



DEPARTMENT OF HEALTH

FOOD SERVICE FACILITY

Pre-Opening Checklist

This checklist is provided as a guide to prepare for the pre-opening inspection of a newly constructed, remodeled or a change-of-ownership food service facility in Anne Arundel County and the City of Annapolis. The purpose of the pre-opening inspection is to ensure that the food service facility was constructed in accordance with the approved plans and meets the requirements of the Code of Maryland Regulation, COMAR 10.15.03 for Food Service Facilities. This is a summary of the general requirements of COMAR and does not provide a complete listing of the items that may be identified during a pre-opening inspection.

The pre-opening inspection must be scheduled two weeks prior to your expected opening date. Please provide the proposed opening date to the Department of Health when scheduling your pre-opening inspection.

Food Service Facilities

All food service facilities must be equipped with the following items for the pre-opening inspection:

I. Food Safety Requirements

___ All food contact surfaces must be clean, sanitary and free from construction dust and debris. Food contact and food preparation surfaces must be wiped clean with an approved sanitizing agent prior to the pre-opening inspection and must be constructed of stainless steel or an approved food contact material.

___ Soap and disposable paper towels must be provided in dispensers at hand sinks within food preparation, utensil washing and restroom areas.

___ Refrigeration and freezer equipment may not be used for potentially hazardous food storage until the Department of Health has issued an approval to stock the food service facility. The pre-opening inspection will determine whether refrigeration and freezer equipment is adequate to maintain proper food temperatures.

___ Refrigeration, freezer units, hot holding units and display stations must be capable of maintaining potentially hazardous foods at proper food temperatures. Thermometers must be provided 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. Refrigeration equipment must be operating to maintain potentially hazardous foods at 41° F and below. Freezer units must be operating to maintain potentially hazardous foods at 0° F and below or frozen solid.

___ Walk-in refrigeration and freezer units must contain sufficient shelving to store food products properly and to allow proper air circulation within the unit.

___ Food that is open and exposed must be stored in a food grade container. Exposed food and food contact surfaces must be elevated to a height of 18" or higher above the floor surface.

___ Food equipment must be NSF approved or equivalent. Food equipment must be installed and provided as indicated on the floor plan approved from the building permit and structural plan review. Replacement equipment may only be considered if Department of Health approval is granted prior to purchase.

___ Food preparation and food preparation equipment may not be located in areas accessible to the public.

___ Food, water and ice must be obtained from an approved source and protected from contamination during storage, preparation, display, service and transport. Approved sneeze guards and splashguards are required to protect food from contamination.

___ Ice machines must be equipped with an approved ice scoop that is appropriately installed to prevent contamination.

___ Ice machines, soda fountain carbonators, drink dispensers and dish machines must be equipped with an appropriate back flow prevention device to prevent contamination of the water supply and food product.

___ Counters and cabinets must be open on the business side to allow for easy cleaning; be equipped with casters; or sealed to the wall, floor and other food service equipment surfaces with an acceptable sealant such as caulk or flashing to a gap no greater than 1/32".

___ Shelving must be elevated at least 6" above the floor and placed so that there is sufficient space for cleaning.

___ 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".

___ At least one calibrated metal-stemmed thermometer graduated in plus or minus 2° F must be provided at the facility for measuring food temperatures. A metal-stemmed thermometer is required to measure food temperatures during operation. A thermometer measuring 0-220° F is recommended.

___ Gloves and utensils must be provided for handling ready-to-eat foods. Bare hand contact of ready-to-eat food items is not permitted. Gloves and utensils must be provided on-site for the pre-opening inspection to ensure this requirement is met.

___ A copy of the Hazard Analysis and Critical Control Points (HACCP) plan that documents the receiving, storing, thawing and preparing of food and critical control points must be provided for the pre-opening inspection. The approved HACCP plan must be located in food preparation areas and available to employees during all hours of operation.

___ 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.

___ Exterior doors must be tight fitting and equipped with self-closing devices to prevent the entrance of insects and rodents.

___ Threaded hose bibs (indoor and outdoor) must be equipped with proper backflow prevention devices.

II. Plumbing Requirements

__ Hot and cold running water must be provided at hand sinks, three-compartment sinks and at other plumbing fixtures where utensil washing occurs.

- Hand sinks and three-compartment sinks must reach a minimum water temperature of 100° F.
- Dish machines using a chemical sanitizer must reach a minimum water temperature of 120° F.
- Dish machines using hot water as the sanitizing agent as the final rinse must reach:
 - a minimum wash cycle water temperature of 160° F for single tank and 150° F for other dish machines; and
 - a minimum final rinse cycle water temperature of 160° F as measured at the dish plate or 180° F at the entrance of the manifold or at the inlet of the dish machine.

__ Three-compartment sinks that are used for tasks, such as washing produce or thawing foods, may not be equipped with an automatic sanitizer chemical dispenser.

__ Food prep sinks, three-compartment sinks, hand sinks located within food preparation tables and counters, steam tables, ice machines, drink stations, beverage dispensers and similar types of equipment which contain food, utensils or food portable equipment must be drained as an individual waste line and may not be directly connected to the waste drainage system. Waste lines must be provided with a 1” air gap between the food service equipment and the flood rim level of the floor sink. Waste lines, condensate lines and drain lines may not be manifold or interconnected. Floor sinks must be open and accessible for cleaning purposes.

These requirements are in addition to the general plumbing requirements of the Anne Arundel County Plumbing Code.

__ Hand sinks must be provided in the locations as shown on the approved plans. Hand sinks must be located in food preparation, utensil washing areas and restrooms.

III. Sanitizing Agent Requirements

__ A sanitizer such as chlorine bleach, a quaternary ammonium compound or other approved sanitizing agent must be provided at the facility. For dish machines using hot water as the sanitizing agent as the final rinse, see plumbing requirements listed above.

__ Test strips to measure the sanitizing agent at three-compartment sinks and for wiping cloths must be provided.

IV. Walls, Floors and Ceiling Surface Requirements

__ The walls in food preparation, food storage, utensil washing and toilet room areas must be smooth, washable, and water and grease-resistant to a level above the splash zone or the highest level reached by potential splashes of food or water.

__The floors in food preparation areas, utensil and dishwashing areas, and food storage and restroom areas must be smooth and durable. Acceptable materials include epoxy, sealed concrete, quarry tile, ceramic tile, and commercial grade continuous sheet vinyl or similar material. Carpet tiles are not permitted where liquid food products are served, stored or displayed.

__The ceilings in food preparation and utensil and dishwashing areas must be smooth and washable. Ceiling tiles may not be perforated or contain a fiberglass backing.

Note: Exposed construction, such as exposed floor and ceiling rafters, trusses or beams, utility ducts and lighting, must be limited to dining areas, dry food storage areas and may include areas over self-service beverage dispensing equipment. The exposed construction may not extend into bar areas or beverage dispensing areas where there is utensil washing or where food or drink is prepared.

V. Lighting Requirements

__Light bulbs and tubes must be shielded in food preparation, food storage and utensil storage areas to prevent glass from falling into food or onto utensils.

__Lighting in food preparation and food equipment areas must meet 50 footcandles at work surfaces used for food, utensils or equipment.

__Lighting in storage areas, toilet rooms, locker rooms, garbage storage areas, dining areas during cleaning, utensil washing areas, bar, wait station and service areas must provide 20 footcandles at 30" from floor surfaces.

VI. Ventilation Hood Requirements

__ Ventilation hoods must be provided as shown on the approved plans and located over cooking, steaming and dishwashing equipment;

- a 12" overhang is required for ventilation hoods open on all open sides above cooking equipment;
- an 18" overhang is required for ventilation hoods above charbroilers or for food equipment with pullout drawers.

__Ventilation hoods must meet 20 cubic feet per minute (cfm) at the cooking surface through a field test using a smoke candle during the pre-opening inspection.

__ Ventilation hoods must be sealed with an acceptable sealant such as caulk or flashing to the wall and the ceiling to a gap no greater than 1/32". A high temperature sealant is required for sealing the canopy of the ventilation hood to the wall.

__A copy of the air quality permit must be provided for charbroilers with cooking surfaces greater than 5 sq. ft. An air quality permit can be obtained by contacting the Maryland Department of the Environment at 410-537-3289.

VII. Ansul System Requirements

__ The Ansul System (or fire suppression system) must be inspected by the Fire Marshall's Office prior to the opening of the food service facility. For more information on inspection requirements for Ansul systems, contact the Fire Marshall's Office at 410-222-7884.

VIII. Restroom Requirements

__ Water closets, urinals and hand sinks must be provided in sufficient numbers to serve the facility in the ratio required by the Anne Arundel County Plumbing Code. Contact the Permit Center at 410-222-7704 for more information on restroom facility requirements.

__ Restrooms must be conveniently located and accessible to employees at all times. Restroom doors must be equipped with self-closing devices.

__ Each restroom facility must be adequately ventilated. Ventilation fans must be capable of exhausting air to the outside at a minimum of 2 cpm.

IX. Utility or Janitor's Closet

__ A mop, mop/broom rack and mop bucket must be provided on-site in the mop storage area.

__ Mops must be hung on a rack to enable air drying and draining of mop water into the mop sink.

X. Trash Storage and Disposal

__ Trash and grease storage including trash containers, grease barrels and dumpsters must be located on a grease-resistant, durable surface such as asphalt or a sealed concrete pad.

Food service facilities involving on-site food preparation

In addition to the above requirements, food service facilities where on-site food preparation occurs must be equipped with the following:

__ The grease interceptor must be inspected prior to opening and operating the food service facility. Grease interceptors may not be located within food preparation, food storage, food service or utensil washing areas and must be located on the exterior of the building for cleaning and maintenance. For more information on grease interceptor inspection requirements, contact the appropriate pretreatment coordinator at:

- i. The Anne Arundel County Department of Public Works, 410-222-8818, or visit <http://www.aacounty.org/DPW/Utilities/pretreatment.cfm>;
- ii. The City of Annapolis, 410-263-7946;
- iii. The BWI Airport, 410-859-7524; or
- iv. The Sanitary Engineering Program, 410-222-7194, if the property is served by an on-site sewage disposal system.

Food service facilities utilizing a private well

In addition to the above, each food service facility with a private well must provide the following:

___ Private laboratory test results showing the bacteria, nitrite-nitrite and nitrite levels are within acceptable drinking water standards. A private well must be tested for bacteria, nitrite-nitrite and nitrite levels. Test results must be submitted to the Department of Health before a water supply may be placed in use. There must be an adequate supply of water that is obtained from an approved source.

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

Enclosures: List of Private Laboratories certified for well water testing

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