



Town of Derry Public Health

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FOOD SERVICE ESTABLISHMENT FLOOR PLAN REVIEW REQUIREMENTS

The plan review process is designed to help you construct a facility that meets the NH Rules for the Sanitary Production and Distribution of Food, also known as He-P 2300. This document is not, however, intended to be a complete explanation of these regulations.

A licensed applicant or license holder shall submit plans and specifications to the Public Health Department, as outlined on the following pages, at least **45 days** prior to: constructing a new food service establishment or retail food store; converting an existing structure for use as a food service establishment or retail food store; remodeling a food service establishment or retail food store; or relocating a food service establishment or retail food store.

Please read this document completely before preparing your submittal. Documents and drawings that are incomplete, illegible, or that do not meet requirements, will be returned and may result in the delay of plan approval.

For additional information or for further assistance, contact the Public Health Department at (603) 845-5520.

A food service establishment will be considered for approval of their plans when they have satisfactorily completed and submitted the following documents:

I. REQUIRED PLAN REVIEW DOCUMENTS

1. COMPLETED FLOOR PLAN (see Section II).
2. THE INTENDED MENU or list of food to be prepared, served or sold at the establishment.
3. TEMPERATURE MAINTENANCE:
 - A detailed explanation of the methods by which potentially hazardous foods will be cooled and maintained at a temperature of 41°F or lower, as well as methods by which hot foods will be heated and maintained at a temperature above 140°F.
4. AN EXPLANATION OF THE ANTICIPATED VOLUME OF FOOD TO BE STORED, PREPARED, AND SERVED DAILY.
5. PROPOSED LAYOUT, MECHANICAL SCHEMATICS, CONSTRUCTION MATERIALS, AND FINISH SCHEDULES.
6. A LIST OF PROPOSED EQUIPMENT INCLUDING MANUFACTURER, MODEL NUMBER, LOCATION DIMENSION, PERFORMANCE CAPACITY, AND INSTALLATION SPECIFICATIONS.
7. A DETAILED DESCRIPTION OF ALL SPECIAL OPERATIONS, INCLUDING BUT NOT LIMITED TO SALAD BARS, CATERING, AND VACUUM PACKAGING.
8. A LIST OF NAMES, MAILING ADDRESSES, AND PHONE NUMBERS OF ALL PERSONS ACCOUNTABLE FOR THE DESIGN AND CONSTRUCTION OF THE ESTABLISHMENT.
9. NOTE: If additional rooms of your establishment are to be converted into food preparation areas in the future, a separate floor plan will be required for each area.

II. FLOOR PLAN DRAWING REQUIREMENTS

1. SUBMIT ONE COMPLETE COPY OF THE DRAWINGS.
2. PLAN MUST BE DRAWN TO SCALE.
 - Where $\frac{1}{4}$ " or less equals one foot. (i.e. $\frac{1}{8}$ "=1' will be accepted; $\frac{1}{2}$ "=1' will not be accepted).
3. SHOW ALL AREAS OF THE ESTABLISHMENT ON ONE PAGE.
 - Use of small-scale insets for large establishments is encouraged.
4. DETAIL THE FOOD PREPARATION AREAS AND RESTROOMS.
 - Show the location of all fixed and non-fixed equipment; use of separate pages for each area is acceptable.
5. NUMBER EACH ITEM ON THE DRAWING AND USE A LEGEND.
 - The legend is a list that explains each piece of equipment as numbered on the floor plan drawing.
6. INCLUDE THE FOLLOWING INFORMATION ON THE DRAWING:
 - Establishment name;
 - Physical address (and mailing address if different);
 - The name and telephone number of the primary contact person who is able to answer detailed questions regarding the plan.

III. BASIC REQUIREMENTS FOR EQUIPMENT AND FACILITIES (Please refer to the He-P2300, NH Rules for the Sanitary Production of Food, for additional details and requirements.)

1. PROVIDE ADEQUATE EQUIPMENT AND SPACE TO:
 - Maintain food temperatures of 140° F or higher and 41° F or lower;
 - Cool food from 140° F to 70°F within 2 hrs. and 70° F to 41°F within 4 hrs.;
 - Reheat food to 165°F within 2 hrs.
2. SINK REQUIREMENTS:
 - Hand washing sink(s) convenient and accessible throughout each food preparation area and in each restroom.
 - 3-bay compartment sink with bays large enough to submerge the largest piece of equipment and a drain board on each side with length and width dimensions equivalent to one bay.
 - Utility (mop) sink located on the same floor as the main kitchen. A back siphonage device shall be installed on all faucets to which hoses are attached.
 - Food preparation sink of seamless design (NSF or ANSI approved), plumbed with an air gap. Establishments using “paper service” exclusively may not be required to have this sink.
3. WASTEWATER SYSTEM APPROVAL
4. WATER SOURCE APPROVAL
5. COMMERCIAL REFRIGERATION only is permitted.
6. WOOD INSIDE WALK-IN REFRIGERATION UNITS IS PROHIBITED including the floor, walls, ceiling, shelving, door, and door frame.
7. FLOORS, WALLS, CEILINGS, SHELVING, AND CUPBOARDS in all food preparation areas and restrooms are to have a smooth, sealed, and nonabsorbent exterior and be free of any unnecessary cracks and crevices. Finish the interiors of all shelving and cupboards in these areas, and finish the wall below all counters and lounge bars.

8. RESTROOMS are to have mechanical ventilation, self-closing doors, and a covered waste receptacle if used by female patrons or employees.
 - Provide one restroom for up to 24 indoor seats.
 - Separate toilet rooms for each sex shall be provided for patrons of any restaurant designed to seat 25 or more patrons at one time.
 - Separate toilet rooms for each sex shall be provided for patrons of any food establishment where alcoholic beverages are served, regardless of the number of seats.
9. SHIELD THE LIGHTS in all areas with open food and equipment washing facilities.
10. INSTALL SCREENING or air curtains on all service windows and all doors and windows that are to be kept open.
11. PROVIDE A CLEANABLE SURFACE FOR ALL DUMPSTERS or garbage cans that are stored outside. Reinforced concrete or rolled asphalt is acceptable.
12. OPTIONAL EQUIPMENT:
 - Dishwashing, commercial model, meeting NSF standards.