

CHECKLIST: BASIC REQUIREMENTS FOR A FOOD SERVICE ESTABLISHMENT

- Pre-operational plan review is HIGHLY recommended prior to construction activities.
- All equipment must be properly constructed, located, and installed to allow for easy cleaning. Covering shelves with shelf paper, contact paper or aluminum foil is not acceptable.
- Approved light colored walls and ceiling. These surfaces must be smooth and easily washable.
- Approved floor coverings. No carpets or rugs in food preparation or storage areas and restrooms.
- The facility floors and wall junctures must be sealed with baseboards or coved.
- Carpet in dining areas must be tightly woven and easily cleanable.
- The facility should not have exposed studs, joists or rafters; unless it is part of the building design and architecture, and properly cleaned/maintained.
- The facility should not have exposed utility pipes, service lines and any horizontal pipes and service lines on the floor.
- The facility must have an area, separate from the food preparation area for employees to eat, drink and smoke, if smoking is permitted.
- The facility must be equipped with storage lockers or an appropriate area separate from food prep/storage areas for employee personal belongings.
- Adequate lighting with shielded fixtures or Teflon coated bulbs in food preparation, dishwashing, service and storage areas.
- Handwashing sink(s) with mixing faucets provided with hot and cold running water located in bar and food preparation areas. Must be equipped with soap and disposable paper towels.
- Mop sink or curbed floor drain equipped with hot and cold running water must be in place for mop and other wastewater.
- All sinks in the facility must be equipped with air gaps or back-flow prevention devices.
- The facility shall have a conveniently located employee restroom, adequately ventilated, equipped with a self-closing door; a properly equipped hand sink; and covered trash can.
- Public restrooms, if present, must be properly located and equipped.
- Sufficient refrigerated units capable of maintaining 41 degrees Fahrenheit are present for proper storage of cold foods with affixed thermometers accurate to + or – 2 degrees Fahrenheit. Commercial style refrigeration is HIGHLY recommended, which is certified or classified for sanitation by an American National Standards Institute (ANSI)-accredited certification program, such as the National Sanitation Foundation (NSF).
- Sufficient equipment present for cooking, storing, displaying and serving hot foods. Crock pots are not considered approved equipment. The food preparation area must be provided with an adequate number of accurate food thermometers or thermocouples.
- Dishwashing must be done with one of two methods: hand dishwashing is done with a three-compartment sink with drainboards on either side of the sink set-up, and mechanical dishwashing is done with a commercial dishwasher that is capable of sanitizing in the final rinse with either an approved chemical sanitizer or with 160°F hot water on the dish surface. Chemical and/or heat sanitizer test devices must be available to check sanitizer concentration/temperature.
- Ice machines must be installed so that bins are sloped to drain, with no cross-connections and no cold plates in direct contact with ice and equipped with an ice scoop that is properly stored.

- Self-service operations must provide proper sneeze guards over serving lines.
- All outer openings must be insect or rodent proof. Windows that open must be screened and all doors must be tight fitting.
- The facility must not have insect protection devices installed in such a way as to contaminate food prep or storage areas.
- Outside garbage areas must be located on a non-absorbent material such as asphalt or concrete, and kept clean of litter and debris. Dumpsters must be equipped with lids that are kept closed at all times. Facilities generating used cooking oils will require an approved grease collection container (not 55 gallon drums).
- The facility out-door areas such as parking lots, dumpster pads, walk ways, and driving areas must be graded to drain and constructed to prevent dust, mud and water accumulation.
- Chemicals and other toxic items must be stored properly and separately from foods.
- Provide proper storage area for cleaning and maintenance equipment.
- Provide separate storage facilities for clean and soiled linens.
- Provide adequate ventilation and exhaust systems.
- Provide in-use sanitizer solutions with wiping cloths at select areas for cleaning food and non-food contact surfaces.
- All food items must be obtained from a licensed or approved source.
- Provide proper dispensers for milk and other beverages.
- Comply with all local building, electrical, and plumbing codes.
- Water must meet current drinking water standards or come from a Public or Community source.
- Wastewater disposal must be to a sanitary sewer or to an onsite wastewater treatment system that is in compliance with the Johnson County Code of Health Regulations, local jurisdiction and the 1999 Missouri Food Code. High strength organic waste consisting of fats, oils and grease will require an approved grease trap in the plumbing network prior to entering the wastewater supply.
- Food service operations shall be separated from living or sleeping quarters by complete partitioning and solid self-closing doors. Washers and dryers used in the food service operation must also be separated from food preparation areas.
- Each time a food service establishment changes ownership, the facility must be brought into compliance with current laws and regulations. Approval to operate will be granted following the completion of all work.

This list is designed to serve as a general guideline for individuals attempting to open a food service or retail food operation in Johnson County. It is not intended as an in-depth work and does not represent the complete and total requirements of the 1999 Missouri Food Code. The 1999 Missouri Food Code contains details regarding food service and retail food operation, health and safety issues, personnel, sanitation and equipment standards as well as storage requirements for food, paper and toxic items. The 1999 Missouri Food Code www.dhss.mo.gov/FoodCode/ should be referred to prior to opening. Retail food safety requirements and information may be obtained at the FDA website at www.cfsan.fda.gov/~ear/retail.html

Please contact the Environmental Health Office at least two weeks prior to opening to schedule a pre-opening inspection. (660) 747-6121 ext. 258.

The food establishment operation, design and construction should be compliant with the Americans with Disabilities Act (ADA). Contact the ADA at www.usdoj.gov/crt/ada/adahom1.htm or by phone at (800) 514-0301. Contact the Missouri Department of Economic Development for information on starting a business at www.missouribusiness.net/ or locally at the University of Central Missouri website www.ucmo.edu/x4265.xml or by phone at (660) 543-4402. Please visit the Missouri Division of Alcohol and Tobacco Control website at www.atc.dps.mo.gov/ or by phone at (816) 889-2574 for information regarding liquor license approval requirements.