



BUILDING & COMMUNITY SERVICES

FOOD ESTABLISHMENT GUIDELINES CHILD CARE FACILITIES

Establishment must have the following minimum facility requirements:

1. Include a scaled drawing of the building (food preparation area, grills, utility area, sink placements, eating areas, waste/grease interceptor placement, garbage enclosure, etc.).
2. A three-compartment sink for washing, rinsing, and sanitizing. Potable water under pressure with available hot and cold water. A separate prep sink may be required when food preparation includes the use of raw meats, poultry, and fish and other foods that are not pre-cooked or pre-packaged
3. A separate hand washing sink in the food preparation area, with soap and hand-drying device
4. A separate utility mop sink or floor drain with lip connected to plumbing
5. Adequate equipment that is in good working order and able to maintain temperature requirements, and suitable for the type of service provided by the establishment
6. Restroom for employees (in proper working order according to law); restroom requirements for patrons is based on seating capacity. Location of restrooms for patrons must be accessible from public area. Hand wash sinks must be proportionate to the number of toilets.
7. A proper working sewage disposal system with proper size waste/grease interceptor approved by the Utilities Department
8. Set up garbage collection service with the contracted garbage collection company as required by the City Code of Ordinances; food establishments selling more than pre-packaged food items are required to have a minimum of three times per week collection.
9. Proper construction and maintenance of floors, walls, and ceilings with proper lighting with shields
10. Required signage (hand wash, choking, buffet plate, allergies, consumption of raw foods, etc.)
11. Thermometers for testing temperatures
12. Every employee of the food establishment must complete a recognized/approved food handler safety course before beginning work with the food establishment
13. The owner of the establishment must have at least one person on duty during all operating hours that holds a current and approved certified food manager certificate
14. Pay annual fee.