

# PRINCETON HEALTH DEPARTMENT



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## Pre-Planning for New/Renovated/Altered Retail Food Establishments

### Checklist

	<p>➤ Review Copy of Chapter 24- “Sanitation in Retail Food Establishments and Food and Beverage Vending Machines”</p>
	<p>➤ Complete an <b><u>Application for Retail Food Establishment Plan Review</u></b>.</p>
	<p>➤ Submit <b><u>payment</u></b> for appropriate fees with the application.</p>
	<p>➤ Submit a <b><u>copy of the proposed menu</u></b> with the application</p>
	<p>➤ Submit <b><u>a full set of raised seal architectural plans</u></b> to scale, include all details requested in this packet.</p>
	<p>➤ All Risk <b><u>type 3 &amp; 4</u></b> establishments are required to provide the name(s) and valid <b><u>Food Safety Manager certificate(s)</u></b> for every Person In Charge (PIC) <b><u>before</u></b> the planned opening of the establishment. <b><u>At least one PIC must be present at all times</u></b> during operating hours. (Please see below the details regarding Risk Type 1, 2, 3 &amp;4 establishments.)</p>
	<p>➤ Please be advised that you <b><u>cannot begin construction</u></b> of the retail food facility prior to receiving approval from the Princeton Health Department.</p>

## **RISK TYPES OF RETAIL FOOD ESTABLISHMENTS**

**Risk type 1** food establishment means any retail food establishment that:

1. Serves or sells only pre-packaged, non-potentially hazardous foods; or
2. Prepares only non-potentially hazardous foods; or
3. Heats only commercially processed, potentially hazardous foods for hot holding and does not cool potentially hazardous foods. Such retail establishments may include, but are not limited to, convenience store operations, hot dog carts, and coffee shops.

**Risk type 2** food establishment means any retail food establishment that has a limited menu;

1. Prepares, cooks, and serves most products immediately;
2. Exercises hot and cold holding of potentially hazardous foods after preparation or cooking; or
3. Limits the complex preparation of potentially hazardous foods, including the cooking, cooling, and reheating for hot holding, to two or fewer items. Such retail establishments may include, but are not limited to, retail food store operations, schools that do not serve a highly susceptible population, and quick service operations, depending on the menu and preparation procedures.

**Risk type 3** food establishment means any retail food establishment that:

1. Has an extensive menu which requires the handling of raw ingredients; and is involved in the complex preparation of menu items that includes the **cooking, cooling, and reheating of at least three** or more potentially hazardous foods; or
2. Prepares and serves potentially hazardous foods including the extensive handling of raw ingredients; and whose primary service population is a highly susceptible population. Such establishments may include, but are not limited to, full service restaurants, diners, commissaries, and catering operations; or hospitals, nursing homes, and preschools preparing and serving potentially hazardous foods.

**Risk type 4** food establishment means a retail food establishment that conducts specialized processes such as smoking, curing, canning, bottling, acidification designed to control pathogen proliferation, or any reduced oxygen packaging intended for extended shelf-life where such activities may require the assistance of a trained food technologist. Such establishments include those establishments conducting specialized processing at retail.

**Potentially hazardous food:** a food that is natural or synthetic and that requires temperature control. Includes an animal food that is raw or heat treated; a food of plant origin that is heat-treated or consists of raw seed sprouts; cut melons; and garlic and oil mixtures that are not acidified or otherwise modified at a food processing plant in a way that results in mixtures that do not support the rapid and progressive growth of infectious or toxigenic microorganisms

### **ARCHITECTURAL PLANS MUST INCLUDE THE FOLLOWING INFORMATION:**

**Floors:** All floors must be smooth, easily cleanable and of light color. All construction details must clearly show the following:

- a) Construction Materials
- b) Location of floor drains
- c) Details on juncture between floors and walls

**Walls & Ceilings:** Kitchen walls must be smooth, easily cleanable and be of light color. Ceilings must be clean and in good repair. Complete details must be provided, including:

- a) Materials
- b) Finish
- c) Color

**Doors & Windows:**

- a) Indicate self-closing devices on doors where required.
- b) Indicate screening or other insect control devices.

**Lighting:**

- a) Indicate placement of all fixtures (in relation to equipment)
- b) Indicate illumination level (in foot candles) for all areas; including bathrooms, storage areas, etc. Specific intensities must be shown for food preparation areas and utensil washing areas.
- c) Light shields must be provided in the food prep areas.

**Plumbing:** Detailed plumbing plans must be submitted to the plumbing inspector for approval.

Plumbing must comply with the NJ Uniform Construction Code. In addition, the plans to this department must include:

- a) All hand-wash sinks, provide specifications. Hand-washing sinks must be available in the food prep area and counter area.
- b) Three Compartment Sinks (where applicable), provide specifications
- c) Dishwasher
- d) Prep sink if required
- e) Cross Connection Control
- f) Incoming water lines
- g) Effluent lines and floor drains
- h) Grease trap interceptor
- i) At least one utility sink or curbed cleaning facility with floor drain shall be provided and used for cleaning mops or similar wet floor cleaning tools.

**Hand-Washing and Toilet Facilities:**

- a) An adequate number of hand-washing sinks and preparation sinks must be provided in the proper locations of the facility.
- b) Provide rest room locations. Patrons must have access to rest rooms in “eat-in” facilities. Patron access may not be through food area. Restroom doors must be self-closing. If there are no windows, ventilation system must be installed.
- c) Indicate dressing and/or locker rooms for employees (some type of storage facilities for personal items are required).

**Storage:** Please be sure there is enough storage room and preparation area to accommodate the size of your menu. Please indicate on the plans the storage of the following:

- a) Location of dry food storage.
- b) Location of refrigeration and freezer units to store perishable food.
- c) Location of sanitized cookware storage.
- d) Location of storage shelves.
- e) Location of cleaning/sanitizing supplies.

**Food Displays:** Indicate counter sneeze guards or other protective devices. Food must be protected from coughing and sneezing.

**Equipment:** A list of all equipment (known as a plan equipment schedule) must be prepared as an addendum to the plans showing the manufacturer and the model. Only commercial equipment may be used.

**Ventilation:** Stoves, ovens, grills, fryers, etc. must have a ventilation system exhausting to the outside. This system must also meet fire codes. Hoods should have filters. The complete plan for the ventilation system must be provided to the Construction Official. Compliance with the NJ Uniform Construction Code is required.

### **Garbage**

- a) Describe method of garbage storage. List type of container and number of containers.
- b) Provide location for the storage of garbage (garbage room, storage rack or platform, etc.).
- d) List the name of the proposed garbage collector AND frequency of collections.

## **IMPORTANT INFORMATION**

- Do not begin construction of the facility prior to receiving approval from the Princeton Health Department.
- Any questions regarding licensing and plan review can be discussed with the health department during a scheduled meeting. This meeting is not mandatory; however, if you would like to discuss matters prior to plan submission, please call the health department as early as possible in the planning stages (609) 497- 7608.
- Hand-washing sinks must be available in the food prep area and counter area. Hand washing sinks shall be equipped to provide water at a temperature range of between 90°F and 110°F through a mixing valve or combination faucet.
- All refrigeration units must be able to hold food temperature at 41°F or below.
- All frozen food shall be thawed inside a refrigerator unit and never at room temperature.
- Food temperature measuring devices (thermometers) shall be provided and readily accessible for use in ensuring attainment and maintenance of food temperatures.
- All restrooms must be equipped with a garbage can with lid. Hand-washing signs stating "Wash Hands Before Resuming Work" or words of similar meaning shall be posted conspicuously in all toilet rooms and at each separate sink facility in a retail food establishment.
- Methods for sanitizing include the option of a sink with at least three compartments for manually washing, rinsing, and sanitizing equipment and utensils. A warewashing machine that uses a chemical or fresh hot water (180°F) for sanitization can also be used. In some instances both may be required.
- Containers of food shall be stored a minimum of 6" above the floor.
- Poisonous or toxic materials shall be stored in the following manner so that they cannot contaminate food, equipment, utensils, linens, and single-service and single-use articles
- Pesticides shall be applied only by a NJ Licensed Pesticide Applicator.
- **Schedule a pre-operational inspection at least 10 days prior to the planned opening. Food shall not be brought in to the facility until you are cleared by the Health Dept.**