

Guidelines for New and Remodeled Food Establishments

Plans

Before construction or extensive remodeling of a fixed facility is begun, a copy of plans and specifications of the facility must be approved by the Health Department. Drawings should include floor plans, fixture layout, room finish schedule, location of floor and hub drains, etc.

Remodeling or change of ownership - If there is a change of ownership, the nature of the operation changes, or the establishment is extensively remodeled, all equipment and facilities in an existing, permitted food or beverage establishment must meet the requirements of City Ordinance number 2892-A. A copy of this ordinance is available in the City Secretaries Office, City Hall, Suite 202.

Construction Requirements

- Floors - In food preparation areas, utensil washing areas, restrooms, and walk-in refrigeration units, floors must be constructed of smooth, easily cleanable, nonabsorbent material. Floors that receive liquid discharges or that are water flushed should be constructed of quarry tile that is graded to a properly installed, trapped floor drain. Vinyl may be used in storage areas and in dressing rooms. Hub and/or floor drains should be adequate to properly drain all equipment that discharges liquid and for proper cleaning of floors. All restrooms should have floor drains. The juncture where walls and floors meet should be coved and sealed. Wooden walkboards are not approved.
- Walls - In food preparation areas, utensil washing areas, storage areas and restrooms, walls must be covered with smooth, light colored, easily cleanable, nonabsorbent material. Exposed studs, joists, rafters etc. are not permitted. FRP is recommended; except in high heat areas. Other acceptable materials include ceramic tile, stainless steel, or similar products. Walls and ceilings in dry storage rooms may be of gypsum board coated with light colored oil based enamel paint.
- Ceilings - Lay in type acoustical material in T-type metal grids may be approved. It is recommended that laminated panels be used in food preparation areas and utensil washing areas. Tile must be smooth. Painted ceilings should have little or no texturing on the surface.
- Lighting - Artificial lighting must be adequate in all rooms. Light fixtures must be shielded in all food preparation areas, storage areas, utensil washing rooms, and walk-in coolers.
- Ventilation - Vent hoods with removable filters are required over cooking equipment. For construction requirements, consult the mechanical code.
- Toxic items and chemicals - A separate cabinet should be constructed for the storage of pesticides, cleaning agents and other caustic products used in the establishment. Pesticides must be approved for use in food preparation areas.
- Toilets - Adequate toilet facilities with handwashing sinks are required. Two restrooms are required for customers if products are consumed on the premises. Restroom doors must be self-closing.

Utensil Washing Equipment, Other Misc. Requirements

- *All plumbing in food preparation areas must be plumbed via indirect waste lines.
- Dish machines - That properly wash and sanitize utensils may be used.
- Three compartment sinks - With drainboards may be used to wash and sanitize tableware and utensils.
- Additional sinks - Such as scrap sinks, prep sinks, pre-rinse, or additional pot washing sinks may be required where indicated.
- A utility sink - Or curbed cleaning facility with a floor drain for cleaning mops etc. is required for all food and beverage establishments. (This is in addition to utensil washing sinks). Fixtures must have a built-in back flow preventer.
- Handwashing - In addition to restroom handwashing facilities, handwashing sinks are required in food preparation and utensil washing areas. Soap, disposable towels, or an air dryer must be provided. Hand sanitizer may also be required.
- All sinks - must be provided with hot and cold water, and equipped with a combination faucet.
- Refrigeration - In general, refrigeration equipment should be designed for commercial use. Equipment meeting current NSF (National Sanitation Foundation) or equivalent is acceptable.
- All doors opening to the outside must be self closing and tightly sealed to preclude pests.
- Auxiliary equipment - Such as water heaters, laundry machines, remote connected refrigerator compressors and air conditioners must be located outside of food preparation areas. If laundry facilities are present, a dryer must be provided.
- Grease trap/debris interceptor - must be installed according to local plumbing codes and must be located outside

of the establishment. The size will be determined by the Building Inspection Department.

- Exposed utility pipes - Exposed utility pipes, conduit, ductwork and incidentals should be kept to an absolute minimum. Pipes must be installed in a manner that does not obstruct cleaning of floors, walls and ceilings. No pipes are allowed on the floor.
- Automatic fire extinguisher tanks - If used, these must be installed outside food preparation areas, or in a metal case. Check with Fire Marshal's Office at (972) 744-5750.
- Ice machines - If used, must not be located near sources of potential contamination, such as exposed sewer lines, open stairwells, etc. Drains must have a minimum 1" air gap.
- Sneeze guards - Are required for all buffet service, including salad bars.
- Separate storage - A separate storage room equal to at least 25 percent of the kitchen area is recommended. Food stocks and paper goods must be stored at least six inches above the floor. Properly designed wooden shelving coated with oil base enamel may be permitted in dry storage rooms.
- A separate facility - such as lockers, should be provided for storage of clothing and personal effects.

Food Service Equipment and Installation

- Equipment and utensils - Must be designed and fabricated for easy cleaning/durability under conditions of normal use, must be resistant to denting, buckling, pitting, chipping, and crazing. Equipment that meets or exceeds standards of the National Sanitation Foundation is approved and recommended for use in the City of Richardson.
- Food contact surfaces - Must be impervious to liquids, must not be painted, and must be accessible for cleaning and inspection.
- Non-food contact surfaces - Exposed to splash, food debris, or that requires frequent cleaning, must be smooth and washable. Surfaces must also be free of unnecessary ledges, projections or crevices, and readily accessible for cleaning. Surfaces must be constructed of such material and in such repair as to be easily cleanable.
- Floor-mounted equipment - Must be on six-inch high "bullet" legs, rollers, sealed to the floor, or on a smooth concrete or masonry platform. Space must be provided between walls, fixtures and other equipment to permit free access for cleaning. Gaps between equipment must be sealed.
- Exposed wood or particleboard - Is not permitted in food preparation areas, utensil washing areas or walk-in refrigerators.
- Formica and similar plastic laminates - May be used to cover shelving, serving counters and other fixtures not subject to heavy soiling or splash. Laminates must be applied to meet all other required standards. Use of plastic laminated covered wood fixtures in areas subject to high moisture, splash, grease, or frequent soiling is not recommended. Properly constructed, easily cleanable equipment with stainless steel work surfaces is indicated in such areas.
- Walk-in coolers - Floors, walls and ceilings must be constructed of nonabsorbent material. Wood surfaces are not permitted. Drains must be located outside of coolers in accordance with the plumbing code.
- Construction and installation - should be in accordance with the manufacturer's guidelines and of good workmanship.
- The preceding guidelines - are intended to answer frequently asked questions about requirements for new or remodeled food establishments. For more information, you may review the "Rules on Food Service Sanitation" at the Health Department.