

## New or Remodeled Food Service Establishment Checklist\*\*

\*\*Some items may not be required for limited food service establishments or beverage bars. Please consult our office for more information.

### Drinking Water Source

Connection to an existing approved public water system: Yes  No  N/A

Name of public water system: \_\_\_\_\_

Public water system I.D. number: \_\_\_\_\_

Connecting to a well: Yes  No  N/A

In order to use your own potable well, you must have the water system approved as a public water system from Kittitas County Public Health Department or the Washington State Department of Health. Please contact our office to determine the approval requirements. Your water system must be approved prior to operating the food service establishment.

### Sewage Disposal

Connected to public sewer: Yes  No  N/A

If yes, name: \_\_\_\_\_

Connecting to an on-site sewage system: Yes  No  N/A

If your establishment is connecting to an on-site sewage system, a review of our records will be accomplished to ensure it was permitted and approved. Food Establishment sewage systems are required to be checked on an annual basis. The owner is required to supply the Kittitas County Public Health Department with a record of any maintenance or checks performed annually. A list of septic system pumpers is available at our office.

Grease trap installation: Yes  No  N/A

Drain to sanitary sewer provided at dumpster pad: Yes  No  N/A

### Sinks/Dishwashing

Three-compartment sink installed for washing, rinsing and sanitizing equipment and utensils that is large enough for complete immersion of equipment and utensils, except fixed and excessively large equipment:

Yes  No  N/A

Commercial food service dishwasher installed with indicating thermometers on machine:

Yes  No  N/A

*Note:* A dishwasher and a two-compartment sink may be substituted for the three-compartment sink noted above.



Hot and cold running water under pressure adequate in quantity and temperature provided to all required plumbing fixtures:

Yes  No  N/A

Drain boards at dishwashing equipment drain by gravity installed for both clean and soiled tableware and equipment:

Yes  No  N/A

If no, indicate provisions for air drying of cleaned items and placement of soiled items:

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One or two-compartment sink installed for food preparation:

Yes  No  N/A

*Note:* This requirement can be waived only with severe menu restrictions.

Separate hand washing sink installed in food preparation area:

Yes  No  N/A

Single-use hand towel dispenser and liquid soap, provided at kitchen hand washing sink:

Yes  No  N/A

(The use of hand sanitizer or a bleach bucket is **not** a substitute for hand washing.)

Mop sink installed outside food preparation area:

Yes  No  N/A

## Equipment

Fountain syrup dispenser system isolated from water supply with a vented dual check valve or other approved backflow prevention device:

Yes  No  N/A

Appropriate indicating thermometers provided for all hot and cold food service equipment, food storage and food transport units:

Yes  No  N/A

Adequate equipment provided for all items used in conjunction with food service operation: (Enough refrigeration, freezer space, storage space, etc. to store and serve safe food)

Yes  No  N/A

Equipment and utensils for food service are in conformance with the current standards and listing of the National Sanitation Foundation (NSF):

Yes  No  N/A

If equipment and utensils are not NSF approved, please explain:

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Buffet and/or salad bar commercial quality construction, equipped with sneeze guards and capable of maintaining potentially hazardous foods at 140°F or above, or 41°F or below during service:

Yes  No  N/A

Customer tableware disposable single service type:

Yes  No  N/A

## Drains

Salad bar indirectly drained:

*\*Indirect drain is a drain that has an air gap between piping segments or between the outflow pipe and floor drain to prevent backflow from occurring.*

*WAC 246-215 states that the air gap between the water supply inlet and flood level rim must be at least twice the diameter of the water supply inlet and not less than 1inch.*

Yes  No  N/A



Food preparation sinks indirectly drained:

Yes  No  N/A

Dishwasher/triple sink indirectly drained:

Yes  No  N/A

Dipper well indirectly drained:

Yes  No  N/A

Ice machine and ice bins indirectly drained:

Yes  No  N/A

## Surfaces

Finish materials of the following items are smooth, non-absorbent, light colored, easily cleanable and easily accessible for cleaning, durable, free from cracks and open seams:

Yes  No  N/A

Floors, walls, ceilings, partitions and attached equipment in all food preparation rooms, food storage rooms and bathrooms:

Yes  No  N/A

If no, explain:

Food contact surfaces of utensils and equipment non-toxic, corrosion resistant (no enamelware), durable:

Yes  No  N/A

Cutting blocks hard maple or similar non-absorbent material:

Yes  No  N/A

Non-food contact surfaces of equipment corrosion resistant, durable, safe:

Yes  No  N/A

Four inch mop-board provided at all floor/wall junctures:

Yes  No  N/A

Carpeting installed in establishment:

Yes  No  N/A

Location: \_\_\_\_\_

Two foot backsplashes provided behind all sinks, food preparations surfaces:

Yes  No  N/A

Six foot backsplashes provided behind all moveable tables or equipment:

Yes  No  N/A

Walls, partitions, wall coverings and ceilings of walk-in refrigeration units, food preparation areas, dishwashing areas, and toilet rooms are light in color:

Yes  No  N/A

Installation of utility service lines does not obstruct floor, wall, ceiling and equipment cleaning:

Yes  No  N/A

## Storage

Permeable food storage containers are kept off the floor and protected from contamination:

Yes  No  N/A

Exposed or unprotected sewer lines or other utility lines constructed in a manner that does not subject foods and containers of foods to contamination:

Yes  No  N/A

Separate area provided for cleaning equipment such as mops, brooms, chemicals etc.:

Yes  No  N/A

Location of these items: \_\_\_\_\_

Designated location for employee storage of personal belongings:

Yes  No  N/A

Location: \_\_\_\_\_

Adequate storage areas provided for all items used in conjunction with food service operation:

Yes  No  N/A

Adequate lighting provided throughout establishment.

Yes  No  N/A

Lights shielded from breakage in the food preparation, service, storage and display areas and where utensils and equipment are cleaned and stored:

Yes  No  N/A

## Ventilation

Ventilation and mechanical ventilation equipment installed for facility, toilet rooms, and cooking equipment as required:

Yes  No  N/A

Filters or other grease-extracting equipment used in ventilation devices readily removable for cleaning and replacement, or designed to be cleaned in place:

Yes  No  N/A

## Bar (Liquor Service)

Liquor bar constructed:

Yes  No  N/A

Four-compartment bar sink installed at bar:

Yes  No  N/A

## Restrooms

### Public Restrooms

Health Department regulations require public restrooms when customer seating is provided. Check with your local building official concerning additional regulations regarding public restrooms.

Yes  No  N/A

### Employee Restrooms

Hand washing sink with liquid soap and hand towel(s) or heated air hand drying devices and toilet tissue dispenser provided in toilet room(s):

Yes  No  N/A

Hot (minimum temperature of 100°F) and cold running water provided through a mixing faucet:

Yes  No  N/A

## Pest Control

Only pesticides approved for food establishments used:

Yes  No  N/A

All vents and openings to the outside greater than ¼ inch

covered with ¼ inch heavy wire mesh or screen used to exclude rats and other rodents:

Yes  No  N/A

Screens or other devices used to prevent flies and other pests from entering the food service establishment:

Yes  No  N/A

### Garbage Storage and Removal

Durable, easily cleanable, leak-proof, covered garbage and refuse containers provided (outside storage area, kitchen and toilet rooms):

Yes  No  N/A

### Additional Requirement for Mobile Units

Letter/lease giving permission for mobile operators to use restrooms, parking site and approved commercial kitchen:

Yes  No  N/A

Grey water tank is 15% larger than potable water tank and has a capacity of minimum 5 gallons:

Yes  No  N/A

Food grade hose for filling potable water tank:

Yes  No  N/A

### Floor Plan

Attach a floor plan drawing, **to scale** (please provide scale), on a separate piece of paper showing the following:

- Name of the establishment,
- All fixed equipment including hand washing sinks, triple sinks, dishwashers, storage units, ventilation hoods, ice machines, etc. (please label all fixed equipment on the floor plan),
- Each room and separated area by name, such as food storage room, food preparation room, dining area, restroom, etc.,
- The size of each room and separated area by footage (length and width, not square feet), and
- Plumbing details including location of dumpster drain.

If this application is submitted before the completion of a restaurant remodel, or new construction, the plans must stay the same as in the attached drawing. If the floor plans in the food establishment change, a new drawing must be submitted to Kittitas County Public Health Department.

### Signature

\_\_\_\_\_  
Person preparing checklist

\_\_\_\_\_  
Date