



## PLAN AND MENU REVIEW FOR FOOD ESTABLISHMENTS

Chelan-Douglas Health District 200 Valley Mall Parkway,  
East Wenatchee, WA 98802 509-886-6450

Establishment Name:		Name of Owner (please print):	
Establishment Location: _____ _____		Mailing Address of Owner: _____ _____	
Name of Water System:		Phone Number of Owner:	Email address of Owner:
Type of Water Disposal: <input type="checkbox"/> Sewer <input type="checkbox"/> Onsite	Signature of Owner: Your signature affirms that the information contained in this application is accurate to the best of your knowledge.		
Circle the months or partial months you provide or prepare food: <b>Jan. Feb. Mar. Apr. May Jun. Jul. Aug. Sep. Oct. Nov. Dec.</b>		Circle the days of the week you provide or prepare food: <b>Mon. Tues. Wed. Thurs. Fri. Sat. Sun.</b>	

Please write N/A if the item is not applicable. **Please attach a copy of your menu.** The applicable references to the *Washington State Retail Food Code WAC 246-215* are listed.

### I. Agency Approvals

Yes	No	The following section of questions will help determine if you are seeking approval from the correct agencies. If you have any questions, please leave a message at (509) 886-6450. We will return your call.
		<b>A. Wholesale foods, juice packaging, jams and jellies or hermetically sealed products.</b> Contact the Washington State Department of Agriculture. 01115 (48) (c) (iii)
		<b>B. Interstate sales.</b> Food is distributed or sold outside of Washington state. If so, please contact the Food and Drug Administration (FDA).
		<b>C. Packaging all-meat products.</b> All-meat products are packaged. If so, please contact the United States Department of Agriculture (USDA).
		<b>D. Hermetically sealing food.</b> Food is hermetically sealed, including bottled juices. If so, please contact the Washington State Department of Agriculture regarding a food processing license. 1-201.10 (48) (c) (iii)

### II. Floor plan

Yes	No	Attach a scaled floor plan showing the layout and arrangement of the facility and all fixed equipment. Fixed equipment, rooms, hand wash sinks, food prep sinks, dish wash sinks, mop sink, refrigeration, cooking and hot holding facilities, storage areas, restrooms, indirect plumbing, hot water tank, etc. are labeled on the plans. <b>Mobile units:</b> Provide a floor plan for the mobile unit <b>and</b> the servicing area or commissary. 08205 (C)

### III. Storage

Yes	No	A. Food storage areas are constructed so that food and food containers are stored in a clean, dry area where it is not exposed to splash, dust or other contamination and is at least 6 inches off the floor. 03351 (C)
		B. Food, food equipment, utensils, laundered linens and single service articles are not stored in prohibited areas. 03354, 04925 (1)
		C. Employee medicines and first aid supplies are labeled and located to prevent contamination of food. 07260 (2), 07270
		D. A separate area is provided for storage of cleaning equipment and chemicals such as detergents, pesticides, mops, etc. 07200 Please indicate location:
		E. There is a designated location for an employee break area and storage of personal belongings. 06350 Please indicate location:

## IV. Sinks

Yes	No	<b>A. Handwash Sinks</b>
		(1) Handwash sinks are located in food preparation, food service, and utensil washing areas and in, or immediately adjacent to toilet facilities. 05255
		(2) Handwash sinks are: a) accessible to food workers at all times, b) used only for handwashing, c) provided with hot (minimum 100° F.) and cold running water supplied through a mixing faucet (automatic faucets have a minimum cycle of 15 seconds), & (d) provided with soap & single use sanitary towels or an approved hand dryer. 05210, 05205, 05530(3), 06305, 06310
		<b>B. Dishwashing Sinks. Please check the dishwashing method to be used in your establishment. If dish sinks are not located in your establishment, attach a written agreement with the owner of the dish sinks stating the days of the week and hours of the day food workers will have access.</b>
		(1) A commercial food service dishwasher approved by an American National Standards Institute (ANSI)-accredited certification program is provided. 04272
		(2) A three compartment sink is provided for manual dishwashing. It has large enough basins to accommodate all equipment and utensils*, except fixed and excessively large equipment such as floor mounted mixers. 04305
		(3) There is a space for soiled utensils* ahead of the first compartment of a 3-compartment dishwashing sink. There is also a drain board for clean utensils. 04310
		(4) A two-compartment sink or other alternative is provided for manual dishwashing. This system may be used <b>only</b> in limited circumstances (e.g. Bed & Breakfasts) and where it has been approved by the health officer. Please attach an explanation of how the operation will comply with 04305(4)(5) and 04640 & 04645
		(5) Disposable utensils* only. No dishwashing facilities needed.
		<b>C. Other sinks. Please check other sinks to be used in your food service establishment</b>
		(1) A service sink is located outside of food preparation areas. It is used for supplying and disposing of water used for cleaning floors, walls and other nonfood contact surfaces. 05240
		(2) Food preparation sink(s) are installed in the kitchen for any phases of food preparation involving a sink. This includes any time meats (or meat products) or vegetables (or vegetable products) are to be: a) washed, soaked, rinsed or drained; b) cooled or thawed; or c) processed in a manner requiring placement in a sink. It is strongly recommended that separate sinks are utilized for raw meats and raw fruits or vegetables, to prevent cross contamination from the blood or juices of raw meats. Food preparation sinks are to be used only for food preparation. Any activities which may contaminate foods such as handwashing and utensil washing are prohibited. 04325

## V. Drainage/Plumbing

Yes	No	<b>A. The following equipment must be installed with indirect drainage into a floor sink, hub drain or a similar device and properly plumbed into an approved sewage disposal system</b> 05410
		(1) All sinks in which food, portable equipment, or utensils are placed are indirectly drained.
		(2) A mechanical dishwasher is provided. It is indirectly drained.
		(3) An ice machine is provided. It is indirectly drained.
		(4) A dipper well is provided. It is indirectly drained.
		(5) A salad bar is provided. It is indirectly drained.
Yes	No	
		<b>B. A properly vented dual check valve device or reduced pressure backflow assembly is between copper pipe/tubing and the carbonated beverage dispensing machine.</b> 05250

\* A "utensil" is any food contact implement or container used in storing, preparing, transporting, dispensing, serving, or selling of food. For example: pots, pans, silverware, plates, heating and storage containers, transport coolers, etc.

## VI. Surfaces

Yes	No	
		A. Food contact surfaces of utensils/ equipment meet the requirements of 04100
		B. Cutting blocks consist entirely of hard maple or a similar non-absorbent material. 04130
		C. Non-food contact surfaces of equipment are corrosion resistant, durable, and safe. 04140
		D. Finish material of floors, walls, ceilings, partitions and attached equipment in all food preparation areas, food storage areas, and toilet rooms are smooth, non-absorbent, easily cleanable, durable, free of cracks & open seams. 06100

## VII. General

Yes	No	
		A. Effective measures are taken to minimize the entry of pests such as rodents and insects. 06550
		B. Exposed or unprotected sewer lines or other utility lines are constructed in a manner that does not subject foods or containers of foods to contamination. 04400, 04925
		C. Adequate lighting is provided throughout the establishment. Lights are shielded from breakage in the food preparation, service, storage and display areas and where utensils and equipment are cleaned and stored. 06240
		D. Durable, easily cleanable, leak-proof garbage and refuse containers are provided. Containers are covered with tight fitting lids if they are stored outside. 05515, 05525
		E. Appropriate thermometers and/or thermocouples are provided for refrigeration units, transport units, preparation areas, etc. Food service workers must be able to measure food temperatures; to accurately attain and maintain the safety of potentially hazardous foods during cooking, reheating, hot holding, cooling and cold holding. 04248
		F. All refrigeration is certified or classified for sanitation by an American National Standards Institute (ANSI)-accredited program. 04272 <b>Attach specification sheets or the dimensions/make/model of all refrigeration units.</b> Mobile units: specify whether the refrigeration unit is located in the mobile unit, base of operation or commissary.
		G. Disposable single service tableware is made from clean, sanitary, and safe materials. 04145
		H. Employee toilet facilities are provided in the food service establishment. 05235
		I. Employee toilet facilities are not within the establishment but are within 200 ft.. If you are not the owner of the toilet facilities, <b>attach a written agreement with the owner of the toilet facilities</b> stating the days of the week and hours of the day employees will have access to the toilet facilities. 05235
		J. Customer seating is provided. How many seats are provided <b>inside and outside of the establishment?</b> ____
		K. Customer toilet facilities are provided within the food establishment. 05235
		L. Customer toilet facilities are shared with other businesses or accessed through other businesses. If you are not the owner of the toilet facilities, <b>attach a written agreement with the owner of the toilet facilities</b> stating the days of the week and hours of the day customers will have access to the toilet facilities.
		M. Only food service workers are allowed in the food preparation and storage areas. Customers do not access restrooms or other areas through food preparation and storage areas. <b>Mobile units:</b> only food service workers are allowed in the entire mobile unit. B&B's: Children under 10 and pets are kept out of food prep area during preparation of food for guests. 02115, 09120, 09305
		N. Only packaged food is offered at the establishment. (Check "yes" if <u>all</u> food is commercially packaged and remains in the unopened original package.)
		O. Food is served only to overnight guests.
		P. Food is served mainly to a Highly Susceptible Population (immunocompromised, preschool age children, older adults) 01115 (59)

## VIII. Labeling

Yes	No	
		Please check all items below relating to your menu. Attach the information requested.
		A. <b>Raw or undercooked eggs, milk, meats, aquatic foods or unpasteurized juices</b> are offered to the consumer as ready-to-eat. If so, identify and describe how these items will be used. <b>Attach a copy of the menu or sign that identifies these foods as either being raw or undercooked, and advising of the increased risk.</b> 03610, 03620
		B. <b>Food(s) will be packaged at the establishment to be sold/distributed at another location.</b> If so, for each food, <b>attach a label that meets the requirements of 03610.</b>
		C. <b>Reduced Oxygen Packaging</b> of food(s) is performed in the establishment. <b>Attach the label and Hazard Analysis Critical Control Point (HACCP) procedure.</b> 03540

## IX. Transport

Yes	No	
		A. Food is transported or catered to other locations. (A caterer is a person or food service establishment preparing food that has been pre-ordered for a specific number of people. Catering does NOT include advertised or public events.) If yes, <b>on a separate sheet please answer the following questions.</b> 01115(11)(a) (1) What is the maximum number of full meals you expect to transport at any one time? (2) What is the maximum number of partial meals (hors d'oeuvres, etc.) you expect to transport at any one time? (3) What is the geographical area you expect to serve? Include time and distance you anticipate in delivery. (4) List dates, hours and sites to be served on a regular basis. Updated information may be requested (5) Attach a written procedure of how food will be maintained at the required temperatures during transport. (6) What will be done with leftover food?
		B. Foods are protected from contamination or adulteration during transport. 03300
		C. Equipment is smooth, easily cleanable, durable and in good repair. Equipment used for potentially hazardous food is in conformance with listings of the American National Standards Institute. <b>Attach specifications or a description (make/model/size) of equipment used during transport.</b> Specify whether the equipment will be used for non-potentially hazardous food, potentially hazardous food or both. 04272
		D. <b>Prior</b> to and during transport, equipment is capable of : 04300 1)Cooling potentially hazardous foods (PHF) from 135° to 41° Fahrenheit within 4 hours, and 2)Holding potentially hazardous foods at 41° Fahrenheit or less or 135° Fahrenheit or more.
		E. All food is prepared and stored in an approved facility. (A home or other location used for living or sleeping quarters is NOT an approved facility.) 06290 Location of preparation and storage of food: _____
		F. A facility used as a central preparation site is leased or shared. <b>If so, attach written agreement(s)</b> from the owner(s) stating they will provide you with restrooms, dishwashing, food prep facilities, storage, and/or back-up refrigeration. Agreements must state the dates, days of the week, and hours of the day the workers will have access.
		G. Equipment is stored in an approved facility and protected from sources of contamination during storage. 03351 Location of storage of equipment _____
		H. Equipment is washed, rinsed and sanitized when contamination has or could have occurred. 03330 Location of transport equipment washing: _____

**X. Mobile Units - (This section is only for readily movable food service establishments.) Part 9 Subpart A**

		A. License number of the mobile unit: _____
		B. Vehicle identification number (VIN), make, model and year of the mobile unit: _____
Yes	No	C. A <b>servicing area</b> is available and will be used to service, clean, sanitize, supply and maintain the mobile unit. Location of the base of operation: _____ What facilities are used and for what purpose? _____ _____ Dates and hours used: _____ If you are not the owner of the servicing area, <b>attach a written agreement/lease with the owner of the facility</b> stating the days of the week and hours of the day food workers will have access to the facility. 09115
		D. A <b>commissary</b> (an approved food service establishment) is provided for storage, preparation, portioning or packaging of food for service elsewhere. Location of the commissary: _____ What facilities are used and for what purpose? _____ _____ Dates and hours used: _____ If you are not the owner of the commissary, <b>attach a written agreement/lease with the owner of the facility</b> stating the days of the week and hours of the day food workers will have access to the facility. 09100
		E. Toilet facilities for food workers are available and readily accessible within 200 ft. of the unit during operation, if at any one location for more than one hour. Location of toilet facilities: _____ Number of seats provided for customers outside the mobile unit ____ If you are not the owner of the toilet facilities, <b>attach a written agreement/lease with the owner of the toilet facilities</b> stating the days of the week and hours of the day food workers (and customers, if seating is provided) will have access to the restrooms. 09150
		F. Do you know you cannot store, prepare, portion or package food, or clean or store equipment in your home or any other location used for living or sleeping quarters? 06290
		G. Potentially hazardous food (PHF) prepared on the mobile unit is prepared daily. (PHF prepared on the mobile unit, but not purchased by the end of the day is discarded.) 09120(4) <b>If not, explain:</b> _____ _____
		H. Food is served from the mobile unit. Dates, hours and sites of service: (Routes: Include all stops.) 09115(5): _____ _____ _____ If all food is not served from the mobile unit, please explain: _____ _____
		I. Hot holding equipment is preheated and cold holding equipment is prechilled before loading potentially hazardous food onto the mobile unit. 09125(7)
		J. All cold potentially hazardous food is prechilled to 41° Fahrenheit or less prior to cold holding it on the mobile unit. 09125(7)

		K. Potentially hazardous food(s) or ingredient(s) are cooled to 41° Fahrenheit or less after cooking or hot holding. (This includes cooling warm food, saving leftover food that was warm, heating/cooking and cooling food ahead of time of serving, etc.) If so, these foods are cooled in the commissary identified in XI.D. 09125(1)
		L. Potentially hazardous foods that have been cooked and cooled in an approved commissary are reheated prior to service. The foods are served within 1 hour of reheating. 09125(4)
		M. The water supply tank on the mobile unit has a minimum capacity of five gallons for handwashing. The wastewater holding tank on the mobile unit is at least 15% larger than the clean water holding tank. Sizes of clean tank: _____ Size of wastewater tank: _____ Address where the water tank is filled: _____ The name of the facility and address where the wastewater tank will be emptied: _____ _____ 09135
		N. A food grade hose is used for filling the water tank. 09135(3)
		O. Self-serve condiments are in single service packages or dispenser bottles and are protected from sources of contamination. 09120(7)
		P. Only single service (disposable) dishes/silverware are provided to the consumer. 09120(6)
		Q. Dishwashing facilities are needed for items other than single service tableware. 09155
		R. Raw meats cooked on the mobile unit are less than 1 inch thick. 09130
		S. The meat served has been inspected by USDA and has a USDA label. 09120(3). <b>If not, explain:</b> _____
		T. Ice is from an approved source or commissary. 09120(3) Name of ice company or source: _____
		U. All other food (including milk, eggs, shellfish) are from an approved source. 09120(3)

**Mobile Units Only:**

*I understand that the mobile unit is to operate **only** at those locations and times as approved by the Chelan-Douglas Health District. Violation of the itinerary or food code regulations may initiate enforcement action leading to suspension or revocation of the permit. Changes in menu, location, itinerary, hours of operation, commissary, base of operation, etc. must be submitted to the Chelan-Douglas Health District for approval.*

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

## XI. Bed & Breakfasts – 9-3

		A. All B&B's may mark "no" or NA" on the following sections of this Plan and Menu Review: Part IV.A.2.b                      Part IV.C.2                      Part VII.M
Yes	No	
		C. A two-compartment sink is provided in conjunction with a domestic dishwasher with a sanitizing cycle providing 155° F or hotter water or an ANSI approved commercial dishwasher. 09310
		D. Will food be prepared in a residential kitchen? This is allowed only where the number of guest bedrooms does not exceed eight, <b>and</b> questions 1 through 4 below are answered "Yes". Otherwise, a separate, commercial-grade kitchen is required.
		1. The number of guest bedrooms will not exceed eight (8)? Give number of guest bedrooms: _____
		1. Breakfast is the only meal prepared, except for non-potentially hazardous baked goods?
		2. Potentially hazardous foods are prepared for immediate service only?
		3. Food service is limited to overnight guests?
		4. Potentially hazardous foods are <b>not</b> cooled for reheating?
		E. If a residential kitchen will be used, the following additional sections of this Plan and Menu Review may be marked "NA": Part III.C, D, and E                      Part IV.C.1                      Part VI.D                      Part VII.C

## XII. Method of Food Preparation

Referring to your proposed menu (**attach a copy**), complete the table below. List all the foods, drinks, condiments, etc. you will be serving. Attach additional sheets as necessary. Please refer to the following page for an example of how to complete this table.

Menu Item Include separate ingredients that are cooled or reheated prior to assembly	Source of food	Will potentially hazardous ingredients be stored less than 41° F. during storage?	Will any ingredient be washed before cooking or service?	Will any ingredient require cutting or assembly before cooking or service?	Will gloves be used to handle ready to eat foods* after washing and during preparation and assembly?	What will the cooking temperature of the food item be?	Will the food item be hot held greater than 135° F. before serving?	Will “Time as a Public Health Control” (03530) be used with this item?	Will the food item or any ingredient be cooled from a cook step to 41° F.? (List ingredients to be cooled).	Will the food item be reheated to serve again? All foods must be reheated to 165° F.	Will the food item be packaged before sale or service?



## Examples:

Menu Item	Source of food	Will potentially hazardous ingredients be stored less than 41° F. during storage?	Will any ingredient be washed before cooking or service?	Will any ingredient require cutting or assembly before cooking or service?	Will gloves be used to handle ready to eat foods* after washing and during preparation/assembly?	What will the cooking temperature of the food item be?	Will the food item be hot held greater than 135° F. before serving?	Will "Time as a Public Health Control" (03530) be used with this item?	Will the food item or any ingredient be cooled from a cook step to 41° F.? (List ingredients to be cooled).	Will the food item be reheated to serve again? All foods must be reheated to 165° F.	Will the food item be packaged before sale or service?
1. Chili	Made at FE**	Yes	No	Yes	N/A	155° F.	Yes	No	No	No	No
2. Hamburger	Distributor	Yes	No	No	N/A	155° F.	Yes	No	No	No	No
3. Produce for hamburger	Distributor	No PHF	Yes	Yes	Yes	N/A	No	No	No	No	No
4. Zucchini bread	Made at FE	No PHF	Yes	Yes	N/A	145° F.	No	No	No	No	No
5. Salsa	Made at FE	No PHF	Yes	Yes	Yes	N/A	No	No	No	No	Yes
6. Chicken salad	Made at FE	Yes	Yes	Yes	Yes	N/A	N/A	Yes	Yes-Chicken	No	No
7. Latte drinks	Made at FE	Yes	No	No	N/A	165° F.	No	No	Yes-Milk	Yes	No
8. Chili hot dogs w/onion	Distributor	Yes	No	Yes	Yes	140° F.	Yes	No	No	No	No
9. Pork tamales	Made at FE	Yes	No	No	N/A	155° F.	Yes	No	Yes-Pork	Yes	No
10. Soft drinks	Distributor	No PHF	No	No	N/A	N/A	No	N/A	No	No	No
11. Clam chowder	Made at FE	Yes	Yes	Yes	N/A	140° F.	Yes	No	Yes	Yes	No
12. Clam chowder	Distributor	Yes	No	No	N/A	140° F.	Yes	No	Yes-Soup	Yes	No
13. Prime Rib	Made at FE	Yes	No	Yes	N/A	145° F.	Yes	No	Yes-Meat	No	No
14. French dip sandwich	Made at FE	Yes	No	Yes	Yes	N/A	No	Yes	No	Yes	No
15. Salad	Please specify the type of salad to accurately fill in the item.										
16. Potato Salad	Made at FE	Yes	Yes	Yes	Yes	165° F.	No	Yes	Yes-Potatoes, Eggs	No	No
17. Green Salad	Made at FE	Yes	Yes	Yes	Yes	N/A	No	No	No	No	No

\* Ready to eat food is a food that will not go through a final cook step prior to service, i.e. vegetables, fruit, bakery items, cold sandwiches

\*\*FE means Food Establishment