Broomfield Health and Human Services
Public Health and Environment Division
6 Garden Center
Broomfield, CO 80020
720-887-2220

Dear Applicant:

Colorado Revised Statutes require complete plans and specifications be submitted, reviewed and approved by the Public Health Division of Broomfield Health & Human Services (BHHS) before the start of any construction/extensive remodeling or operation of a **Mobile Food Establishment/Pushcart**. This process can be expedited by observing the following procedures.

1. Complete the enclosed plan review application and specification form, including the finish schedule and equipment installation list. Notations on "see plans" will not be accepted. **Failure to provide the required information will delay the plan review process.** If plans are significantly altered after approval additional, information may be requested for submittal.

2. Plan review packets and applications may be submitted to the Public Health Division, BHHS, at 6 Garden Center, Broomfield, CO 80020 or to the Building Department at One DesCombes Dr., Broomfield, CO 80020.

3. A total of $680.00 is required upon submittal of plans for Public Health Division review. This includes an application fee of $100.00 and a plan review fee of $580.00. Plan review activities are charged at an hourly rate of $45.00. Any balance left of the fees collected will be refunded by mail after the opening inspection.

4. For establishments not requiring a plan review, an application fee of $100 is required.

Note: Make checks payable to the City and County of Broomfield.

5. Written notification will be sent within 14 working days of the status of your plans, i.e. approved, disapproved or that additional information is required.

6. Final approval from the BHHS is necessary before you open for business, including any advance food preparations.

The Colorado Retail Food Establishment Rules and Regulations and a *Food Equipment Installation Guide* are included to assist you in determining the requirements for your facility.

If you have any questions please contact our office at 720-887-2220.

Mobile Retail Food Establishment Plan Review Checklist

This checklist is to assist you in preparing a complete plan review application. All of the following items must be addressed in your application. Check off each item when the information has been put into the packet.

- ❑ Plan Review Fee of $680.00 paid
  Or
- ❑ Application fee of $100 paid if no plan review required

- ❑ Complete & sign the Retail Food Establishment Plan Review Form

- ❑ Equipment List included?

- ❑ Facility Floor Plan of Mobile Unit drawn to scale. Include the following:
  - Dimensions (length, width, height)
  - Equipment Layout
  - Diagram of Water System
  - Diagram of Waste Water System

- ❑ Menu
  - Detailed menu of all food and drinks that will be served
  - Sources of food, beverages and ice

- ❑ Commissary Agreement – (Included in packet) Provide a written and signed agreement between the mobile unit operator and the commissary owner. The agreement must include a list of all services provided by the commissary.

- ❑ Food Handling Questionnaire Complete?

- ❑ Route Schedule, Include the following:

  - Days of operation
  - Hours of operation
  - Locations mobile unit services

- ❑ Retail Food Service License Application Complete?

- ❑ Retail Food Service License Application Fee paid?

- ❑ A Copy of the Colorado Retail Food Establishment Rules and Regulations is available upon request.

You must also check with the following agencies:

- ❑ Broomfield Planning Department
- ❑ State and City & County of Broomfield business licensing offices
- ❑ North Metro Fire Protection District
- ❑ State Department of Labor & Employment

REQUIREMENTS FOR
Mobile Food Establishments and Mobile Espresso Establishments

1. Commissary - The commissary is an essential part of a mobile unit's operations. A commissary is required for all food preparation and storage done outside of the mobile unit or food booth. The commissary must also provide commercially approved methods of cleaning and sanitizing all equipment, utensils, water tanks, etc. Cleaning and sanitizing is required on a daily basis.

2. Location - The establishment must be placed in an area with a minimum of 100 feet from stockyards, animal pens, privies, or any other source of contamination.

3. Waste - Garbage and wastewater must be disposed of properly to avoid a nuisance or health hazard. Waste water tanks must be 1.5 times larger than potable drinking water tanks. Mobile food units serving only prepared, packaged food in individual servings or beverages, which are protected from contamination, are exempt from requirements of water supply and sewage disposal. When a mobile food uses a water system other than a municipal water supply, the source shall be approved by the Public Health Officer and/or his/her designated representatives. Liquid waste shall be retained in the mobile unit and/or disposed of by a method approved by the health officer.

4. Source - All pre-packaged and prepared foods must be obtained from, or prepared at, an approved retail food establishment (commissary) and transported in approved containers. Water must be from an approved source. Hoses used for filling tanks with potable water cannot be used for draining wastewater.

5. Temperature Control - Potentially hazardous food (e.g., milk products, eggs, meat, poultry, and fish) must be stored at a temperature of 41º or below or at a temperature of 140º or above in facilities meeting Public Health Division approval.

6. Thermometers - Required in all refrigeration units. Stem-type thermometers are required if foods are prepared hot, or if hazardous foods are held cold in containers outside of refrigerators.

7. Equipment - Equipment shall be located and installed in a way that prevents food contamination and facilitates easy cleaning. Equipment must be of commercial design and certified or classified for sanitation by an American National Standards Institute, accredited certification program or a design approved by the Colorado Department of Public Health and Environment.

8. Food Contact Surfaces - Shall be protected from contamination by consumers and other contaminating agents. Overhead protection is required outdoors.

9. Utensils - All mobile food establishments without effective facilities for cleaning and sanitizing tableware shall provide only single service articles for use by consumers. All food service utensils are to be cleaned and sanitized as often as necessary and/or a sufficient amount of utensils shall be provided to exchange every 4 hours.

10. Personnel – An employee(s), while infected with a disease in a communicable form that can be transmitted by foods, or who is afflicted with a boil, an infected wound or respiratory infection, shall not work in a food service establishment.

11. Hand Washing - Convenient hand washing facilities shall be available for employee hand washing. A separate sink is required. This facility shall consist of running hot and cold water, soap, and dispensed individual paper towels. Hands must be washed with plenty of soap and hot water and dried on paper towels before work, during any interruption of food duties, after using the toilet or handling unclean items, or otherwise contaminating hands. Three compartment sinks cannot be used for hand washing.

12. Ice - Ice that is consumed, or that contacts food, must be manufactured from a potable water source and handled in a sanitary manner. Ice shall be stored in such a manner as to protect it from contamination. Ice used as a cooling medium for food storage containers or utensils shall not be used or sold for human consumption.

13. Surfaces - All surfaces must be smooth, non-absorbent and easily cleanable. No bare wooden surfaces or carpeted floors are allowed.

14. Dairy Items - If steaming dairy products for espresso, dairy items must be returned to refrigerator when not in use. Single use dairy creamers must be refrigerated if they are not ultra-high temperature or if they do not indicate “No Refrigeration Required”.

15. Wiping Cloths - Wiping cloths must be saturated with the proper concentration of sanitizing solution.

16. Displayed Food - Foods on display must be covered, wrapped, or otherwise protected from contamination. Condiments shall be protected from contamination by being kept in protective dispensers, in food displays with the proper utensils, from original containers that are designed for dispensing or in individual packages or portions.

Definitions:

1. **Base of Operation** - Means an approved site for servicing, cleaning, sanitizing, and maintaining a mobile food unit.

2. **Commissary** - Means an approved catering establishment, restaurant, or other approved place in which food, containers, or supplies are kept, handled, prepared, packaged or stored.

3. **Easily Cleanable** - Means surfaces are readily accessible and fabricated of such material and finishes that residue can be effectively removed by normal cleaning methods.

4. **Equipmen**t – Means an article used in the operation of a food establishment, such as, but not limited to a freezer, grinder, hood, icemaker, meat block, mixer, oven, reach in refrigerator, range scale, sink, slicer, stove, table, thermometer, or ware washing machine.

5. **Health Officer** - Means the city, county, city/county, or district health officer as defined in CRS or his or her authorized representative, or the representative of the division.

6. **Limited Retail Food Establishment** - Any food service establishment that sells only approved pre-packaged foods. No preparation of food is involved.

7. **Mobile Food Establishment** - Means a retail food establishment that reports to and operates from a commissary and is readily movable, is a motorized wheeled vehicle, or a towed wheeled vehicle designed and equipped to serve food.

8. **Potentially Hazardous Food** – Means a food that is natural or synthetic and that requires temperature control because it is in a form capable of supporting:

    1. The rapid and progressive growth of infectious or toxigenic microorganisms;
    2. The growth and toxin production of Clostridium botulinum or
    3. In raw shell eggs, the growth of Salmonella enteritidis

    A. **Potentially Hazardous Food** includes a food of animal origin that is raw or heat-treated: a food of plant origin that is heat treated or consists of raw seed sprouts; cut melon; and garlic in oil mixtures that area not acidifies otherwise modified at food processing plant in a way that results in mixtures that do not support growth as specified in subparagraphs 1,2 and 3 of this definition.

    B. **Non-Potentially Hazardous Food Includes**:
        a. Hard-boiled eggs with shells intact which have been air cooled:
        b. Foods with a water activity value of 0.85 or less:
        c. Food with a measurement of acidity (ph) of 4.6 or below:
        d. Foods which have been adequately commercially processed and remain in their unopened hermetically-sealed container: and
        e. Food for which laboratory evidence (acceptable to the regulatory authority) demonstrates that rapid and progressive growth of infectious and toxigenic microorganisms, the growth of S. enteritidis in eggs or the slower growth of Clostridium botulinum cannot occur.

9. **Sanitization** – Means the application of cumulative heat or chemicals on cleaned food-contact surfaces.

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An accurate, completed, detailed plan and specification document is critical for the proper review of these forms. Please take your time and fill out the following pages.

MOBILE FOOD ESTABLISHMENT/PUSHCART PLAN REVIEW APPLICATION

1. Name of Establishment: _____ **Phone #:(____)**_____

2. Address of Establishment: _____
Street City State Zip

3. Mailing Address: _____
(If different than above) Street/PO Box City State Zip

4. Name of Contractor: _____ **Phone # (____)**_____

5. Name of Owner: _____ **Phone # (____)**_____
Email Address:_____

7. Name of Contact: _____
(If different from owner)
Email Address:_____

7. Address of Owner: _____
Street/PO Box City State Zip

8. Name of Commissary or Base of Operation: _____

9. Address of Commissary/Base of Operation: _____
Street City State Zip

10. Date of planned opening: _____

11. Type of Establishment:

a) ____ Self-contained mobile establishment

b) ____ Pushcart

c) ____ Other _____

d) ____ New Establishment e) _____ Remodel f) _____ Ownership Change

g) ____ Other _____

12. Maximum number of Employees per shift: _____

13. Seasonal Operation: Yes ____ or No ____ If yes, Dates of Operation: _____

14. Days of Operation: _____ _____ **Hours of Operation:** _____

15. Request for construction or opening inspections: (This department requests 7 working days notice.)

***All construction and cleaning must be completed before an Opening Inspection can be done. Failure to do so will result in additional technical assistance charges or $45.00 per hour.**

FOOD HANDLING QUESTIONNAIRE

Please complete this questionnaire with as much detail as possible. Answers to the following will determine if your food handling techniques are consistent with proper food safety and public health protection. Since it has been shown that the majority of foodborne illness outbreaks are contributed to errors in food handling (e.g., improper cooling, reheating, etc.), it is important that proper procedures be employed from the start of operation of the food service establishment.

Potentially Hazardous Foods (PHF's) are defined as those foods, which will support the growth of foodborne illness causing bacteria, have high moisture and protein content and a low amount of acidity. PHF's that have been frequently identified as vehicles of a foodborne illness, include meat, poultry, seafood, dairy products, cooked rice/potatoes/beans, soups and gravies, potato and other combination salads. The definition does not include commercial hard cheeses, commercially prepared mayonnaise or salad dressings, raw vegetables or fruits (except cut melons and sprouts).

1. Cooling of Potentially Hazardous Foods

Will any potentially hazardous food be cooled? Yes ____ No ____

If yes, explain in detail how you are cooling foods:

A. Technique:

_____
_____
_____
_____
_____

B. Time, if any foods are allowed to pre-cool at room temperature:

_____
_____
_____
_____
_____

C. List types of containers used, and the level of food placed in these containers to cool:

_____
_____
_____
_____
_____

D. Are foods covered during the cooling process? Yes _____ No _____

E. How will the process be monitored?

_____
_____
_____
_____
_____

F. If using an ice bath, at what temperature is the food placed in the refrigerator? How often are foods being stirred; what level is the ice in relation to the food; how often is the food monitored for temperature?

_____
_____
_____
_____
_____

2. Reheating Potentially Hazardous Foods (Complete this area if you answered "Yes" to I above.)
If you are going to reheat PHF's, please describe the process and include:

A. Equipment used for reheating (stove, convection oven, etc.):

_____
_____
_____
_____

B. Total amount of time taken to reheat before service or hot holding:

_____
_____
_____
_____

C. Temperature food will be reheated to: _____

D. How will the process be monitored?

_____
_____
_____
_____

3. Hot and Cold Holding of PHF's
If you are going to be holding hot or cold PHF's, describe:

A. The temperature of PHFs before they are placed into hot holding units (steam tables, hot cases, etc.) or cold holding units other than refrigerators (salad bars, cold wells, ice storage, refrigerated drawers, etc.)

_____
_____
_____
_____
_____

B. What will the internal temperature of PHFs in hot or cold holding units to be maintained throughout the day?

_____
_____
_____
_____
_____

C. How will the process be monitored?

_____
_____
_____
_____
_____

D Will catering be conducted? 'Yes ____ No ____ If yes, what equipment will be provided to maintain food at proper temperatures during transport?

_____
_____
_____
_____
_____

E. Will food be transported or delivered to another location? ____Yes ____ No
If yes, what equipment will be provided to maintain food at proper temperatures during transport?

_____
_____
_____
_____
_____

F. Will vacuum packaging be conducted in the establishment? ____Yes ____ No
If yes, please provide the required HACCP Plan for each category of food to be vacuum packaged:

_____
_____
_____
_____
_____

4. Personnel Hygiene

Describe how the hygiene of personnel will be addressed in your establishment and include:

A. Policy on where and when hand washing occurs, including after handling raw meats and/or seafood.

_____
_____
_____
_____
_____

B. Policy for ill food service workers:

_____
_____
_____
_____
_____
_____

C. How will employees limit the amount of direct hand contact with food?

_____
_____
_____
_____
_____
_____

5. Cooking Temperatures

Beef	_____	Casseroles	_____
Poultry	_____	Pork	_____
Fish/Shellfish	_____	Ground Beef	_____

A. How will the cooking temperatures of these and other foods be monitored?

_____
_____
_____
_____
_____

6. Cleaning and Sanitization Procedures

A. Describe the type and concentration of sanitizer used:

_____
_____
_____
_____

B. How will the meat-slicer, cutting boards and other in-use utensils be cleaned and sanitized after becoming contaminated? How often?

_____
_____
_____
_____

7. Additional Food Handling Information:

A. How will frozen foods be thawed?

_____
_____
_____
_____

B. Will raw meats, poultry, and seafood be stored/displayed in the same refrigerator with cooked, ready-to-eat foods? ____Yes ____ No If yes, how will they be store to prevent cross contamination?

_____

_____

C. Where will produce be washed? Prepared?

_____

_____

_____

_____

D. What will be done with food left over at the end of the day (cooked or not)?

_____

_____

_____

_____

E. Where will fresh water tanks be filled?

_____

_____

_____

_____

F. Where will wastewater tanks be emptied?

_____

_____

_____

_____

G. How and when will the cart be moved?

_____

_____

_____

_____

8. **Please submit with packet on separate pages the additional information**:

A. A complete menu

B. List of all food service related equipment including make and model number (See Appendix A)

9. Facility Floor Plan:

Floor plan drawn must be drawn to scale, including the layout of all sinks, refrigerators, equipment, etc. (See attached example of a detailed floor plan drawing to use as a guide.)

A. The floor plan must include location and identification of all equipment and areas including:

1. Sinks -
   a) Hand sink(s) - Number provided, including restrooms _____
   b) Food preparation sink(s):

      Provided: ___ Commissary ___ Not Applicable ____

   c) Ware-washing (3-compartment) sink(s) - Provided: ___ Commissary ___

2. Dry food storage area(s) – Required

3. Refrigerated Food Storage – Required if potential hazardous foods are present

4. Storage for employee personal items - Required

6. Chemical storage area(s) - Required

7. Water Heater Location – Required

8. Outdoor cooking - Provided ____ Not Applicable_____

9. Location of Water Tank(s) – Required

10. Location of Waste Retention Tank(s) – Required

11. Recycle/Damaged/Returned goods location - Provided _ __ Not Applicable_____

12. Ice bins / ice machines - Provided _____ Not Applicable _____

13. Dipper wells - Provided _____ Not Applicable _____

RETAIL FOOD ESTABLISHMENT FINISH REQUIREMENTS FORM

Finish Requirements: Complete the chart below. Be sure to list all rooms or areas used for food preparation and food storage. Also include restrooms. Example: kitchen, bar, dishwashing area, etc.

Floors, walls, and ceilings must be smooth, impervious, non-absorbent, and easily cleanable. Coved floor-wall junctures must be provided. Walls and ceilings must be light in color. In all food prep/kitchen and dishwashing areas, bars, and wait stations, acoustical tile is **NOT** acceptable. Inside of the bar area must be smooth, non-absorbent and easily cleanable. Four-inch minimum required for baseboard coving.

Room or Food Area	**Floors: Finish/Material**	**Coving**	**Walls: Color and Finish/Material**	**Ceilings: Color and Finish/Material**
EXAMPLE: Restrooms	Ceramic Tile	Rubber Base 4”	White Fiberglass Reinforced Panels (FRP)	White Vinyl Clad Ceiling Tile
Kitchen/Food Preparation				
Dry Storage				
Dishwashing Areas				

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 ❑ Air Curtain ❑ Self-closing ❑ Other ❑	
	4.	Outside doors: Screens ❑ Air Curtain ❑ Self-closing ❑ Other ❑	
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.	
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.	
	38.	Ice storage bins. Protected with splash shields (protective covers).	
	39.	Proper installations of mix and liquor guns (indirect waste).	

	40.	Equipment used for food preparation or storage installed so as to facilitate cleaning around and beneath each unit. 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. 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. 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. D. Space Requirements: 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.	
CLEANING/SANITIZING OF EQUIPMENT AND UTENSILS			
		Manual Requirements:	
	41.	A three-compartment sink must be provided. Sink compartments must be large enough to accommodate the largest piece of equipment or utensil used. Size of each compartment (length x height x width) = _____	
	42.	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.	
HOT WATER SUPPLY			
	43.	Water Heater Make:_____ Model #:_____ Recovery Rate: _____ gallons per hour at _____ degrees ^{o}F rise at sea level BTU/KW rating _____ Storage Tank Capacity _____ gallons	
	44.	Hot water requirement of establishment is _____ gallons per hour based on usage requirement of all fixtures.	
STORAGE AND HANDLING OF EQUIPMENT AND UTENSILS			
	45.	All utensils and equipment must be stored at least 6 inches off the floor; clean, dry, and protected from splash and dust.	
	46.	No storage under exposed water or sewer lines.	
HOT AND COLD FOOD STORAGE			
	47.	Hot and/or cold food storage units must be provided which are large enough to accommodate maximum food storage or holding during peak periods.	
	48.	Refrigeration equipment must be provided for the rapid cooling of cooked food products.	
		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.	
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:

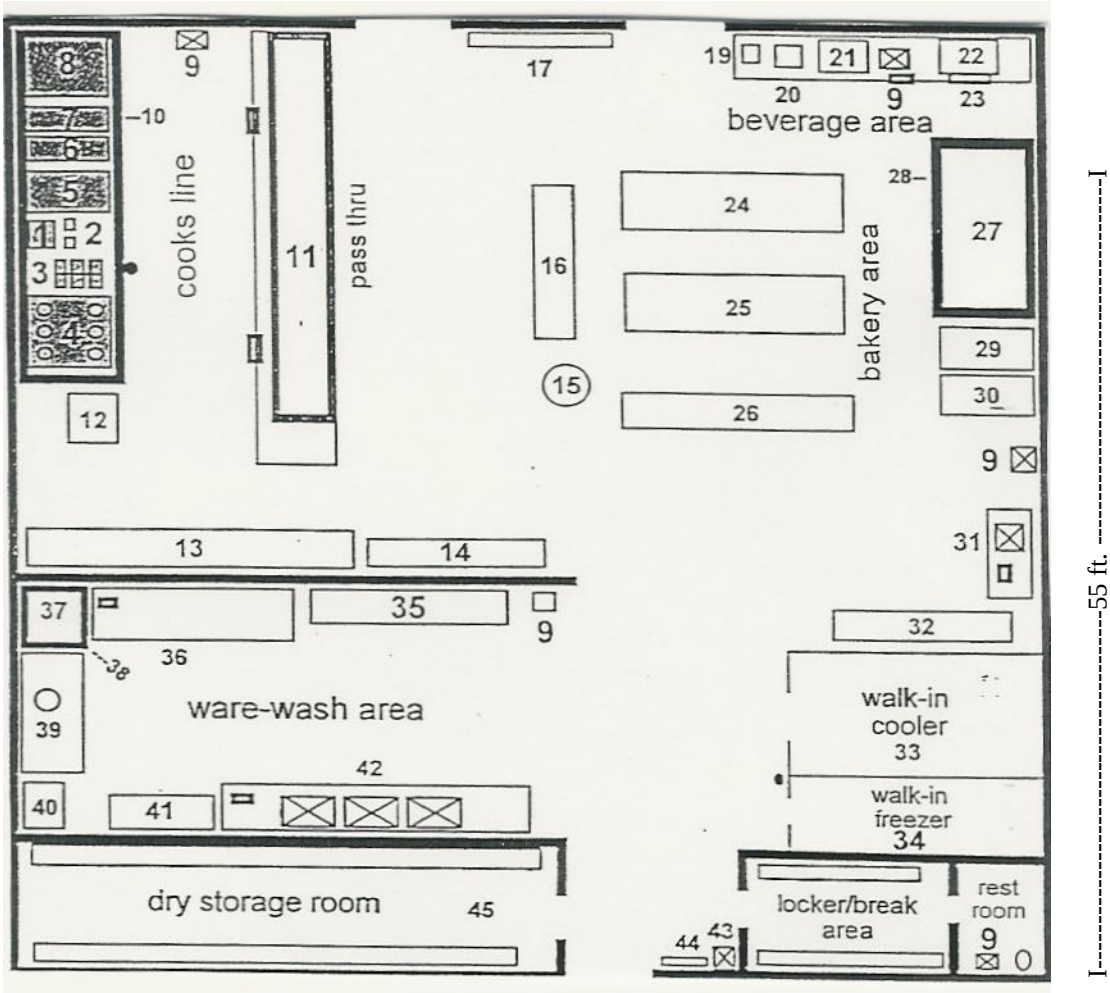
1. A construction inspection is done when interior finishes are completed, but prior to the installation of equipment.
2. A pre-opening inspection will be conducted when all remodeling or construction is complete, the facility has been cleaned and is ready to operate. Also, all equipment must be installed 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_____

APPENDIX A
EXAMPLE Facility Floor Plan

18



I----------60 ft. ----------I

Equipment

1. Cheese melter
2. Microwaves
3. Steam table
4. Stove
5. Griddle
6. Fryer
7. Fryer
8. Charbroiler
9. Handsink
10. Hood, Type I
11. Refrigerator/freezer Maketable unit with pass-thru and shelf
12. Stainless steel table
13. Sliding 3-door refrigeration unit
14. Shelving unit
15. Mixer
16. Shelving unit
17. Bread shelving racks
18. Dining area
19. Coffee maker
20. Tea maker
21. Soda machine
22. Espresso machine
23. Under counter refirg. unit
24. Bakers' table
25. Bakers' table
26. Shelving unit
27. Bake oven
28. Hood, type II
29. Proof cabinet
30. Proof Cabinet
31. Vegetable prep sink & 18" drainboard
32. Stainless prep table
33. Walk-in cooler
34. Walk-in freezer
35. Drying shelf
36. Clean drainboard
37. Dishmachine
38. Hood, type II
39. Dirty drainboard w/ spray hose & garbage disposal
40. Dirty dish rack
41. Drying shelf
42. 3-compartmentsink w/ 36" drainboards
43. Mop sink
44. Chemical storage shelf
45. Shelving

! = Floor sink

□ = Floor drain

Appendix A
Equipment Installation List
EXAMPLE

Make and Model # Item	Identification Code on Plan (by	Installation Methods							
		At Floor		At Wall			Adjacent Equipment		
		Masonry Islands	Approved Legs	Casters	Attached	Separation	Attached	Separation	Portable
Reach-in refrigerator	1		X		6”		36”		
Salad and sandwich table	2		X		6”		36”		
Work table S/S top	3				X		X		
Steam table (portable cutting board)	4				X		X	6”	
Steam cooker	5		X			6”		6”	
Reach-in refigerator	6		X		X			6”	
Heavy duty range	7	X			X		X		
Heavy duty range	8	X			X		X		
Deep fat fryer	9	X			X		X		
Work table S/S top	10								
Dishwashing machine	11		X		X		X		
Pot sink	12		X		X				
Work table	13							18”	
Bake oven	14							6”	
Proofing cabinet	15			X				6”	
Vertical mixer	16							6”	
Baker’s table	17		X		X				
Freezer	18		X		X				
Vegetable preparation sink	19		X		X			6”	
Vegetable peeler	20							6”	
Drain boards	21		X		X		X		
Hood	22								

Appendix A **Equipment Installation List** **Make and Model #** **Item**	**Installation Methods**								
	Identification Code on Plan (by description)	At Floor		At Wall			Adjacent Equipment		
		Masonry Islands	Approved Legs	Casters	Attached	Separation	Attached	Separation	Portable

APPENDIX B

VENTILATION SYSTEMS

The kitchen exhaust hood must be American National Standards Institute certified approved or its equivalent. Air flow must be calculated, and hoods must be designed according to the 1997 Uniform Mechanical Code, section 508.

Hoods must overhang all equipment that produce grease vapors, steam, fumes, 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. Riveted or painted hoods are not approved. Make-up air must be mechanically introduced in 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 must be mechanically introduced into the establishment at a 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 though several registers to establish necessary air pattern in order to not short circuit the exhaust system. Windows and doors shall not be used for the purpose of providing make-up air. The exhaust hood switch(s) must be interlocked with the make-up air system(s).

A Type I Hood is a kitchen hood designed to collect and remove grease and smoke.
A Type II Hood is a kitchen hood for collecting and removing steam, vapor, heat, or odors.

Use the following table to list all necessary ventilation equipment. If hoods are UL or NSF listed, submit listing data.

VENTILATION SCHEDULE

Source	Length	Width	CFM Exhaust	CFM Supply
Example: RTU – 1				1600
Example: hood #1	6’-6”	5’-0”	1500	500

Broomfield Health & Human Services
Public Health & Environment Division
Food Protection Program

6 Garden Center
Broomfield, CO 80020
(720) 887-2220 Fax (720) 887-2229

COMMISSARY AGREEMENT
THIS AGREEMENT MUST BE UPDATED AND RESUBMITTED ANNUALLY

_____ Mobile Retail Food Establishment DBA	_____ Commissary DBA
_____ Mobile Retail Food Owner (Please Print)	_____ Commissary Owner (Please Print)
_____ Owner Signature	_____ Owner Signature
_____ Mobile Site Address	_____ Commissary Address
_____ Mobile Site City Phone	_____ Commissary City Phone

Mr./Mrs./Ms. _____ States that he/she has your permission to use your commissary/retail food establishment as base of operation for the purpose of storing food and supplies used for the mobile retail food establishment, necessary preparation of food, filling unit with potable water, cleaning of the unit, and dumping of wastewater from storage tanks. This is in accordance with the laws governing mobile retail food establishments or pushcarts as stated in the **Colorado Retail Food Establishment Rules and Regulations (Section 9-107)**.

To qualify as an approved commissary, you must:

1. Provide approved, food grade hoses for potable water supply to mobile retail food establishments.

2. Provide an approved area for the storage and preparation of food products and supplies, with approved, properly installed equipment.

3. Provide an approved area with an approved 3-compartment sink/dishwasher for the washing, rinsing, and sanitizing of utensils and equipment.

4. Provide an approved area with floor drains for cleaning and maintenance of the mobile retail food establishment.

5. Provide direct access to an approved floor sink for proper wastewater disposal from holding tanks.

6. Provide a copy of a valid/current Retail Food Establishment License for commissary/retail food establishment.

7. Post and maintain a daily log (check-in/out) sheet, signed by the mobile retail food establishment owner/representative **and** yourself each day that your commissary is used by the mobile retail food establishment.

8. Maintain your commissary in satisfactory condition as determined by the Local Health Department **and** provide a copy of the most current inspection.

Once the mobile retail food establishment has been approved for licensing, you must also agree to notify the City and County of Broomfield's Public Health& Environment Division if the above mentioned mobile retail food establishment has not utilized your facility, as required, for three (3) consecutive days. You must also certify under penalty of perjury that you are the legal owner and/or operator of this commissary/retail food establishment and will abide by the contents of this letter.

_____ _____

Signature ***Date***

_____

Print Name