

NEW FOOD ESTABLISHMENT LICENSEE PRE-APPLICATION & PLAN REVIEW CHECKLIST

Submit detailed plans of proposed food prep/service area(s) w/ intended menu for **Plan Review to Health Department** (Lezli Rowell, lrowell@provincetown-ma.gov). This results in a **Plan Review Letter** advising preparation for the **Pre-Operational Inspection**. Familiarize yourself with the Provincetown Board of Health regulations, <http://www.provincetown-ma.gov/DocumentCenter/View/355/PART-IV---ART-5---FOOD-ESTABLISHMENT-REGULATION?bidId=> **There is NO Grandfathering for pre-code or earlier code Food Establishments.**

See the attached Restaurant Checklist. This resource guides your audit of existing facilities to propose appropriate plans for Health review. Plan to upgrade any outdated components, such as beverage cooling systems that do not separate cold plate and tubing from served ice, coving at wall-to-floor joints, containing service lines as much as feasible, and install all required elements: mop sink, 3-bay sink for warewashing replacing any 2-bays, adequate hand wash exclusive sink(s), prep sinks as applicable, etc. Ensure all plumbing connections and updates are performed under benefit of a permit.

Grease Trap Inspection: Request the most recent grease trap letter with your “pre-app” meeting. If there is a passing ‘letter of findings’ without any upgrade triggers dated within the past three year, the new operation is exempt from conducting a new inspection as outlined due once every 5 years or with transfers (per BOH policy determination 8/24/23).

- If your location *does not have* an INTERNAL grease trap (*aka as an’ interceptor’*) you will need to make this upgrade in order to be eligible for food establishment licensing, then have a licensed professional file the Grease Trap Inspection.
- If your location is known to have any undersized grease traps, renovation or transfer requires upgrading to appropriately sized catchment devices. To plan a properly sized external grease trap upgrade, you will need engineering services.

Ensure planning for the scheduling and expense of meeting the **critical grease trap operation & maintenance** outlined in the **Letter of Findings**. These requirements protect our municipal sewer and wastewater treatment facilities:

- Meet the required frequency for annual grease trap pumpings; compliance is reviewed with every license renewal.
- Per BOH Food Permit Regulations (Article 5, section 4.11 Mandatory External Grease Trap Pumping), “All food service operations ... shall **pump and clean the grease trap completely between July 1st and August 31st** of each year to assure prompt removal of peak-season accumulations.” Schedule for one of the required pumpings to occur within this timeframe.
- Requirement for **electronic grease trap monitoring** (Article 5, section 4.12). Vendor: ATS-GREASEwatch, PH# 989-928-1806, Peter Giles <Peter.Giles@Zurn.com> **OR Varianced Grease Management Plan** to request alternative grease trap monitoring with local professional, or use auto-recovery grease unit INTERNAL grease interceptor in lieu of external grease trap; *approval at the discretion of the Water & Sewer Board ONLY.*
 - Apply online <https://provincetownma.viewpointcloud.com/categories/1073/record-types/1006575>

Apply for new Food Service Establishment licensing online, <https://provincetownma.viewpointcloud.com/>

CERTIFICATIONS DEMONSTRATING REQUIRED TRAININGS:

- **ServSafe:** At least on ‘**Certified Food Protection Manager**’ per shift. **ServSafe has made becoming CFPM training and testing available via online proctoring,** see <https://www.servsafe.com/ServSafe-Manager> or for in-person options, <https://www.capecod.gov/departments/cooperative-extension/programs/nutrition-education-food-safety/servsafe/>
- The ServSafe “Food Handler” certificate is excellent training but does not meet the same level of training required for the shift PIC, but additional staff can do online, see <https://www.servsafe.com/ServSafe-Food-Handler>
- **Allergen Awareness** – Online tutorial (DPH Approved Vendor memo); see <https://www.mass.gov/lists/food-allergen-awareness-training-and-regulation>
- **ChokeSaver or CPR (If 25+ Seats):** Contact Cape Cod Medical Reserve Corps is a local point of contact for a Choke Safety training – Diana Gaumond, MRC Director (508) 375-6641.
- **FOG Class:** ‘Fats, Oil & Grease’ – maintenance of INTERNAL grease trap, presented by the Provincetown Health Department annually [Upcoming 2024 scheduling TBD].

SCHEDULE PRE-OPERATIONAL INSPECTION following Plan Review before intended opening:

- Set up as will be configured upon opening. Must have all equipment and appliances installed, operational; refrigeration on.
- Conspicuously post ServSafe and other certifications. Have menu ready for review with required consumer advisories.

You are not able to operate as a food service establishment based only upon purchase & sales agreements. You are NOT LICENSED by the Provincetown Board of Health until you complete the plan review and inspections process.

Restaurant Checklist: This is an overview of Food Service Establishment (FSE) code requirements - not all applicable codes are included in this checklist. There is NO Grandfathering: plan to upgrade any outdated components and install any required elements to be eligible for new FSE for Health licensing.

√/X	PLAN REVIEW - Food Code Requirement	NOTES
	Submit Plan for Review by Health Department. To establish new restaurant seating or make any changes, consult with Permit Coordinator for zoning application.	See "New Food Establishment Licensee Pre-Application Checklist" -- Applies to transfers/new owners. Begin the process of plan review <i>as soon as possible</i> . Building Code specifies 200 Gross FT ² /occupant for kitchen area -- design according to your staffing needs.
√/X	SINKS	NOTES
	3 Bay Sink (Stainless Steel)	Must be large enough to accommodate <u>largest wares</u> to be cleaned.
	Drain Boards (Self Draining)	
	Grease Trap, aka Interceptor	
	Labeled (Wash, Rinse, Sanitize)	
	Test strips and Thermometer	Temperature of wash solution shall not be less than 110°F; if hot water is used to sanitize, minimum temperature of 171°F in the 3rd compartment; if using chemical sanitizer, strips to test solution concentration.
	Hand Wash Sink(s) convenient to food prep area(s); splash guards if necessary	*Required in all food preparation: exclusive use sink(s) - cannot be used for another purpose.
	Labeled	
	Hand Cleaning Liquid (Soap)	
	Paper Towels	
	Bar Hand Wash Sink	If there is a bar, a separate hand wash sink is needed behind bar.
	Labeled	
	Hand Cleaning Liquid (Soap)	
	Paper Towels	
	Bar Sink (Stainless Steel)	*Required at Bars only.
	3 Bay Compartment Sink or Warewashing Machine	*Required for glass washing.
	Vegetable/Fruit Prep Sink (Stainless Steel)	*Required if any <u>vegetable</u> or fruits will be rinsed, otherwise <i>recommended</i> .
	1 Drain Board	
	Meat Prep Sink (Recommended) (Stainless Steel)	<i>Recommended</i> if raw meats will be rinsed.
	1 Drain Board	
	Mop Sink (Service Sink)	*Required in all new/transferred licensed Food Establishments.
√/X	BEVERAGE TUBING & COLD PLATE	NOTES
	Beverage tubing and cold plate beverage cooling devices <u>may not be installed in contact with served ice</u>	This section does not apply to cold plates that are constructed integrally with an ice storage bin.
√/X	ICE UNITS	NOTES
	Liquid waste drain lines may not pass through an ice machine or ice storage bin	Scoops must be stored separately.
√/X	ICE CREAM: DIPPER WELL	NOTES
	Dipper Well with an Approved Drain	*Required if hand-scooped ice cream will be served. Dairy-based soft-serve frozen desserts require monthly lab testing.
√/X	WAREWASHING MACHINES	NOTES
	Temperature Requirements for Warewashers that Use <u>Hot Water</u> to Sanitize	Type II Hoods shall be installed over equipment that produces steam, heat, mists, condensation, fumes, vapors and non-grease laden food.
	Stationary Rack, Single Temp Machine: 165°F	
	Stationary Rack, Double Temp Machine: 150°F/180°F	

√/X	WAREWASHING MACHINES, continued	NOTES
	Single Tank, Conveyor Dual Temp Machine: 160°F/180°F	
	Multibank, Conveyor, Multistep: 150°F/180°F	
	Temperature Requirements for Warewashers That Use Chemicals to Sanitize	
	Chemical Sanitizing Warewashing Machine: 120°F	
	Data Plate Operating Specifications	Warewashing machine shall be provided with an easily accessible and readable data plate.
	Affixed to the machine by the manufacturer that indicates the machine's design and operating specifications	
	Must include the following information: (a) Temperatures required for washing, rinsing, and sanitizing (b) Pressure required for the fresh water sanitizing rinse <i>unless the machine is designed to use only a pumped sanitizing rinse</i> (c) Conveyor speed for conveyor machines or cycle time for stationary rack machines	
√/X	REFRIGERATORS and FREEZERS	NOTES
	Walk In Refrigerators/Freezers	Recommend refrigerators maintained between 36-38°F: Time and Temperature Controlled for Safety (TCS) foods must be held at 41°F or below; Freezers maintained at or below 0°F. Plan for ample space to meet needs.
	Stainless Steel or Aluminum or Combination	
	Drain	For disposal of condensation or frost water.
	Thermometer (Internal)	Recommend keeping temperature log for all units.
	Refrigerators and Freezers	Plan for adequate storage and separation of raw from ready-to-eat (RTE) foods throughout the flow of operation from receiving to service. Replace any non-commercial grade units.
	Thermometer (Internal)	Placed for monitoring appliance performance.
√/X	COOKING APPLIANCES	NOTES
	Show all stovetops, grills, ovens, fryers, steamers, warmers/hot-tables, rotisseries, small appliances, buffet/self-serve, etc. on plans	Commercial grade equipment meeting NSF/ANSI standards; consider proper ventilation and sanitation in appliance placement; should be constructed to be easily cleanable.
√/X	VENTILATION	NOTES
	Commercial Mechanical Exhaust Ventilation	Type I Hoods are required over equipment that produces grease, smoke, excessive steam, heat, condensation, particulate matter, odors or creates indoor air sanitation or quality problems.
	Exhaust Hoods/Fume Hoods	Specifications and design by an appropriate professional. Commercial hoods must be cleaned/inspected by an authorized third party as follows: Monthly for Wood-burning stove; Quarterly for Charbroiling or Wok cooking; Every 180 days for Moderate Volume cooking; and Annually for Low Volume cooking (churches, camps, etc.)
	Fire Suppression System	Must be approved prior to installation by Building Commissioner and/or Building Inspector, and the Electrical/Fire Compliance Inspector.
√/X	HOT HOLDING	NOTES
	Commercial grade appliances meeting NSF-ANSI standards, durable and easily cleanable	Design should protect food from contamination and maintain a minimum temperature of 135°F.

v/x	EQUIPMENT INSTALLATION	NOTES
	Floor-mounted equipment shall be permanently sealed to the floor around entire perimeter, with water- and vermin-tight joint; or, installed on non-absorbent masonry base.	Sealing compound should be non-shrinking. Masonry bases and curbs should be 2" minimum height and be coved at platform-to-floor juncture; equipment should overhang base by at least 1" but not more than 4".
	Movable equipment shall be on lockable casters or wheels to move and clean easily; equipment elevated on legs shall provide at least 6" clearance from floor.	Gas or electrical connections provided w/quick-disconnects or flexible lines of sufficient length to permit moving for cleaning, with a safety chain shorter than the utility line.
	If equipment against a wall is not movable, must be joined to and/or sealed to the wall to prevent liquid, waste, dust and debris from collecting.	When equipment is joined together or spreader plates are used between appliances, the resulting joining must be sealed to prevent liquid, waste, dust and debris from collecting.
	Counter-mounted equipment that is not portable shall be sealed to the table/counter, or elevated at least 4" on legs to facilitate cleaning	Legs of all equipment should not have hollow, open ends.
v/x	EXTERNAL GREASE TRAP	NOTES
	External Grease Trap	*Health Department must review and approve new grease trap desing plans prior to installation.
	Adequate capacity in the waste line leading from the sinks, drains, and other fixtures or equipment in food establishment where grease may be introduced into the septic system	*Engineer or Registered Sanitarian must certify the system.
	Shall be located to be easily accessible for cleaning	Required electronic monitoring and at least two annual pumpings (one of which MUST occur between July 1-August 31).
v/x	STORAGE	NOTES
	Kitchen Storage: Metal Stainless Steel Shelves	*Required for storage of items in the Kitchen.
	Shelves at least 6" above the floor and wall	
	Dry Storage	
	Must be constructed of: easy to clean materials, corrosion resistant metals or food grade plastics	
	Temperature control 50°F and humidity control at 50%	
v/x	BATHROOMS	NOTES
	Toilet Room	Every food establishment where food or beverage is consumed on the premises shall have public restroom facilities accessible to the customer <u>without</u> passing through the kitchen.
	Shall be completely enclosed and provided with a tight-fitting and self-closing door	<i>Does not apply</i> to a toilet room located <u>outside</u> the <u>food establishment</u> .
	Toilet Tissue	
	Receptacle	*If toilet room is used by females, <u>covered receptacles</u> shall be provided for sanitary napkins.
	Hand washing cleanser	
	Hand cleaning liquid	
	Hand Drying Provisions	
	Individual Disposable Towels; a continuous towel system that supplies the user with clean towels; or a heated air hand drying device	
	Waste Receptacle	A hand washing lavatory or group of adjacent lavatories that is provided with disposable towels shall be provided with a waste receptacle.
	Hand washing Signage: "Employees Must Wash Hands"	A sign or poster that notifies food employees to wash their hands shall be provided at all hand-washing lavatories used by food employees and shall be clearly visible to food employees.

v/x	FLOORS, WALLS, CEILINGS, SURFACES	NOTES
	Floors	Carpet or similar material may not be used in food prep areas, warewashing areas, restrooms, refuse storage areas, or other areas subject to moisture, flushing, spray cleaning methods.
	Smooth, easily cleanable	Except that anti-slip floor coverings or applications may be used for safety reasons.
	Acceptable materials: Vinyl tile, quarry tile, epoxy resin, terrazzo, sealed and curbed concrete, commercial grade composite tile	Square vinyl tile for safety reasons (non-slip).
	Floors shall be coved and closed to no larger than 1 mm joint gaps	*Required in food establishments in which cleaning methods other than water flushing are used.
	Floors with drains, coved and sealed.	*Required in food establishments in which water flush cleaning methods are used.
	Walls	Smooth and easily cleanable construction
	Wall junctures shall be coved and closed to no larger than 1 mm joint gaps	*Required in food establishments in which cleaning methods other than water flushing are used.
	Ceilings	Smooth and easily cleanable construction
	Work Surfaces	
	All food contact surfaces must be smooth, non-toxic, nonabsorbent, corrosion resistant, stable, and free of pits, crevices, chips	
v/x	LIGHTING	NOTES
	Light Bulbs: shielded, coated or shatter-resistant sleeves on fluorescent tubes	*Required in areas where food is prepared, and where equipment, utensils or linens are cleaned.
	Food Preparation area, working with utensils or equipment	Minimum of 50 foot candles (540 lux)
	Hand washing, warewashing, buffets, display and salad bar areas	Minimum of 20 foot candles (220 lux)
	Inside walking refrigerators, dry storage, and dining areas	Minimum of 10 foot candles (110 lux)
v/x	PLUMBING	NOTES
	Vacuum Breakers	
	Install on plumbing fixtures to prevent cross-contamination	
	Indirect Waste Connections	
	Provide indirect waste connections on food service equipment items	(Ice machines, ice bins, dipper wells)
	*All plumbing connections must be to the current state plumbing code requirements	
v/x	SERVICE LINES	NOTES
	Plumbing, Electrical and Gas Lines	Ensure ample service and adequate outlets for operational needs: no extension cords
	All plumbing, electrical and gas lines must be concealed within the building structure as much as possible.	Where this is not feasible, install all vertical and horizontal service lines 1" away from the walls, ceiling and equipment. Keep all exposed horizontal runs a minimum of 6" above finished floors.
	Use approved hangers	
v/x	TRASH AND RECYCLING RECEPTACLES	NOTES
	Waste and Recycling Receptacles	Any establishment licensed by the BOH for Food Service or Retail Food Sales, where there exists any seating or where there is service of packaged or prepared foods meant for immediate consumption, shall provide and maintain adequate waste and recycling receptacles
	Shall be provided and maintained within 5 feet of all points of entrance or exit	Location of all waste and recycling receptacles shall be clearly visible from the service areas.

√/X	OUTDOOR DINING AREAS	NOTES
	Shall be kept free of waste paper, garbage and other trash	
	Covered Trash Receptacles	Shall be provided in close proximity to the dining area and must be emptied as needed to prevent overflowing.
	Must have tight-fitting lids or covers	
√/X	WINDOWS & DOORS	NOTES
	If windows or doors are kept opened for ventilation or other purposes, openings shall be protected against the entry of insects and rodents by: (1) 16 mesh to 25.4mm (16 mesh to 1 inch) screens; (2) Properly designed and installed air curtains; or (3) Other effective means.	Commercial air curtains are recommended installed as "other effective means" where doors may be kept open regularly.
√/X	MENU	NOTES
	Food Allergy Notice on Printed Menus and Menu Boards	Food establishments shall include on all printed menus and menu boards a clear and conspicuous notice requesting a customer to inform the server before placing an order, about the customer's allergy to a major food allergen.
	"Before placing your order, please inform your server if a person in your party has a food allergy."	
	Consumer Advisory Language	Items requiring disclosure are asterisked (*) to a footnote.
	<u>Footnote Option 1:</u> * "Consuming raw or undercooked meats, poultry, seafood, shellfish, or eggs may increase your risk of foodborne illness"	Asterisk (*) should cross-reference to applicable, specific menu items
	<u>Footnote Option 2:</u> * "Consuming raw or undercooked meats, poultry, seafood, shellfish, or eggs may increase your risk of foodborne illness, especially if you have certain medical conditions"	
√/X	FOOD EMPLOYEE REPORTING FORMS	NOTES
	Must keep file with signed agreements ensuring all food employees notify Person in Charge when they experience listed conditions so that appropriate steps are taken to preclude the transmission of foodborne illness.	
√/X	WRITTEN CLEAN UP PROCEDURE	NOTES
	Vomit and diarrhea clean up procedure and kit must be readily available; new employees must be trained in the procedure within the first week of hiring, with reminder trainings for all food service staff annually.	
√/X	CERTIFICATIONS	NOTES
	FOOD SAFETY MANAGER CERTIFICATION (ServSafe)	Certificate(s) shall be prominently posted in the establishment, next to the license(s) to operate.
	At least 1 full time on site person needs to be a certified food protection manager each shift	ServSafe "Food Handlers" certificate does not satisfy this requirement.
	Person must be at least 18 years of age and must be a full time equivalent manager or supervisor	
	ALLERGEN AWARENESS CERTIFICATE	Massachusetts certificate of allergen awareness training certificate from a program recognized by the Department of Public Health.
	Food establishments shall have on staff a Certified Food Protection Manager who is certified in Allergen Awareness	
	Certificate shall be prominently posted in the establishment	

