

ERIE COUNTY DEPARTMENT OF HEALTH (ECDOH)  
NEW AND REMODELED FOOD SERVICE ESTABLISHMENTS  
**PLAN REVIEW CHECKLIST FOR OPERATORS**

This checklist should be used to verify required items. For a complete description of requirements see [NYS Sanitary Code Subpart 14-1 Food Service Establishments](#).

- Walls & Floors** - Smooth, durable, non-absorbent, easy to clean, and light in color.
- Ceilings** – Installed in food prep, food storage, and cleaning equipment areas
- Thermometers** – Probe type (0F – 220 F) to evaluate temperatures of cold and hot PHF items
- Sinks** – 3-Bay sink with drain boards or movable tables for manual washing, hand wash sinks in convenient locations throughout kitchen, food prep sink with indirect drain, mop sink located to avoid contamination of food and food contact surfaces
- Sanitizers** – Approved sanitizer (Chlorine or Quaternary Ammonia) and appropriate test strips.
- Ventilation** – Applicable equipment based upon proposed menu
- Refrigeration** – Commercial type for cooling PHF, Home type allowed only for cold holding, acceptable drainage for condensation run-off, accurate thermometers, door gaskets in good repair
- Equipment** – Surfaces of equipment smooth and easy to clean, food contact surfaces not painted or sealed.
- Hot Holding** – Adequate amount, able to maintain PHF at required temperatures, thermometers provided
- Storage / Shelving** – Adequate amount, smooth construction, metal preferred – no bare wood surfaces, bottom shelf minimum 6 inches off floor, designated chemical storage area, designated personal item storage area
- Plumbing** – Indirect drains for food prep sinks, ice bins, ice machines, refrigerated units, dipper wells. Back flow prevention devices for dish washing machines, and mop sinks with hose attachments
- Lighting** – Bulbs shielded, adequate lighting in food prep, storage areas, interior of refrigeration units and walk-in coolers
- Garbage & Refuse** – Containers durable, easy to clean, tight fitting lids. Dumpsters provided with covers and kept closed when not in use.
- Salad Bars / Buffet Areas** – Sneeze guards installed
- Restrooms** – Required for patrons at establishments with greater than 20 seats, hot and cold water available, soap, paper towels, and toilet paper available, covered waste receptacle in ladies room, hand washing signs posted for employees, sufficient mechanical ventilation, self-closing doors.
- Private Water / Private Sewage** (When public water/sewage not available) Sanitary survey, acceptable disinfection, approved on-site waste water treatment system adequately sized for proposed seating capacity and meals served