

SUGGESTIONS FOR PLANNING A NEW OR REMODELED FOOD SERVICE ESTABLISHMENT

1. Plans and specifications for construction or remodeling must be submitted to the Health Department for approval prior to construction beginning. These plans must be drawn to scale, have the scale included and must include layout, arrangement, and construction materials of work areas, and the location, size, and type of fixed equipment and facilities. Contact the Department for any fees and forms that may be associated with plan submission.
2. A valid permit must be obtained in order to operate any food establishment in DeKalb County. An application should be obtained from this office, filled out completely, and returned with the applicable fee. The establishment will then be inspected, and, if approved, a permit to operate will be issued. Within the City of DeKalb, contact the Building Department in the Municipal Building as well.
3. Check with your municipality or County Building Department for building codes and permits, correct zoning, etc.
4. The Health Department must approve water supply and sewage disposal. If you are located in an area that is not served by a municipal water supply or sewage disposal system, contact this office immediately for help with planning and for any necessary permits.
5. A licensed plumbing contractor **MUST** do all plumbing. Contact either the city or State plumbing inspector about requirements for plumbing in food establishments. No plumbing may be installed or repaired by anyone other than a licensed plumber. The State of Illinois Department of Public Health has plumbing inspectors on duty. They can be contacted at 4302 North Main, Rockford.

CHECKLIST FOR BASIC CONSTRUCTION REQUIREMENTS

1. At least one three-compartment sink must be provided whether or not there is a dishwashing machine. The three compartments are to allow for washing-rinsing-sanitizing of everything washed manually.
2. Drainboards must be of galvanized metal or better, and of sufficient length for dishes or kitchenware to **AIR DRY**; no toweling is allowed in food service establishments. There must be drainboards on both sides of the sink.
3. Sinks used for food preparation and ware washing, ice machines, drains from refrigerators, etc. shall not be plumbed directly into the waste lines, but must be free-fall with an air gap. The only exceptions are the hand-washing sink (see #10), and the dish machines if a floor drain is present within five feet in the same room.
4. A booster heater is necessary if you plan to have a dishwashing machine. This booster takes the normal hot water (of about 140°) up to above 180°, and must be located within five feet of the machine unless a gravity return is included. A pressure gauge at the manifold must register water pressure between 15 and 25 pounds; thermometers are also required.
5. Floors in the food preparation and utensil cleaning areas must be completely covered with grease-resistant, washable, non-absorbent covering or be sealed concrete (neither carpeting nor unsealed concrete is acceptable in the kitchen or behind a bar or counter). All junctures between the floor and wall must be closed with a coved baseboard. Exposed wood is not an acceptable floor covering in a walk-in refrigerator installed or remodeled after January 1, 1976. The floor must be graded to drain all parts to the exterior through a waste pipe, doorway, or other openings, or equipped with a floor drain so installed to preclude the backflow of sewage into the unit.

6. Ceilings and walls must be smooth, washable, and light-colored. No exposed rafters or studs are allowed in the food preparation areas, utensil-cleaning areas, or in toilet rooms.
7. All shelves of wood must be finished with varnish, paint, or other acceptable material in order to make them washable. Shelves shall be placed at least six inches above the floor to facilitate cleaning underneath.
8. Provide at least 20 foot-candles of light on all work surfaces in the kitchen, and provide 10 foot-candles of light in all other areas, including the dining room, for cleaning purposes. Sufficient light is of maximum importance for proper sanitation and safety. Shielding shall be provided for all light fixtures within food preparation, storage, and utensil-washing areas. Heat lamps shall be protected against breakage by a shield surrounding and extending beyond the bulb leaving only the face exposed.
9. Sufficient ventilation is required to prevent excessive heat, steam, or vapors in all areas. Hoods and filters are advisable but not required except within the City of DeKalb; the City also requires a fire-suppression system to be built into the hood.
10. Hand washing sinks, separate from all other sinks, must be provided in *each food prep area* along with the necessary soap and hand-drying devices (hot air dryers or paper towels; common use hand towels are prohibited). A utility sink must also be provided in the establishment for floor washing and general cleaning.
11. Cutting boards must be of hard maple or equivalent material and be easily removable and cleanable; plywood is not an acceptable material.
12. Sufficient refrigeration must be provided for maintaining all potentially hazardous foods 41° or below.
13. A food preparation sink may be required depending on the operation planned in the facility. If ice cream is planned on the menu, installation of a running-water dipper-well is recommended; dippers must otherwise be stored clean and dry.
14. Counter tops must be hard covered with composite material or stainless steel. Linoleum is not acceptable.
15. Toilet rooms must be completely enclosed, have self-closing doors, and be vented to the outside. Walls and floors must be smooth, and non-absorbent; thus concrete or cement block must be sealed and finished. Lavatories must be provided with hot and cold water through a mixing valve or combination faucet. Soap, sanitary towels, and toilet tissue must be provided at all times as well as a covered waste container. If toilet rooms are provided for the public, the Illinois Plumbing Code governs the number of fixtures. Contact the Building Department for your municipality or Illinois Department of Public Health office in Rockford for more information. You can also see the following website:
<http://www.ilga.gov/commission/jcar/admincode/077/07700890sections.html>
16. Provide facilities for the orderly storage of employees' clothing and belongings outside of the food preparation or utensil-washing areas.
17. No live birds or animals are allowed in any area of a food establishment except that guide/service dogs accompanying blind persons are allowed in the dining area.
18. All doors leading to the outside and all restroom doors are required to be self-closing.