

## Construction/Remodeling Checklist

Food service establishments undergoing new construction or remodeling can use this checklist as a tool to assist in meeting WI Food Code Requirements.

### **Plumbing**

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#### ☐ **Warewashing, drainboards and storage**

Method(s) of dishwashing - \_\_\_\_\_

- Manual dishwashing - A 3-compartment sink (NSF-approved) with adequate drain boards is required. If dishware cannot be effectively cleaned using a 3-compartment sink, a 4-compartment sink may be required to provide pre-washing. Sink compartments shall be large enough to immerse at least 50% of the largest piece of equipment or utensil.
- Mechanical dishwasher - The unit must be NSF-approved and used according to the manufacturer's instructions. A spray nozzle may be required for pre-washing and scraping.
- Adequate space must be available to store dirty dishes separately from clean dishware.

#### ☐ **Handwashing Sinks**

- A separate and dedicated handwashing sink is required. A handwashing sink shall be located in areas where it is convenient to use during food preparation, food dispensing and warewashing.
  - The faucet should be non-hand operated (sensor, foot/knee peddles, or wrist handles).
  - Hot and cold water
  - Soap
  - Single- use towels
  - Sign designating sink for Handwashing only

#### ☐ **Food Preparation Sink**

- If washing or thawing foods, a separate sink must be provided. This sink must have an air-gap installed to plumbing to prevent contamination from sewage.

#### ☐ **Mop Sink**

- A utility or mop sink must be present to discard wastewater. This basin may not be used for any other purpose.
- If a hose is attached to faucet or has threads to attach to a hose a backflow preventor must be installed.



☐ **Grease Trap**

- If grease-producing foods are prepared, a grease interceptor must be installed. Contact local building inspector to determine if a grease interceptor is required.

☐ **Restrooms**

- The number of fixtures in restroom is appropriate for both sexes. Also, handwashing sink requirements are met as stated above.

☐ **Water Source**

\_\_\_\_\_ Private Well    VS.    \_\_\_\_\_ Public Water

- Water quality last test results date: \_\_\_\_\_
- Wellhead properly constructed

☐ **Private Sewage**

\_\_\_\_\_ Private Sewage System    VS.    \_\_\_\_\_ Public Sewage System

- Type of sewage system \_\_\_\_\_

## **Equipment**

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☐ **Hot Food Holding Equipment**

- Hot holding units must be able to maintain foods at a temperature of 135°F or above. A stem thermometer must be present to check internal temperatures.
- All units must be NSF approved.

☐ **Cold Food Holding Equipment**

- Coolers must be able to maintain foods at a temperature of 41°F or less.
- Freezers must keep the food frozen.
- All units must be NSF approved, and a thermometer must be present in each unit.

☐ **Cooking Equipment**

- Equipment and utensils used for cooking must be NSF approved.

☐ **Adequate Space for Food Production**

- Adequate space must be available to prevent contamination.

☐ **Self Service Areas**

- Buffets, salad bars and other customer self-service areas must be properly constructed to prevent contamination from the customer.

☐ **NSF Equipment and Utensils**

- All food service equipment and utensils must be NSF approved.



- Home-style equipment (stoves and refrigerators) and utensils cannot be used. If you have questions about equipment, contact Waupaca County DPH before purchasing the unit.
- ☐ **Restroom Equipment**
  - Restrooms must have self-closing doors, signs for men or women (unisex sign for a single restroom), hot and cold water, soap, and single service towels.
  - Restrooms cannot be located where customers must pass through a food preparation, serving or storage area.
- ☐ **Vent Hood/Grease**
  - When grease-producing food is prepared, an approved ventilation hood with grease filters and a fire suppression system must be installed.
- ☐ **Proper Lighting**
  - All light bulbs in the food preparation areas, storage areas, coolers and freezers must be protected from breakage by a shield.
- ☐ **Thermometers Present**
  - Each cold holding unit must have a thermometer. In addition, a metal stem thermometer (with an accuracy of +/- 2°F and a range of 0°F - 220°F) must be present to properly monitor food temperatures.

## Structure

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- ☐ **Properly Constructed Floors**
  - The floors in all food preparation, food storage, and utensils washing areas shall be constructed of smooth, durable and easily cleanable material such as commercial vinyl, quarry tile or sealed cement.
  - Carpeted or wooden floors are not acceptable.
  - The floor and wall junction shall be covered.
- ☐ **Properly Constructed Walls and Ceiling**
  - The walls and ceilings in the food preparation, food storage, and utensil washing areas must be light colored, smooth, non-absorbent and easily cleanable.
  - Drywall, plaster, or cement block can be used but must be sealed with a washable enamel paint or covered with ceramic tile, marlite, glassboard or an equivalent product.
  - If using ceiling tiles, install tiles that are smooth and easily cleanable.
- ☐ **Food Storage Area**



- All food must be stored off the floor at least 6 inches and on non-absorbent shelving.
- Wood shelves can only be used for dry storage and must be painted or sealed.
- Food or food packaging cannot be stored under sewer lines or in other areas where contamination can take place.
- ☐ **Employee Breakroom**
  - A food employee shall eat, drink, or use tobacco only in designated areas where contamination of food, equipment, or utensils cannot take place.
  - Personal items must be stored in a designated area, away from food or clean equipment and utensils.
- ☐ **Exterior Trash Receptacle**
  - The receptacle must be the proper size to eliminate insect and rodent harborage.
  - Receptacles must be durable, cleanable and pest resistant.

## Procedures

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- ☐ **Consumer Advisory**
  - The customer must be informed when an animal food (beef, eggs, fish, lamb, milk, pork, poultry, or shellfish) is served raw or undercooked.
- ☐ **Special Processes HACCP/Variance**
  - Certain procedures (smoking, adding vinegar or using food additives as methods of preservation, curing foods, packaging using reduced oxygen packaging method) may require a HACCP and or Variance.
  - If required, the HACCP and or Variance must be approved by REHA and WI DATCP before the operation begins.
- ☐ **Certified Food Manager**
  - At least individual working at the food establishment shall be certified as a food manager and be responsible for training and teaching food safety.

*\*\*Local and State building inspectors, fire departments, and zoning departments should also be contacted to ensure code compliance is met with those respective departments. Your license could be delayed in being issued if compliance is not met with these other departments.*

## Ready for a Consultation or Inspection?

Contact us at: (608)297-3135 or [reha@co.marquette.wi.us](mailto:reha@co.marquette.wi.us)