



**BROOMFIELD HEALTH & HUMAN SERVICES
PUBLIC HEALTH DIVISION
Environmental Health Office
Food Protection Program**

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MOBILE RETAIL FOOD ESTABLISHMENT FACILITY REQUIREMENTS FORM

Facility Requirements

Instructions: The following is a list of facility requirements for opening a retail food establishment. Read each requirement below and initial if in compliance or mark NA if not applicable in OWNER USE column. Please make sure that you understand and satisfy all applicable requirements for your retail food establishment. An inspector will check each requirement off using the left column (marked EHS USE) during the pre-opening inspection. Failure to meet these requirements upon the pre-opening inspection may delay opening of your establishment. Please call if you have any questions. Incomplete applications will be returned.

EHS USE			OWNER USE
UTILITY INSTALLATION			
	1.	All plumbing and electrical conduit are to be installed within and behind walls and ceilings or below floors. Exposed water pipes, sewer lines, and/or electrical conduit running along walls, ceilings, or floors are not approvable (for new and remodeled retail food establishments).	
DOORS AND WINDOWS			
	2.	All outside openings must be tight fitting to exclude the entrance of insects and rodents. One of the following must be provided:	
	3.	Opening windows: Screens <input type="checkbox"/> Air Curtain <input type="checkbox"/> Self-closing <input type="checkbox"/> Other <input type="checkbox"/>	
	4.	Outside doors: Screens <input type="checkbox"/> Air Curtain <input type="checkbox"/> Self-closing <input type="checkbox"/> Other <input type="checkbox"/>	
LIGHTING REQUIREMENTS			
	5.	50 foot-candles of light on all working surfaces and equipment in food preparation and utensil washing area including equipment located under vent hoods. 20 foot-candles of light at a distance of 30 inches from the floor in utensil and equipment storage areas and in lavatory and toilet areas. 10 foot-candles of light in walk-in refrigeration and freezer units, dry food storage areas and in all other areas, including dining during operations. (Please Note: The standard light fixtures with most walk-in refrigeration units do not provide the 10 foot-candles power of light required.)	
	6.	Protective shielding for all light fixtures in food preparation, utensil and equipment washing, and other areas where food is stored or displayed (shatter proof bulbs may be substituted).	
	7.	Protective shielding or shatterproof bulbs provided for inside of all refrigerators, freezers, and walk-in coolers and freezers.	
	8.	Overhead lighting provided in walk-in coolers and freezers.	
WASTE RETENTION FACILITIES			
	9.	Waste retention tank capacity: _____	
	10.	Durable containers with tight fitting lids required.	

EHS USE		OWNER USE
VENTILATION		
11.	All ventilation installed according to the 1997 Uniform Building and Mechanical Codes as adopted. (See Appendix B)	
12.	Ventilation must be adequate so that all areas are kept free from excessive heat, steam, condensation, vapors, fumes, or objectionable odors.	
13.	Ventilation hoods and devices must be designed to prevent grease or condensation from dripping out of the hood or device.	
14.	Ventilation system filters must be readily removable for cleaning.	
15.	Ensure design, installation, and maintenance of ventilation systems is in accordance with applicable, state and local fire codes.	
16.	All ventilation systems must be exhausted to the outside air.	
	* Please Note: The kitchen exhaust hood must be NSF approved or its equivalent; must overhang all equipment which produce grease vapors, steam, smoke and excessive heat not less than 6 inches beyond the edge of the cooking surface on all open sides; or be of other approved engineered design. Make-up air must be mechanically introduced into the establishment at a volume equal to or greater than what is being exhausted. The kitchen should be under a slight negative pressure so that make-up air can be exhausted through the kitchen exhaust system after it moves from the dining area into the kitchen. Make-up air must be distributed through several registers to establish necessary air patterns and so as not to short-circuit the exhaust system(s). Exhaust hood switch(es) must be interlocked with the make-up air systems(s).	
EMPLOYEE AND PERSONAL BELONGINGS		
17.	Where will storage facilities for employees' clothing and other personal items be located? _____ _____	
WATER		
18.	Water source must be obtained from an approved commissary. Source: _____ If private well, give depth and method of water treatment: _____ _____	
19.	Hot and cold water under pressure must be supplied to all fixtures and equipment requiring water.	
HAND WASHING FACILITIES		
20.	Hand washing facilities must be readily accessible in all food preparation areas, equipment & ware washing areas. A separate sink installed and used for hand washing only is required. All hand washing facilities must be provided with hot and cold water under pressure.	
32.	Each hand washing facility is provided with mounted soap and sanitary toweling or hand drying device. Self-dispensing, spring-loaded, or metering faucets must provide a flow of water for at least 15 seconds without the need to reactivate.	
SEWAGE DISPOSAL		
33.	If an onsite septic system is used, it must be an approved system. Permit # _____	
34.	Provided by: City Sewer _____ (name)	
DESIGN, CONSTRUCTION, AND INSTALLATION OF EQUIPMENT		
35.	All equipment and utensils meet National Sanitation Foundation Standards (NSF) or equivalent. Domestic type refrigerators, freezers, stoves, crock-pots, sinks, etc. are not acceptable. Submit the make and model numbers of all equipment (See Appendix A). Drop-in cold plates in ice machine or jockey boxes are not acceptable.	
36.	Are vegetables: Purchased pre-cleaned & pre-cut _____ or Prepared at commissary in vegetable preparation sink _____	
37.	Running water dipper wells are needed for the storage of frozen dessert utensils and must be provided with an indirect waste line.	
EHS USE		OWNER USE
38.	Ice storage bins. Protected with splash shields (protective covers).	
39.	Proper installations of mix and liquor guns (indirect waste).	

40.	<p>Equipment used for food preparation or storage installed so as to facilitate cleaning around and beneath each unit.</p> <p>A. Equipment that is placed on tables or counters readily movable, sealed thereto or mounted on legs or feet at least 4 inches high to facilitate easy cleaning.</p> <p>B. Floor mounted equipment, unless readily movable (on castors), sealed to floor, or installed on raised platforms of concrete or masonry, or elevated at least 6 inches above floor.</p> <p>C. All floor mounted equipment and the space between adjoining units, and between a unit and an adjacent wall, must be either closed or sealed if exposed to seepage, or have sufficient space to facilitate easy cleaning between, behind, and beside equipment.</p> <p>D. Space Requirements:</p> <ul style="list-style-type: none"> i. If equipment is less than 24 inches wide, the space between equipment and wall must be at least 6 inches. ii. If equipment is more than 24 inches but less than 72 inches wide, the space between equipment and wall must be at least 12 inches. iii. If equipment is more than 72 inches wide, the space between equipment and wall must be at least 18 inches. iv. If equipment is installed on castors with flex fuel lines or quick disconnects, the space requirements listed above are not applicable. Flex lines must be long enough to allow the equipment to be pulled away from the wall to permit easy cleaning. 	
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CLEANING/SANITIZING OF EQUIPMENT AND UTENSILS

Manual Requirements:

41.	<p>A three-compartment sink must be provided. Sink compartments must be large enough to accommodate the largest piece of equipment or utensil used.</p> <p>Size of each compartment (length x height x width) = _____</p>	
42.	<p>Drainboards are to be as wide as adjoining sink compartments. Double 24 inch drainboards are required in establishments using single service utensils. Double 36 inch drainboards are required in establishments using multi-use utensils.</p>	

HOT WATER SUPPLY

43.	<p>Water Heater Make: _____ Model #: _____</p> <p>Recovery Rate: _____ gallons per hour at _____ degrees °F rise at sea level</p> <p>BTU/KW rating _____ Storage Tank Capacity _____ gallons</p>	
44.	<p>Hot water requirement of establishment is _____ gallons per hour based on usage requirement of all fixtures. (See Appendix D)</p>	

STORAGE AND HANDLING OF EQUIPMENT AND UTENSILS

45.	<p>All utensils and equipment must be stored at least 6 inches off the floor; clean, dry, and protected from splash and dust.</p>	
46.	<p>No storage under exposed water or sewer lines.</p>	

HOT AND COLD FOOD STORAGE

47.	<p>Hot and/or cold food storage units must be provided which are large enough to accommodate maximum food storage or holding during peak periods.</p>	
48.	<p>Refrigeration equipment must be provided for the rapid cooling of cooked food products.</p>	

EHS USE		OWNER USE
Reach-in Refrigerator and Freezer Units:		
49.	Domestic (household) type units are not acceptable	
50.	Refrigerator units: Number _____ Approximate cubic feet total _____	
51.	Freezer units: Number _____ Approximate cubic feet total _____	
Hot Food Holding Units:		
52.	Hot holding units must be capable of holding the internal temperature of potentially hazardous foods at 140°F or hotter.	
53.	List number and type of hot holding units: _____ _____ _____	
54.	All hot and cold holding and/or storage units must be provided with accurate, numerically scaled thermometers.	
55.	When unwrapped food is placed on display (smorgasbord, salad bars, buffet, etc.), it will be protected against contamination from customers by easily cleanable sneeze guards, cabinets, display cases or other effective protective equipment. Sufficient mechanical hot or cold food facilities shall be available to maintain the required temperature of potentially hazardous food on display.	
	Please Note: Refrigeration equipment when installed in conjunction with heat producing cooking equipment must be designed and installed so refrigeration equipment can maintain foods below 41°F.	
56.	If food is transported to another location, food must be protected from contamination and held at proper holding temperature. If applicable, describe how this will be accomplished: _____ _____ _____	
DRY STORAGE FOR FOOD AND FOOD PRODUCTS		
57.	Food and food products must be stored at least 6 inches off the floor, dry, splash free, and not exposed to water or sewer lines. Please Note: If storage is found to be inadequate at the time of operation inspection, additional storage will be required.	
CHEMICAL STORAGE		
58.	All toxic poisonous material, including cleaning chemicals and sanitizers, must be stored physically separate from food and utensils. Insecticides and rodenticides must be stored separately and preferably in a locked cabinet.	
CLEANING EQUIPMENT		
59.	Janitor (mop) sink is provided. Location: _____	
60.	Cleaning equipment, mops, brooms, buckets, etc. shall be stored in an area completely separate from food storage, food preparation, utensil washing and storage areas.	
61.	Approved can washing facilities must be provided.	

EHS USE		OWNER USE
PLUMBING		
62.	Vacuum breakers must be provided for submerged/enclosed outlets, hose connections, dish machine, rinse lines, etc. Vacuum breakers must be located a minimum of 6 inches above the overflow rim and after the last valve on equipment.	
63.	Approved backflow prevention device will be required on all continuous pressure lines except hoses which are permanently mounted to hang a minimum of 2 inches above the overflow rim at rest.	
64.	All enclosed equipment in which food or portable equipment or utensils are placed shall not be directly connected to the drainage system (sewer line).	
65.	All equipment requiring indirect waste lines properly drain into floor drains or sinks (i.e. ice machines, ice bins).	
66.	Floor drains or sinks are accessible for cleaning and maintenance.	
67.	Retail food establishment owners have installed a properly vented dual check valve device or an approved pressure backflow assembly between copper pipe or tubing and carbonated beverage dispensing machines.	

REQUEST FOR INSPECTIONS – Two inspections are required prior to opening:

1. A construction inspection is done when interior finishes are completed, but prior to the installation of equipment.
2. A pre-opening inspection will be conducted when all remodeling or construction is complete, the facility has been cleaned and is ready to operate. Also, all equipment must be installed with refrigeration and hot-holding units operating at their proper temperatures.

This review is valid for a period of 120 days from the date shown below. If construction/remodeling is not started within this time period, it will be necessary to resubmit plans for a new review. Regulations are subject to change. Any changes to the approved plans must have prior approval by the Broomfield City-County Health Department. Notify the Public Health Division at least seven (7) working days in advance for each inspection (Construction and Pre-opening). All construction and cleaning must be completed before calling for a pre-opening inspection. The Retail Food Establishment license fee is due prior to the opening inspection.

Authorized Signature _____

Date _____