CROMWELL HEALTH DEPARTMENT

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The following checklist is provided as a guide for information to be provided to obtain a permit to construct or remodel a food service establishment:

Food Service Establishment Checklist

1. Floor plan drawn to scale showing location of all equipment and facilities.
2. Plan Review Fee - **$100.00**.
3. Manufacturer specification sheet for each piece of food service equipment. (Note: must be NSF approved).
4. Stamped engineered drawings for the exhaust hood system (if applicable).
5. Provide hand-washing facilities in food preparation areas.
6. Show number of seats (if applicable).
7. Show the dry storage area.
8. Show area and indicate method of collection for exterior refuse storage.
9. Floors, walls and ceilings in food preparation areas need to be smooth, non-absorbent and easily cleanable.
10. Provide a coved base at the floor/wall juncture in food preparation areas.
11. Provide a mop sink and an area for hanging brooms and mops. If there is no mop sink, explain how mops will be cleaned and here water will be disposed.
12. Provide an area for employees to place personal items. (e.g. Purses, jackets, etc.)
13. Provide an area to store toxic items away from food preparation.
14. Provide a 3-bay pot and pan-washing sink.
15. Equipment list to indicate if equipment is fixed in place, mobile (on casters, etc.) or movable.

15A. 15 Seats/2 Bathrooms

16. All food service equipment to be mounted a minimum 6" off the floor or on wheels.
17. Provide a food preparation sink (if applicable).
18. Provide a copy of the menu.
19. Submit documentation for qualified food operator (QFO) if applicable.
20. Indicate source of water supply and method of sewage disposal (public or private).
21. Provide a lighting schedule. Ensure lights are shielded.
22. Indicate type of commercial dishwasher hot water versus chemical sanitization with test strip.
23. Provide salad bar details including sneeze guard and reach in distance.
24. Locate floor drains, if provided.
25. Contact Consumer Protection – Phone (860) 713-6160 – if proposed establishment is a bakery, grocery store and frozen dessert (yogurt products & Italian ice).
26. Indicate type of ice machine – water-cooled versus air-cooled.
27. Provide appropriate backflow prevention devises where needed.
28. Hood Cleaning Contract.
29. Pest Control Contract.
30. Verification of Garbage Removal.
31. Vending machines on premises. Provide vendors' names, addresses and phone numbers.
32. FOG – (fats, oils & grease collector).