

**\*\*Please attach this form to revised set of plans. No additional fee required.**



## **Retail Food Establishment Guidelines**

### **Floor Plans**

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- 1. A copy of the floor plans and specifications must be submitted to the Englewood Building Department along with a \$75.00 plan review fee. Check payable to: Englewood Health Department.**

Floor plans are required when:

1. There is a new construction of a retail food establishment;
  2. There is a conversion of an existing structure for use as a retail food establishment;
  3. There is remodeling of a retail food establishment or a change of type of retail food establishment; or
  4. The health authority determines that plans and specifications are necessary to ensure compliance with these rules.
2. The health inspector will notify the business owner within 14 business days after receiving the plan review fee to inform you if your plans were approved or if changes are needed.
3. The plans and specifications for a retail food establishment shall include:
  - a. The intended menu;
  - b. HACCP Plan if applicable;
  - c. The anticipated volume of food to be stored, prepared, and sold or served;
  - d. The proposed layout, mechanical schematics, construction materials, and finish schedules;
  - e. The proposed equipment types, manufacturers, model numbers, locations, dimensions, performance capacities, and installation specifications;
  - f. Proposed program of training for the persons in charge and food employees pertaining to protecting public health and the safety and integrity of food; and
  - g. Other information that may be required by the health authority for the proper review of the proposed construction, conversion or modification, and procedures for operating a retail food establishment.

**NOTE:** If you will be operating a wholesale food establishment, **you must obtain approval and a license** from the NJ Department of Health & Senior Services, Food & Drug Safety Program by calling (609) 588-3123.

# Equipment in Retail Food Establishments

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## Hand washing Sink

All facilities are required to have hand washing sinks that are easily accessible for employees involved in food preparation and ware washing. Hand washing sinks must be equipped with soap and disposable towels.

## 3-Compartment Sink

A 3-compartment sink is required in a facility that sells or serves unpackaged food. A 3-compartment sink is recommended to ensure the largest equipment can be washed adequately. This station must also contain an approved sanitizer, corresponding sanitizing test strips, and drain boards.

## Food Preparation Sink

A separate sink is needed for the processing of produce and other foods. Processing can include washing, soaking, thawing, and using ice baths for cooling.

## Utility (Mop or Service) Sinks

All facilities are required to have a utility sink designated for cleaning mops and tools, and for disposal of mop water. A curbed sink is the ideal option since they make it easier to dump mop water and are a good storage spot for the mop bucket when not in use.

## Hot and Cold Holding Equipment

When determining the size and type of refrigeration units, consider the food preparation and assembly processes. Plan for enough hot-holding units to store all hot foods during peak demand. Plan for enough refrigeration to accommodate adequate space for the proper cooling of food items in addition to the storage of cold foods.

## Grease Interceptor (Grease Trap)

A grease trap is a device that is attached to sinks and/or drains to prevent fats, oils, and grease from flowing to the sewer system. When installed, they must be easily accessible for cleaning.

## Ventilation

Sufficient ventilation must be installed to keep rooms free of excessive heat, steam, condensation, vapors, obnoxious odors, smoke, and fumes.

## Preparation Tables

Preparation tables must be smooth and easily cleanable, tight-jointed, and have moisture-proof surfaces. Cutting boards must be made of approved materials.

## Food Shields

Display stands, buffets, and salad bars must have food shields to prevent contamination by customers. Food shields are intended to intercept the direct line between the customer's mouth and the food being displayed to prevent contamination by the customer.

## Dry Storage

Enough designated space must be available for storage of food, dishes, and equipment, including bulk foods, cans, and other items. All food items must be stored at least 6" off floor to prevent contamination.

## Chemical Storage

Chemicals must be stored below and/or away from food items, equipment, and utensils to prevent contamination.

## Employee Area

Lockers, shelving, or a designated area must be provided for employee belongings. Personal belongings such as coats, purses, and phones cannot be kept in food areas.

## Lighting

Lighting must be bright enough to allow for safe work conditions and to facilitate cleaning. It must also be shielded when it is above food or food preparation areas to prevent contamination in the event of breakage. Lighting is typically measured in "foot candles". 50 foot candles of light are required in all food preparation and ware washing areas.

## Surfaces

All floors, walls, and ceilings in food areas (service, storage, or preparation) must be smooth and easily cleanable. Carpet is prohibited in food preparation and ware washing areas. Every facility must submit a finish schedule with plan review. Below are approved surfaces that are commonly used.

- Floors: quarry tile, ceramic tile, sealed concrete, poured epoxy
- Walls: stainless steel, fiberglass reinforced plastic, glossy painted drywall, painted concrete block
- Ceilings: vinyl coated drop ceiling tiles, glossy painted drywall
- Base Coving: tile, rubber

## Toilet Facilities

Conveniently located toilets must be provided that are accessible to employees and patrons without allowing patrons access to food preparation areas, storage areas, or ware washing or utensil storage areas.

# Required Food Manager Certification

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The City of Englewood requires that **EVERY** retail food establishment have a Certified Food Manager onsite at all times during business hours. The food manager must attend an accredited certifying program that offers the food safety certification examination. Below you will find a list of approved exam providers. Contact the exam provider of your choice to locate a class near you.

### 360training.com

#### Professionals

Phone: 1-888-395-6920

<http://www.learn2serve.com/new-jersey-food-safety-certification>

### National Registry of Food Safety

Phone: 1-800-446-0257

[www.nrfsp.com](http://www.nrfsp.com)

### National Restaurant Association- ServSafe

Business Hours: Monday - Friday 8:00 am - 6:00 pm

800-765-2122

Live Chat available during business hours.

[www.servsafe.com](http://www.servsafe.com)

### Thompson Pro-metric

Phone: 1-800-624-2736

[www.prometric.com/foodsafety](http://www.prometric.com/foodsafety)

### Gail Jean Brunner

Serv Safe Instructor (Bergen County Area)

Phone: 201-957-2457

[Gjb.associates@gmail.com](mailto:Gjb.associates@gmail.com)

## Food Handler Certification

In addition to every establishment having a Certified Food Manager, kitchen staff shall be certified as Food Handlers as well. Not only shall kitchen staff be trained in food safety as it relates to their assigned duties by their Food Manager, but they also must be aware of the guidelines and requirements set forth in Chapter 24 of the New Jersey Sanitary Code.

# CO/CCO Inspection

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After all construction/installations are complete and in full compliance with the Rules and Regulations, a complete application for a Certificate of Occupancy (CO) or Continued Certificate of Occupancy (CCO) must be submitted to the Building Department.

The Building Department will generate a CO/CCO cover letter and distribute to various departments. When the cover letter is received by the Health Department, a CO/CCO inspection will be scheduled by a health inspector.

During this inspection, the health inspector will review:

1. Complete construction/installation of equipment based on the approved plans.
2. Contracts based on needs of the establishment;
  - a. Garbage and Recycling
  - b. Extermination
  - c. Exhaust hood cleaning service
  - d. Grease Trap cleaning services
3. Copies of all Certified Food Managers and food handlers.

If approved, the inspector will submit the application to the Building Department. Once the Building Department receives the approval of all of the various departments a CO/CCO will be generated.

## Pre-Opening Inspection:

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The Retail Food Establishment must obtain a final inspection from the Englewood Health Department prior to opening to the public. **You must schedule an inspection 72 hours prior to your proposed opening to the public.**

Scheduling a Pre-opening Inspection:

- Complete a Retail Food License Application and submit along with a copy of your Food Manager Certification, a copy of the CO/CCO and the license fee to the Englewood Health Department.
- Contact a Health Inspector and schedule an inspection. Please allow at least 72 hours to your proposed opening date.

During the inspections:

- Fully Operational Equipment: All refrigeration units must be fully operational and be able to maintain the required cold holding temperature. Dish machines must provide adequate sanitizer concentration and/or reach minimum final sanitizing rinse temperature.
- Test Equipment: All required test equipment must be provided, including accurate thermometers for refrigeration units, hot holding units, and mechanical dish machines; an accurate metal stem food thermometer with a 0°F to 220°F temperature range; and appropriate test kits for sanitizer.
- Operational Sink Areas: All hand washing sinks must be provided with hot and cold water, soap, paper towels, and a trash can.
- Clean and Operational: Establishment must be clean and operational.

Upon completion of the final inspection, you will be granted approval or denial to operate. Once approved, you will receive a "Satisfactory" placard that must be posted in the front window or door facing the street.

If you have any questions please contact:

**Priscilla Lewis, MHA, REHS-** [plewis@englewoodnjhealth.org](mailto:plewis@englewoodnjhealth.org) (201) 568-3450 Ext: 510

**Claudia Ospina, REHS -** [copsina@englewoodnjhealth.org](mailto:copsina@englewoodnjhealth.org) (201) 568-3450 Ext: 514