



Waupaca County Department of Health and Human Services

Health Services Division | Environmental Health Unit
Food Safety & Recreational Licensing Program

Construction/Remodeling Checklist

Foodservice establishments undergoing new construction or remodeling can use this checklist as a tool to assist in meeting WI Food Code Requirements.

Plumbing

Yes No N/A

____ _

Warewashing, drainboards and storage

Method of dishwashing - _____

- Manual dishwashing - A 3-compartment sink (NSF-approved) with adequate drain boards is required. If dishware cannot be effectively cleaned using a 3-compartment sink, a 4-compartment sink may be required to provide pre-washing. Sink compartments shall be large enough to immerse at least 50% of the largest piece of equipment or utensil.
- Mechanical dishwasher - The unit must be NSF-approved and used according to the manufacturer's instructions. A spray nozzle may be required for pre-washing and scraping.
- Adequate space must be available to store dirty dishes separately from clean dishware.

____ _

Handwashing Sinks

A separate handwashing sink is required. A handwash sink shall be located in areas where it is convenient to use during food preparation, food dispensing and warewashing. The faucet should be non-hand operated (sensor, foot/knee peddles, or wrist handles). Hot and cold water, soap and single-use towels must be available.

____ _

Food Preparation Sink

If washing or thawing foods, a separate sink or sink compartment must be provided. This sink must be air-gapped to prevent contamination from sewage.

____ _

Mop Sink

A utility or mop sink must be present to discard wastewater.

____ _

Grease Trap

If grease-producing foods are prepared, a grease interceptor must be installed. Contact local building inspector to determine if a grease interceptor is required.

Yes No N/A
____ _

Restrooms

Number of fixtures in restroom

Sinks: ___ women ___ men

Toilets: ___ women ___ men

Urinals: ___ men

Number of Patrons *one sink for each 2 toilets or urinals

10 employees and 25 patrons – one toilet room for both sexes

1-100 = 1 Male toilet and 1 Female toilet

101-200 = 1 Male toilet, 1 urinal and 2 Female toilets

201-250 = 1 Male toilet, 2 urinals and 3 Female toilets

251-300 = 1 Male toilet, 2 urinals and 4 Female toilets

301-350 = 2 Male toilets, 2 urinals and 5 Female toilets

____ _

Water Source

Private Well

Water quality test results _____

Wellhead properly constructed

Public Water

____ _

Private Sewage

Private Sewage System

Type of sewage system _____

Public Sewage

____ _

Equipment

Yes No N/A
____ _

Hot Food Holding Equipment

Hot holding units must be able to maintain foods at a temperature of 135°F or above. A stem thermometer must be present to check internal temperatures. All units must be NSF approved.

____ _

Cold Food Holding Equipment

Coolers must be able to maintain foods at a temperature of 41°F or less. Freezers must keep the food frozen. All units must be NSF approved and a thermometer must be present in each unit.

____ _

Cooking Equipment

Equipment and utensils used for cooking must be NSF approved.

____ _

Adequate Space For Food Production

Adequate space must be available to prevent contamination.

____ _

Self Service Areas

Buffets, salad bars and other customer self-service areas must be properly constructed to prevent contamination from the customer.

Yes No N/A
____ _

NSF Equipment and Utensils

All foodservice equipment and utensils must be NSF approved. Home-style equipment (stoves and refrigerators) and utensils cannot be used. If you have questions about equipment, contact the Waupaca County Sanitarian before purchasing the unit.

____ _

Restroom Equipment

Restrooms must have self-closing doors, signs for men or women (unisex sign for a single restroom), hot and cold water, soap, and single service towels. Restrooms cannot be located where customers must pass through a food preparation, serving or storage area.

____ _

Vent Hood/Grease

When grease-producing food is prepared, an approved ventilation hood with grease filters and a fire suppression system must be installed.

____ _

Proper Lighting

All light bulbs in the food preparation areas, storage areas, coolers and freezers must be protected from breakage by a shield. Coated bulbs (Shat -r- Shield) may be used.

____ _

Thermometers Present

Each cold holding unit must have a thermometer. In addition, a metal stem thermometer (with an accuracy of 2°F and a range of 0°F - 220°F) must be present to properly monitor food temperatures.

Structure

Yes No N/A
____ _

Properly Constructed Floors

The floors in all food preparation, food storage, and utensils washing areas shall be constructed of smooth, durable and easily cleanable material such as commercial vinyl, quarry tile or sealed cement. Carpeted or wooden floors are not acceptable. The floor and wall junction shall be covered.

____ _

Properly Constructed Walls and Ceiling

The walls and ceilings in the food preparation, food storage, and utensil washing areas must be light colored, smooth, nonabsorbent and easily cleanable. Drywall, plaster, or cement block can be used but must be sealed with a washable enamel paint or covered with ceramic tile, marlite, glassboard or an equivalent product. If using ceiling tiles, install tiles that are smooth and easily cleanable.

____ _

Food Storage Area

All food must be stored off the floor at least 6 inches and on nonabsorbent shelving. Wood shelves can only be used for dry storage and must be painted or sealed. Food or food packaging cannot be stored under sewer lines or in other areas where contamination can take place.

Yes No N/A
____ _

Employee Breakroom

A food employee shall eat, drink, or use tobacco only in designated areas where contamination of food, equipment, or utensils cannot take place. Personal items must be stored in a designated area, away from food or clean equipment and utensils.

____ _

Exterior Trash Receptacle

The receptacle must be the proper size to eliminate insect and rodent harborage. Receptacles must be durable, cleanable and pest resistant.

Procedures

Yes No N/A
____ _

Consumer Advisory

The customer must be informed when an animal food (beef, eggs, fish, lamb, milk, pork, poultry, or shellfish) is served raw or undercooked.

Applicable Foods _____

Method of Consumer Advisory _____

____ _

HACCP

Certain procedures (smoking, adding vinegar or using food additives as methods of preservation, curing foods, packaging using reduced oxygen packaging method) may require a HACCP program. If required, the HACCP program must approved by the Waupaca County Sanitarian before the operation begins.

____ _

Certified Food Manager

The operator or at least one manager of a food establishment shall be certified as a food manager.

Name: _____

ID#: _____

Expiration Date: _____

****Local and State building inspectors, fire departments, and zoning departments should also be contacted to ensure code compliance is met with those respective departments. Your license could be delayed in being issued if compliance is not met with these other departments.**

Ready for a Consultation or Inspection?

Contact **Jed Wohlt**
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