

# Plan Review Checklist & Guide

A suggest itemized list of consideration for initial construction, renovation, remodeling, or equipment/materials installation for Wisconsin Restaurants.

**PURPOSE:** This list is intended to provide guidance and assistance in complying with nationally recognized food equipment and facilities. This guide can be used by both the City of Racine and the food establishment applicant/operator to make sure that essential areas have been addressed/included. It does not pretend to be all-inclusive for the specific needs of the food establishment operator. Its intent is to promote uniform construction and design standard that create an environment that is conducive to safe food handling and sanitary facility maintenance. It should be used in conjunction with the WI Food Code available at [http://www.legis.state.wi.us/rsb/code/hfs/hfs196\\_app.pdf](http://www.legis.state.wi.us/rsb/code/hfs/hfs196_app.pdf). Identified differences between the Commerce Codes and the Food Code must address the most restrictive of either code. Communication with local building inspectors before and during construction is essential!

All equipment in food establishments shall comply with the design and construction standards of appropriate nationally recognized standards and/or code requirements and bear the certification mark of an ANSI accredited organization (e.g. NSF, UL, ETL) or otherwise approved by DHFS. Check with the health department for additional needs.

## Check All That Apply

- New construction
- Conversion of an existing building
- Remodeling
- Change type of Operation
- Requested by Regulatory Authority

## Submit All:

- MENU
- Layout-blue prints
- Description of the Food Operation:  
Type of Food operation: Number of expected patrons/day; Type of food processing.
- If serving only seniors, children 3 yrs. or younger, or immunocompromised population (Check only if applicable)
- Standard Operating Procedures for all processes
- Volume (estimated) of food to be stored, prepared, processed, sold and served per week (specific for each)
- Hours of operation (include all production time).

## Address All:

- Equipment to Maintain Product temperature (such as Refrigeration, Hot/cold holding units)
- Food Equipment Installation
- Specification descriptions (Spec sheets, cut sheets) of all food processing, hot and cold food holding and cooking equipment/hood/sink/warewashing equipment
- Power: Forms/Sufficiency
- Food Preparation Sink, stainless steel, air gap
- Warewashing Facilities (Manual/Mechanical), Vapor removal
- Ice Making/Storage/air gaps
- Work space-sufficiency
- Work stations-locations promote avoidance of cross-contamination
- Handwashing Sinks and Locations
- Non-hand operated (touchless) faucet controls at handwash sinks in kitchen and restrooms/food preparation areas/warewashing areas and food/beverage dispensing area
- Water Supply
- Cross Connections Control
- Storage (location and methods): Food, Rendering by-products/outdated foods, Single service, canned/dry packaged food, equipment, chemicals

- Sewage/liquid waste disposal
- Plumbing/grease extraction
- Food Equipment – provide a list and NSF approved, ANSI
- Dry Good storage
- Hot water Supply needs/requirements
- Food Receiving areas
- Food shields/protection devices
- Beverage Dispensing Systems
- Surface finish specifications for floors, walls, ceiling and worksurfaces – smooth, light colored – easily cleaned
- Customer Self Service stations
- Server Food Dispensing areas
- Toilet Rooms, Fixture numbers
- Insect/rodent control – self closing windows at drive-up
- Lighting – shielded in food prep, wash room
- Hood/duct work/fire suppression
- General heating and ventilation
- Floor cleaning methods
- Floor/utility cleaning sink
- Dress/locker/break rooms
- Linen cleaning and storage
- Garbage storage-methods and containers (interior and exterior)
- Recyclable storage
- Equipment for holding hot/cold food during transport