **Hot Holding Equipment:** Capable of keeping perishable food above 140°F
- _____ **Walls/Floors:** All surfaces in kitchen and other high use or high moisture areas must be smooth and easily cleanable
For walls, stainless steel or FRP board provide excellent cleanability
For flooring, tile, linoleum, or quarry tile are recommended
- _____ **Exhaust hood with filters:** venting to outdoors (must be approved by municipal code enforcement officer)
Fire suppression (Ansul) systems must be approved by your local code enforcement officer.
- _____ **Lighting:** Bright in areas for washing, preparation, storage, and coolers. All bulbs shielded from breaking.
- _____ **Shelving/Storage:** “There is never enough”
Must be smooth and easily cleanable; must be non-absorbent (bare wood must be sealed/painted)
All equipment, shelving, and food at least 6” off floor
Enough storage so that all food and boxes/containers of food stored at least 6” off floor
Food and dry goods storage cannot be located under a waste line
- _____ **Toxic chemical storage area** – Separate from food storage
- _____ **Work Tables/Shelves:** Metal is better than wood
- _____ **Cutting boards:** Made of a suitable, non-porous material (examples: hard maple, glass, hard plastic)
- _____ **Probe Thermometers:** (0 - 220°F) – One for each cook, calibrated frequently (with 2°F Accuracy)
Infrared thermometers cannot be used for measuring food temperature – they only take surface temperatures
- _____ **Sanitizer buckets:** Must be present at all work stations whenever food is being handled.
Mix: ½ cap regular unscented bleach with 1 gallon of water
- _____ **Gloves/Tongs/Deli napkins/etc.:** To be used whenever handling ready-to-eat food and changed when contaminated
Bare hand contact with ready-to-eat food is prohibited in New York State.
- _____ **Shallow pans:** for cooling and storage, 2”, 4”, 6” Sizes
- _____ **Ice cream cabinet:** Dipper well or method for storing scoops approved by the Health Department
- _____ **Buffet/Salad Bar:** Sneeze guards are required
- _____ **Clam/Shellfish tags:** Must be kept for 90 days
- _____ **Bathrooms:** Soap and paper towels in appropriate dispensers, spring-closing doors, ventilation
- _____ **Employee dressing area:** Provide an area designed for dressing and provide storage for belongings
- _____ **Garbage dumpster:** Covered, leak-proof, non-absorbent, and vermin proof
- _____ **Screened doors to outside**
- _____ **Bookkeeping area**
- _____ **Other:** State approved CPR kit, choking poster
- _____ **Private water:** If a facility is not on municipal water (example: on a well), it must use water approved by the Health Department. Treatment of potable water is required, quarterly testing and a daily log are required.
- _____ **Private Sewage:** If a facility is not on municipal sewer, it must use a wastewater system approved by the Health Department. The system must be evaluated to determine if it can properly dispose of the wastewater that would be generated by the food service establishment. Septic Tanks are recommended to be pumped at least twice per year.