

This guide will assist you with providing information required by the Anne Arundel County Department of Health to determine compliance with COMAR 10.15.03 Food Service Facilities. The applicant or owner must submit a response letter that addresses each item. The letter must be signed by the owner or applicant, and it must state how compliance with COMAR 10.15.03 will be achieved.

Please provide information completely and thoroughly. Format your responses in the order shown. Submit your response letter with your building permit application and building plans based on the procedures outlined in the Structural Plan Review Requirements for Food Service Facilities. If an item does not apply to your Food Service Facility, indicate not applicable or N/A.

1. **Provide a scaled floor plan** showing the general layout of the food service facility, and the location of all food service equipment, hand sinks, three compartment sinks, food preparation sinks, food preparation areas, ware washing areas, bar and beverage preparation areas, food storage areas, restrooms, customer seating, walk-in refrigeration and freezer units, toxic storage areas, janitor’s or utility closet, and outdoor trash storage and disposal areas. Hand sinks are required in each food preparation, processing, utensil washing, bar and beverage preparation, and restroom area. The floor plan must provide adequate barriers to separate raw food preparation, handling and storage from ready-to-eat foods. The floor plan must show adequate refrigeration, cold holding, ice baths, or blast chillers to cool foods within the prescribed time limits.

2. **Indicate how aisles and work spaces will be constructed** to meet the following requirements:

Number of sides for work space where food preparation occurs	Minimum width between food equipment and walls in work space
1	3'
2	4'
Open on all sides	5'

3. **Provide an equipment schedule showing the manufacturer name and model number of all food service equipment.** Provide cut sheets including the manufacturer name, model number and item number of all food service equipment. All food service equipment must meet one or more of the following design standards: National Sanitation Foundation (NSF) or an NSF-equivalent certification from: The ETL SEMKO division of Intertek Group PLC (Intertek ETL SEMKO); Canadian Standards Association (CSA); Underwriters Laboratories (UL); Baking Industry Sanitation Standards Committee (BISSC); National Automation Merchandising Association (NAMA); or International Association for Food Protection’s (IAFP) “3-A Sanitary Standards.”

4. **Provide a menu of all food items** to be prepared and served at the facility.

5. Provide the name, address and daytime telephone number of the contact person responsible for the Hazard Analysis Critical Control Point (HACCP) plan review. The Department of Health will schedule a HACCP plan review to evaluate and document the food processes, including receiving, storing, thawing and preparing food and the critical control points of the food service facility operation. The HACCP plan must provide steps to prevent cross contamination of raw foods from ready-to-eat foods.

6. Provide a plumbing floor plan and riser diagram that shows the supply and waste lines for three compartment sinks, dishwashing machines, food preparation sinks, hand sinks, food preparation tables or counters containing sinks, steam tables, condensate lines, steam kettles, ice machines, drink stations, beverage dispensers, dipper wells and similar types of equipment in which food, utensils, or food portable equipment are placed. All food service equipment must be designed as an individual waste line; may not be manifold or interconnected; and may not be directly connected to the drainage system. Each waste pipe must discharge into an open floor sink (12" x 12") that is: flush with the floor; accessible for cleaning and inspection; properly trapped and vented; and provided with a one-inch (1") air gap. **These requirements are in addition to the general plumbing requirements of the Anne Arundel County Plumbing Code.**

7. Provide the location of the exterior grease trap or interceptor on a site plan of the property in relation to the building. Exterior grease traps or interceptors are required. Contact the Anne Arundel County Department of Public Works (DPW) at 410-222-8818 for requirements on grease traps and interceptors.

8. Indicate if food waste grinders or garbage disposers, if proposed, will be constructed to meet Anne Arundel County Department of Public Works regulations and will not be connected to a sink drain that is used for food or ware washing. Food waste grinders shall be connected and trapped separately from other fixtures or sink compartments/drain boards. Contact DPW at 410-222-8818 for more information on requirements for food waste grinders.

9. Indicate the design of the three-compartment sink. The three-compartment sink must have two integral drain boards. Drop-in three-compartment sinks are not approvable.

10. Indicate use of the three-compartment sink, specifically its use for tasks other than ware washing, such as washing produce or thawing food. If these tasks are anticipated, indicate that the three-compartment sink will not be equipped with an automatic chemical dispenser.

11. Indicate how hand sinks will be separated from food service equipment, food preparation areas, or ware washing areas or provided with splashguards to protect food from contamination. An adequate number of hand sinks are required in each food preparation, processing, utensil washing, bar and beverage preparation, and restroom area.

12. Indicate that all floor sinks and waste receptacles under case work will be placed at the leading edge of the food service equipment and will be accessible for cleaning and inspection.

13. **Indicate how counters/cabinets will be installed** at your food service facility. All counters and cabinets must be: (a) elevated on 6" legs; (b) open on the business side; (c) on casters; or (d) completely sealed to 1/32". Indicate how sewage drains will be configured beneath counters and cabinets. All sewage drain lines must be exposed if sewage drain lines are located under boxed cabinetry and the cabinetry must be sealed from other cabinetry to prevent the overflow of sewage.

14. **Provide drawings and specifications of ventilation hoods** over cooking, steaming and dishwashing equipment. Ventilation hoods must have a 12" overhang on all open sides or an 18" overhang if equipment has a pull-out drawer (i.e., charbroiler). Ventilation hoods must be designed to meet 20 cubic feet per minute (cfm) as measured at the cooking surface. A field test using a smoke candle will be performed during the pre-opening inspection to determine whether the ventilation hood is capable of meeting this standard. If a charbroiler with a cooking surface greater than 5 square feet is proposed, indicate that an air quality permit will be obtained from the Maryland Department of the Environment (410-537-3289).

15. **Indicate whether over-shelves will be located over cooking equipment.** Equipment or over-shelves may only be located above cooking equipment when deflectors or the design of the over-shelf prevents grease from condensing on the bottom of the over-shelf and contaminating the food below and when the hood's ability to capture grease vapors and smoke is not impaired. Deflectors must meet NSF or equivalent standards.

16. **Indicate the type of materials proposed for all food preparation and food contact surfaces.** Food preparation and food contact surfaces must be non-porous, non-absorbent, non-toxic and constructed of a food contact approved material, such as stainless steel.

17. **Indicate the type of shelving** that will be provided in the walk-in refrigeration and freezer units and in storage areas.

18. **Indicate how food will be stored.** Containers are required for the storage of all food items such as bulk bins or food storage containers and must be made of a food contact material. Containers of food and exposed food must be elevated to a height of 18" or higher above floor surfaces. The bottom shelf of a shelving unit intended for storing open foods or utensils must be at least 18" from the floor. Metal beverage containers, cased food packaged in cans, glass, or other waterproof containers are exempt from this requirement.

19. **Indicate the type of thermometers** that will be provided. Thermometers are required in all refrigeration, freezer and hot storage equipment used for potentially hazardous foods. Thermometers must be accurate, easily readable, in proper working condition, calibrated and graduated in plus or minus 2° F.

20. **Indicate how food will be protected from contamination.** Provide a cross section drawing showing the elevation of the sneeze guard to demonstrate compliance with NSF standards. Sneeze guards are required where open, unwrapped food is placed on display or is exposed during preparation or service. Sneeze guards must be sufficiently designed to provide a physical barrier to protect unwrapped, open food from contamination.

21. **Indicate how stationary food equipment will be installed** to allow ease of cleaning on all sides. Stationary food equipment including walk-in coolers, proofers, rack ovens, floor mixers and floor-mounted equipment must have sufficient space to allow for cleaning or must be sealed with an acceptable sealant, such as caulk or flashing to the wall, floor and other food service equipment surfaces to a gap no greater than 1/32". Counter or tabletop equipment that weights greater than 80 pounds must be sealed in place or placed on 4" legs to facilitate cleaning. All custom millwork must be sealed to 1/32".

22. **Provide the finish schedules for the floor, wall and ceiling surfaces** throughout the food service facility.

Floors	Indicate the type of floor materials that will be used throughout the food service facility. Floor surfaces in food preparation, food processing, food storage, utensil washing, dressing, locker, and restroom areas and walk-in refrigerator and freezer units must be constructed of epoxy, sealed concrete, quarry tile, ceramic tile, commercial-grade continuous sheet vinyl, or similar material that makes the floor smooth, easily cleanable and durable. Carpet tiles are not allowed in areas where liquid food products are served, stored, or displayed.
Walls	Indicate the type of wall materials that will be used throughout the food service facility. Wall surfaces must be constructed of a material that is smooth, washable, and water and grease resistant to the highest level of splash or spray in food preparation, food storage, utensil washing and restroom areas.
Ceilings	Indicate the type of ceiling materials that will be used throughout the food service facility. Ceiling materials in food preparation, utensil washing areas, bars and beverage stations must have a smooth, easily cleanable surface; may not contain fiberglass backing; and must be non-perforated. Exposed construction, such as exposed floor and ceiling rafters, trusses or beams, utility ducts, and lighting must be limited to dry food storage areas or dining areas.

23. **Indicate how lighting will be shielded** in food preparation, food storage, food service and utensil/dishwashing areas. All lighting must be shielded, rough-skin coated or shatterproof to protect food from contamination. This includes track and recess lights.

24. **Indicate the amount of lighting** that will be provided inside of the food service facility. A minimum of 50 foot-candles must be provided on all work surfaces in food processing/food preparation; 20 foot-candles in walk-in refrigerators and freezer units, ware washing bar, and storage areas at 30" above the floor surface; and 20 foot-candles in restrooms, locker rooms and garbage storage areas.

25. **Show how restroom facilities will be completely enclosed**, will not open directly into the kitchen or food preparation areas, and will be equipped with ventilation fans to exhaust air to the outside at a minimum of 2 cfm. Restroom doors must be equipped with self-closing devices.

26. **Indicate the materials that will be used in trash and grease storage areas and dumpster areas.** Trash and grease storage areas used for trash containers, grease barrels and dumpsters must be located on a grease-resistant, durable surface, such as sealed asphalt or a sealed concrete pad.

27. **Indicate how employees' personal belongings will be stored.** Locker or storage areas must be provided for the orderly storage of employees' clothing and personal belongings.

28. **Indicate the location of the mop sink, mop/broom rack, mop bucket storage and how toxic chemicals, cleaners and poisonous materials will be stored.** Toxic and poisonous materials must be maintained separately from food storage, food preparation, food equipment, utensil washing and utensil storage to prevent contamination of food and food equipment or from posing a hazard to employees or customers. Toxic and poisonous materials must be prominently and distinctly marked or labeled for identification purposes.

29. **Indicate how exterior doors, windows and other openings will be constructed.** Exterior doors must be tight-fitting and equipped with self-closing devices to prevent the entrance of insects and rodents. Openings into the building must be protected against the entrance of insects and rodents. Screening on windows, doors, skylights, transoms, and other openings must be tight-fitting, in good repair and made of material that is not less than 16-mesh to the inch or equivalent.

30. **Indicate how the water supply will be protected from contamination.** All indoor and outdoor threaded hose bibs must be equipped with a proper backflow prevention device. All food service equipment that is directly connected to the potable water supply system must be equipped with an appropriate backflow prevention device to prevent contamination of the water supply.

31. **Indicate if the facility will be served by a private well.** Private laboratory test results showing the bacteria, nitrate-nitrite and nitrite levels are within acceptable drinking water standards is required prior to the pre-opening inspection.

32. **Indicate if the facility will be served by on-site sewage disposal system.** The on-site sewage disposal system must be designed and installed to meet local requirements. Contact the On-Site Sewage Systems Office at 410-222-7194 for information on local requirements.

33. **Indicate if the facility is located in the City of Annapolis or BWI Airport.** A plan review fee of \$750.00 made payable to the Anne Arundel County Controller is required for the review of food service facility plans located in the City of Annapolis and at BWI Airport.

34. **Indicate the opening date** of the food service facility. The pre-opening inspection must be scheduled two weeks prior to your expected opening date.

For more information, contact:

Structural Plan Review Specialists

Anne Arundel County Department of Health

3 Harry S. Truman Parkway

Annapolis, Maryland 21401

410-222-7192

www.aahealth.org/programs/env-hlth/food/structural-plan-review