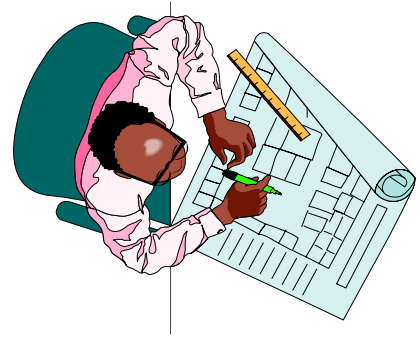


# Plan Review Checklist & Guide

Courtesy of  
The Food Safety and Recreational Licensing Section  
of the  
State Department of Health and Family Services



A suggested itemized list of considerations 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 safety standards. It includes design, installation and construction recommendations regarding food equipment and facilities. This guide can be used by both the Regulatory Authority 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 standards 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 606-266-2835 or [http://www.legis.state.wi.us/rsb/code/hfs/hfs196\\_app.pdf](http://www.legis.state.wi.us/rsb/code/hfs/hfs196_app.pdf). This checklist should be used in conjunction with plan review criteria of the Wisconsin Department of Commerce, Safety and Buildings Division. Identified differences between the Commerce Codes and the Food Code must address the most restrictive of either code. Contact the Division of Safety and Buildings at 607-266-3151 or <http://www.commerce.state.wi.us/SB/SB> for more details. Communication with local and state 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 be approved by DHFS. Check with your local agent health department for additional needs.

## Check All that Apply:

- New Construction
- Conversion of an existing building
- Remodeling
- Change of type of operation
- Requested by Regulatory Authority

## Submit All:

- MENU
- Layout-blue prints of complete WCOMM approved (signed) plan (where required by WCOMM)
- WCOMM approvals/correspondences or registrations
- Description of the Food Operation: Type of Food Operation; Number of Expected Patrons/day; Types of food processing
- If serving only seniors, children 3 yrs and younger, or immunocompromised population (Check only if applicable)
- Standard Operating Procedures for all processes
- Volume (estimated) of food to be stored, prepared, processed, sold & 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 food 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
- Warewashing Facilities (Manual/Mechanical), Vapor removal
- Ice Making/Storage
- Work space-sufficiency
- Work stations-locations promote avoidance of cross-contamination
- Handwashing Sinks and Locations
- Non-hand operated faucet controls at handwash sinks in kitchen and restrooms
- Water Supply
- Cross Connection 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
- Dry Good Storage
- Hot Water Supply Needs/Requirements
- Food Receiving areas
- Food Shields/Protection Devices
- Beverage Dispensing Systems
- Surface Finish Specifications for floors, walls, ceilings and work surfaces
- Customer Self Service stations
- Server Food Dispensing areas
- Toilet Rooms, Fixture Numbers
- Insect & Rodent Control
- Lighting
- Hood/Duct Work/Fire Suppression
- General Heating and Ventilation
- Floor Cleaning Methods
- Floor/Utility Cleaning Sink
- Dressing/ Locker/Break Rooms
- Linen Cleaning and Storage
- Garbage Storage-Methods and Containers (Interior and Exterior)
- Recyclables Storage
- Equipment for holding hot/cold food during transport