

Food Facility Layout and Equipment Specifications Review

*A guide to starting a Food Service Operation (FSO) or
Retail Food Establishment (RFE) facility in the City of Cleveland,*

**All Food Service Operations and Retail Food
Establishments are required to have a license prior to
opening or operating in the City of Cleveland.**

Where to Start?

This is a helpful guide produced by Cleveland Department of Public Health, Food Protection Program to aid in the planning of your food business.

Any new, remodeled or additions to a food service operation or retail food establishment requires a facility layout review application and pre-licensing inspections prior to the issuance of a food license.

All facility layout review materials submitted will be reviewed by a Sanitarian in our Food Safety Program to ensure compliance with the Ohio Uniform Food Safety Code (Chapter 3717-1). Our Sanitarians have up to 30 days to read/review and approve or deny any facility layout submitted to our department. Incomplete facility layout submittals will be denied after 30 days.

Definition of Facilities

Food Service Operation (FSO): a place, location, site, or separate area where food intended to be served in individual portions is prepared or served for a charge

- Examples: Catering Facilities, Restaurants/Bars, Delivery Facilities, etc.

Retail Food Establishment (RFE): a premise or part of a premise where food is stored, processed, prepared, manufactured, or otherwise held or handled for retail sale

- Examples: Grocery Stores, Gas Stations, Bulk Food Sales, etc.

Site Review Requirements

A layout of your facility, equipment list, menu and certifications should be submitted to and be approved by our department before any construction or remodeling work begins. Please keep in mind our department is allotted 30 days to review your facility layout. Once your facility layout have been reviewed and approved, an approval letter will be sent.

A facility layout review fee will be due when submitting it (See page 7).

If there are building alterations that require a building, plumbing and/or electrical permits, the plans must be submitted and approved by the City of Cleveland Building and Housing Department prior to the submittal of the facility layout to cdph.

Please read the information contained in this booklet carefully as the information covers specific requirements and other pertinent information. If you should have any questions, please contact our department.



Equipment



All food service equipment (Refrigeration, Freezers, Microwaves, Stove, Ovens, etc.) must be commercial-grade and approved prior to implementation into your facility. Cleveland Department of Public Health does not recognize a grandfather clause. Approved commercial-grade equipment will be stamped with an NSF (National Sanitation Foundation) label, Sanitation Approved, UL Sanitation Approved or CSA Sanitation Approved. A list of all equipment present, including make and model numbers is required when submitting the facility layout.

Single Use Gloves

Single Use gloves may be worn to protect bare hand contact with Ready-to-Eat (RTE) foods.

When using single use gloves, you must choose the correct size.

As of March 1, 2019 **Latex Gloves** are not permitted to be used in food facilities.

Single use gloves are not to replace handwashing.

Approved non-latex gloves permissible for use include: nitrile, polyethylene and vinyl.



Thermometers

Food thermometers are required in the facility, *it is suggested* to have one for each food preparation area.

Thin-tipped thermometers are required for thin meats, cheeses and other food products.



Thermometers are **also** required in every cold holding piece of equipment and hot holding piece of equipment. Cold holding equipment: shall have a thermometer in the warmest part of the cold holding unit, normally by the door.

Hot holding equipment: shall have a thermometer in the coldest part of the hot holding unit, normally by the front/door.



Lighting

Lighting has to be at the proper intensity in specific areas of your facility to facilitate cleaning and preparation. Light bulbs that are not shatterproof or shatter resistant shall be properly shielded. A set of lighting plans including fixtures and locations is required when submitting plans.



Intensity Requirements	
Preparation & Cooking Areas	50 FT LT
Salad Bars & Buffets	20 FT LT
Dishwashing & Handwashing	20 FT LT
Inside Reach-in Equipment	20 FT LT
Dry Storage & Walk-in Equipment	10 FT LT



Storage Areas

Dry Storage: Properly segregated from contamination via splashing or moisture. All food items and single use items (cups, plates, napkins, paper towels, etc.) shall be stored at least 6 inches off of the floor. Foods and single use items are never to be stored under plumbing, sewage pipes or unprotected fire suppression lines.

Chemical Storage: Must be properly segregated from food and food preparation surfaces/areas. If chemicals are to be stored in same areas of food or preparation areas, they must be stored at the lowest point, ***NEVER*** above food equipment or prep areas. **All chemicals must be labeled.**

Personal Storage: If personal items are stored inside of facility such as clothing, medicines, food, etc. they must always be segregated from facility use, preferably in a designated locker room area or breakroom.

Ventilation




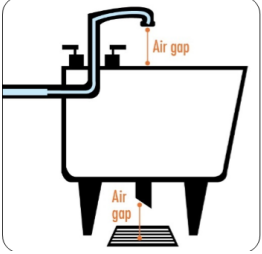


Specific pieces of equipment require ventilation from the interior.





Check with the City of Cleveland Building and Housing and Fire Department for exact requirements for equipment present.

****Always consult with your local fire authority.****

Plumbing Fixtures

	<u>3-COMPARTMENT SINK OR WAREWASHING SINK</u>	INDIRECT or DIRECT CONNECTION <i>Required</i>	Drain boards required for clean and dirty dish placement.
	<u>FOOD PREPARATION SINK</u>	INDIRECT CONNECTION <i>Required</i>	Air Gap required to be twice the diameter of the inlet pipe, no less than 1 inch.
	<u>HAND WASHING SINK</u>	DIRECT CONNECTION <i>Required</i>	<u>Requirements:</u> <ul style="list-style-type: none"> • Soap • Drying Method • Signage • 100°F water • Trash receptacle
 OR	<u>SERVICE SINK OR MOP SINK</u>	DIRECT CONNECTION <i>Required</i>	Required to have a vacuum breaker at faucet. If shut off valves are present on thread hose attachments after the vacuum breaker, an additional backflow prevention device will be required.

Chemical Warewasher	Type of Chemical	Required Test Strips	Required Parts per Million Concentration
	Quaternary Ammonia "Quat"	Quat test strips	150-400 PPM
	Chlorine "Bleach"	Chlorine test strips	50-100 PPM

High Temperature Warewasher	Required Temperature	Required Equipment
	180°F final rinse temperature	Maximum registering thermometer OR
	160°F surface temperature	Temperature indicator labels

Surface Finishes

Floors, walls and ceilings shall be made with smooth, easily cleanable, durable and non-absorbent materials.

Coving or baseboards shall also be placed throughout the facility for ease of cleaning and transitioning between floors and walls. Below is a list of approved finishes for each area in your facility.

Food Preparation & Cooking Areas

Floors	Tile: Quarry & Vinyl	Solid Vinyl & Vinyl Plank	Poured, Sealed Concrete	Rubber & Laminate
Walls	FRP	Ceramic Tiles	Stainless Steel	Painted drywall
Ceilings	Drop with smooth tiles	Epoxy painted drywall	Solid Vinyl Panels	
Coving	Rubber	Tile		

Warewashing Areas

Floors	Quarry Tile	Vinyl Tiles	Solid Vinyl	Poured, Sealed Concrete
Walls	FRP	Ceramic Tile	Stainless Steel	
Ceilings	Drop with smooth tiles	Epoxy Painted Dry	Solid Vinyl Panels	
Coving	Rubber	Tile		

Dry Storage & Other Areas

Floors	Quarry Tile	Vinyl Tiles	Solid Vinyl	Poured, Sealed Concrete
Walls	FRP	Ceramic Tile	Stainless Steel	
Ceilings	Drop with smooth tiles	Epoxy Painted Drywall	Solid Vinyl Panels	

Carpet shall be limited in use and subject to dining areas of the facilities **only**.

Windows & Doors

Windows and doors throughout the facility need to be screened to protect from insects or pests from entering. Air curtains may also be an approved device to prevent pest entry. You will want to also make sure the door strip at the bottom does not allow outside light, which could lead to pest entering facility.



Cleveland Department of Public Health

Please return the following pages to:

Cleveland Department of Public Health

75 Erieview Plaza, 3rd floor

Cleveland, Ohio 44114

Phone : 216-664-4769

Email : wfoote@clevelandohio.gov



CITY OF CLEVELAND
Mayor Justin M. Bibb
PUBLIC HEALTH

- ☐ Commercial Food Service
- ☐ Commercial Retail Food Establishment
- ☐ Non-Commercial Food Service
- ☐ Non-Commercial Retail Food Establishment

Application for Food Facility Layout Review

Instructions:

1. Complete all applicable sections.
2. Sign and date the application.
3. Division of Environment Personnel will determine your plan review fee.
4. Submit application and make payment to:
City of Cleveland, Assessments and Licenses
601 Lakeside Ave., Room 122
Cleveland, Ohio 44114.

- Licensee (Business Entity or Persons Legal Responsible) _____

- Architect/ Primary Contact _____
- Owner/ Agent of Business Entity _____
- Phone Number(s) _____
- E-mail Address(es) _____
- Address of Facility _____ Cleveland, Ohio _____
- Facility Name _____
- Square Footage _____
- Building Permit Number _____
- Certificate of Occupancy Number _____
- Non-Profit - Yes _____ No _____ *Must provide copy of Federal 501(C)(3) Certificate
- **Accela Record Number (Internal Use Only)** _____

Signature of Owner/ Applicant

Date

Division of Assessment And Licenses
Received and Paid Stamp

Division of Environment Received Stamp

Operation Type	Fee	Applicable Fee Checked
New Operations (Non-Commercial)	\$250.00	
New Operations (Commercial)	\$500.00	
Extensive Alterations (Non-Commercial)	\$125.00	
Extensive Alterations (Commercial)	\$250.00	

Facility Layout Requirements

Set of Floor Plans & Site plans drawn to scale is required.

Floor Plan to include:

- ◆ Entrances/Exits
- ◆ Equipment Location
- ◆ Lighting
- ◆ Plumbing Fixtures
- ◆ Ventilation
- ◆ List of all surface finishes for floors, walls and ceilings

Site Plan to include:

- ◆ Physical location of facility using geographical features
- ◆ Location of streets/alleys
- ◆ Outdoor storage
- ◆ Dumpsters
- ◆ Grease traps
- ◆ Total square footage of the operation

Equipment list including make/model numbers and specification sheets

Type of Establishment: FSO or RFE

Proposed Menu

Food Processes/Procedures

Facility Layout Application & Fee

Statement of Understanding

I understand that the Cleveland Department of Public Health has **30 days** to review my facility layout once they are submitted.

I understand that it is best to have the facility layout approved prior to construction to avoid having to change installation and/or construction.

I understand that an incomplete facility layout submittal may delay the plan approval process or cause denial of plans by this agency.

By signing this statement any information submitted is believed to be true and accurate. I acknowledge that an incomplete facility layout application will delay the process of obtaining an approval.

Signature

Date

Employee Training

As of March 1, 2017 in Risk Class 3 & 4 establishments at least one person in a **supervisory and management** responsibility and the authority to direct and control food production and service shall obtain the Food Manager level 2 certification from Ohio Department of Health in food protection according to rule 3701-21-25 of the Ohio Administrative Code.

At least one person per shift is required to have Level One 'Person in Charge' certification when the level two personal is not present.

It is suggested to have the general manager be level 2 certified and have assistant managers or shift leaders

If known, complete the following:

Level 2 Personal:

Name_____

Position_____

Certificate Number_____

Expiration_____

Level 1 Personal:

Name_____

Position_____

Certificate Number_____

Expiration_____

Level 2 Personal:

Name_____

Position_____

Certificate Number_____

Expiration_____

Level 1 Personal:

Name_____

Position_____

Certificate Number_____

Expiration_____

Level 2 Personal:

Name_____

Position_____

Certificate Number_____

Expiration_____

Level 1 Personal:

Name_____

Position_____

Certificate Number_____

Expiration_____

It is the expectation that you obtain level 1 "Person-in-Charge" certifications prior to your establishment opening for business and have at least one person per facility with Food Protection Manager's certification within 3 months of opening, if not prior to.

Please Attach copies of certificates to the facility layout. Please use additional pages as necessary.

Processing Questions

Please attach additional sheets as necessary.

1. Where will you purchase food products? Who will your food vendors be?
2. How will you properly maintain temperature of hot/cold foods?
3. Will you be Reduced Oxygen Packaging any food on site? Do you have a HACCP plan available?
4. Will you be buying pre-washed and pre-cut fruits/vegetables? If not where will you rinse/wash your produce?
5. How will you be storing foods 6 inches or more off of the ground throughout the facility?
6. Do you plan to cool any cooked foods?
7. Do you plan to re-heat leftover foods?
8. Will you be serving raw or undercooked meat, fish, seafood or egg products (Caesar dressing, hollandaise, sushi, sashimi, steak tartare, rare hamburgers/steaks, etc.)? List products used in this form. Where will you place a disclosure or reminder statement for consumer advisory?
9. How will you date mark Time/Temperature Controlled for Safety (TCS), Ready-to-Eat (RTE) foods held longer than 24 hours? Date of preparation or opening, date of expiration or both?
10. Will you be providing catering services? Catering refers to preparing items at your establishment, transporting those food items to a separate location and staying through sale/service of those food items. This does not include delivery.

Surface Finishes List

Area	Floors	Walls	Ceilings	Coving
<i>Example: Prep Area</i>	<i>Quarry Tile with grout</i>	<i>FRP</i>	<i>Fireproof drywall</i>	<i>Rubber</i>