

**FRANKLIN WILLIAMSON BI-COUNTY**  
**HEALTH DEPARTMENT**

**FOOD SERVICE OPERATION**  
**PLANNING GUIDE**

**FRANKLIN COUNTY OFFICE**  
**FRANKLIN HEIGHTS PLAZA**  
**BENTON, IL 62812**  
**PHONE: 439-0951**

**WILLIAMSON COUNTY OFFICE**  
**8160 EXPRESS DRIVE**  
**MARION, IL 62959**  
**PHONE: 993-8111**

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## **INTRODUCTION:**

This guide is offered by the Franklin-Williamson Bi-County Health Department to aid in designing and planning of newly constructed food service establishments and for the repairs and alteration to existing food service establishments. The guide should be reviewed and discussed with a Franklin-Williamson Bi-County Health Department Environmentalist before and during the planning stage.

Careful planning will avoid costly errors and delays in your project.

## **THE PURPOSE OF PLAN REVIEW IS TO:**

- Insure compliance with requirements.
- Prevent any misunderstanding by operator of the requirements.
- Prevent errors, which might later result in additional cost to the operator.
- Permit planning of efficient, orderly, and economical planning.

## **PROCEDURES:**

1. When a food service establishment or retail food store is constructed or extensively remodeled or when an existing structure is converted for use as a food service establishment or retail food store, properly prepared **PLAN REVIEW** must be submitted to the Franklin-Williamson Bi-County Health Department **Prior** to any construction. The plan review must include layout, arrangement, construction materials of work areas and the locations, size, and type of fixed equipment and facilities.
2. All plumbing must be inspected and approved by the Illinois Department of Public Health's Plumbing Inspector. Telephone: (618) 993-7010. Also, contact City Code Inspector and Fire Departments for their approval, when applicable. Failure to receive approval from these agencies will delay opening of your establishment.
3. Submit a copy of the menu or a list of food products to be prepared.

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## **HOW TO PREPARE FLOOR PLANS**

### **FLOOR PLANS:**

A floor plan is an eye level view showing the establishment. Shown in the floor plan are the locations and arrangements of walls, partitions, windows, stairways, and equipment, with indications of dimensions and material used.

In general, the floor plan should be drawn to scale and include the following:

- Total area to be used for the food service operation
- Entrances and exits
- Location, number, and types of plumbing fixtures, including all water supply facilities
- Plan of lighting, both natural and artificial
- All rooms in which food service operations are to be conducted
- All food service equipment and their locations
- Types of building material that will be used on floors, walls and ceilings
- Seating capacity

The above information serves only as a guide for a plan review. Refer to the Illinois Department of Public Health Food Service Sanitation Code and Sanitation of Retail Food Stores Rules and Regulations for more details.

### **EXAMPLE FLOOR PLAN**

Separate detail plans may be necessary for plumbing, lighting, ventilation, etc.

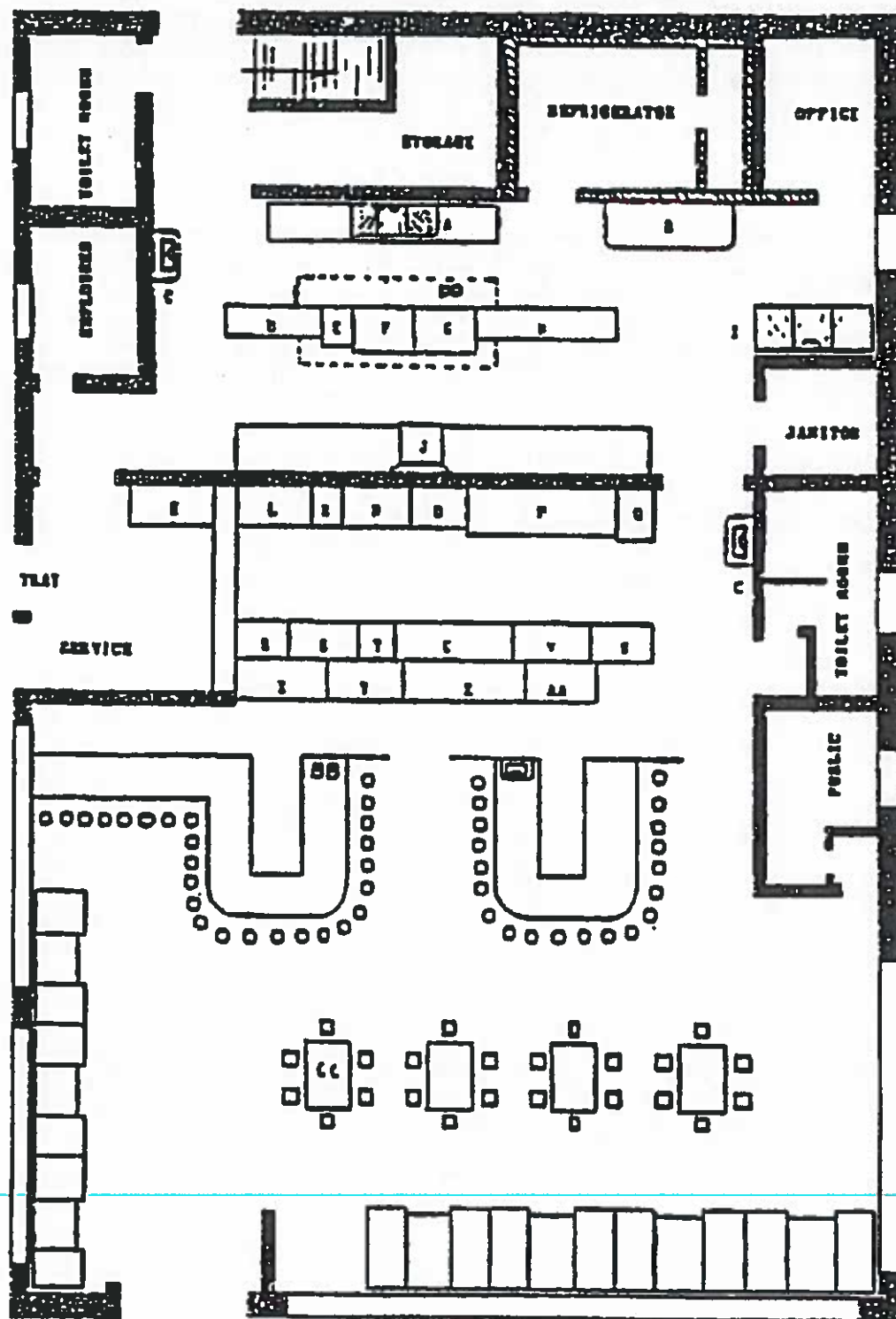
A.	Work table with three-compartment sink	N.	Coffee
B.	Reach-in refrigerator	O.	Shelf cabinet
C.	Hand sink	P.	Grill
D.	Work table	Q.	Broiler
E.	Deep fat fryer	R.	Shelf cabinet
F. & G.	Ranges	S.	Ice bin
H.	Work table	T.	Soda fountain
I.	Scullery sink	U.	Refrigerator
J.	Dish machine	V.	Hot food table
K.	Waitress station	W.	Refrigerator
L.	Reach-in refrigerator	X.	Shelf cabinet
M.	Hand sink	Y. & Z.	Serving case

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AA.	Coffee
BB.	Counter
CC.	Tables
DD.	Vent canopy

### **NOTICE:**

If you have any questions or would like to make an appointment for a consultation, staff members are available between 8:00 – 9:00 a.m. and 3:00 – 4:00 p.m., Monday through Friday.



**TO:** Food Service Owners and Contractors  
**FROM:** Franklin-Williamson Bi-County Health Department  
**SUBJECT:** Food Service Plan and Construction Review

For specific requirements in opening a food service establishment, you must refer to the Illinois Food Service Sanitation Rules and Regulations.

The following is a brief summary of some of the important items found in the rules and regulations to help you in planning your establishment.

- Before a food service establishment is constructed or remodeled, a set of plans and specifications must be submitted to this department for approval before such work is begun.
- Before a food service establishment is opened, a permit must be obtained from this department.
- All food must be stored six inches off the floor.
- Thermometers must be provided in all cooling units and a hot metal stem-type thermometer to check temperatures on all hot food items.
- Food protection devices (food shields) must be on all display cases, salad bars, and similar equipment.
- Ice machines must be equipped with an ice scoop.
- Employee break areas must be separate from food preparation and dishwashing areas.
- A separate area must be provided for employees' personal belongs (coats, purses, etc.)
- Management certification is required on the initial day of operation or documentation must be provided of enrollment in an approved course to be completed within 3 months of operation.
- All equipment and utensils must be easily cleanable, non-toxic, corrosion resistant, non-absorbent, smooth, durable, and free of difficult to clean internal corners and crevices.

- The use of wood for food contact surfaces must be hard maple or equivalent non-absorbent material.
  - Ventilation hoods shall be designed to prevent grease or condensation from dripping into food, onto food contact surfaces, and from collecting on walls and ceilings.
  - Table mounted equipment shall be sealed to the table or counter, or mounted on legs at least four inches high.
  - Floor mounted equipment, unless readily moveable, shall be sealed to the floor or elevated on legs at least six inches off the floor.
  - Aisles and working spaces must be adequate.
  - Only approved mechanical dishwashing machines may be used or a three compartment sink must be installed with self-draining drain boards. Compartments shall be large enough to permit the complete immersion of the equipment and utensils. Each compartment of the sink shall be supplied with hot and cold running water. A three compartment sink is recommended in case the mechanical dishwashing malfunctions.
  - All equipment, utensils and tableware must be stored in a self-draining position on smooth, non-absorbent, easily cleanable surfaces and/or from suitable constructed hooks or racks.
  - Single service articles must be stored above the floor and in enclosed containers.
  - All plumbing must be in accordance with the Illinois State Plumbing Code.
  - Employee hand washing sink must be provided in the food preparation area.
  - Mop sink must be provided in the establishment.
  - All restrooms must have self-closing doors, easily cleanable covered waste receptacles, sanitary hand drying devices, hot and cold running water through a combination faucet, soap, vented effectively to the outside, sink, toilet, and shall be provided for the employees.
  - Outside garbage area must be easily cleanable.
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- Garbage containers must be provided with tight fitting lids.
  - All exterior openings must be effectively protected against the entrance of insects and rodents into the establishment.
  - All outside doors must be self-closing.

- Floors must be constructed of durable, non-absorbent and easily cleanable materials. The floor-wall juncture shall be coved and closed.
- Carpeting is only allowed in dining areas.
- Walls and ceilings must be light colored, smooth, nonabsorbent and easily cleanable.
- Twenty-foot candles of light shall be provided to all working surfaces.
- Light shielding to protect against broken glass from falling into food must be provided in all food storage, preparation, service, and display areas.
- Living area must be separated from the food service establishment by a solid self-closing door.
- If laundry facilities are provided, they must be separated from the food preparation area.
- Cleaning and maintenance equipment should be stored in a way that does not contaminate food, utensils, equipment, or linen.

### **TO PROPOSED FOOD SERVICE FACILITIES:**

- I. All plumbing shall be done by an Illinois Licensed Plumber, and in accordance with the Illinois Plumbing Code. Each new food service facility shall have the plumbing installation inspected by the State Plumbing Inspector.
- II. Any facility serving food to be consumed on the premises is considered to be a restaurant. All restaurants must provide public restroom facilities for both sexes. The number of fixtures provided will be governed by the seating capacity of the facility. The owner of the facility should consult a licensed plumber, or the Department of Public Health, Division of Environmental Health for exact number of fixtures.
- III. All plumbing shall comply with the current Illinois Plumbing Code under the following conditions:
  - A. Any new food service facility whether installed in a newly constructed building or an existing building.
  - B. When a food service is changed from one type to another, such as changing from retail food store to a restaurant.
  - C. When remodeling occurs involving:
    1. Change of floor plan or the moving of plumbing fixtures, which requires altering the building drain.
    2. The increasing of the seating capacity of a restaurant to the extent of requiring additional plumbing fixtures.
- IV. Applicable Codes and Ordinances:
  - A. The Illinois Plumbing Code is a minimal code. Any county or city ordinance, which is more stringent, shall prevail.
  - B. Plumbing and Handicapped: Minimum plumbing facilities for the handicapped are contained in the publication, "Accessibility Standards Illustrated" - These standards are administered by the State of Illinois Capital Development Board. A copy of the "Accessibility Standards Illustrated" may be obtained by contacting the State of Illinois Capital Development Board. Where plumbing fixtures are installed for handicapped, such plumbing and plumbing fixtures shall comply with these "Accessibility Standards Illustrated".



**FRANKLIN-WILLIAMSON BI-COUNTY HEALTH DEPARTMENT**  
**FOOD SERVICE ESTABLISHMENT PLAN REVIEW**

Date: \_\_\_\_\_

ESTABLISHMENT NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ (Check one) ☐ Retail ☐ Food Service Establishment

FACILITY PHONE NUMBER (if available): \_\_\_\_\_

FACILITY FAX NUMBER: \_\_\_\_\_ EMAIL: \_\_\_\_\_

LEGAL OWNERSHIP (Will Appear on Permit): \_\_\_\_\_

CONTACT INFORMATION: Name \_\_\_\_\_ Phone: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

(Check one) ☐ Individual ☐ Firm ☐ Corporation ☐ Partnership

SIGNATURE OF APPLICANT OR APPLICANTS: \_\_\_\_\_

CONTRACTOR: \_\_\_\_\_

CERTIFIED SUPERVISOR: \_\_\_\_\_

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TYPE OF MENU: \_\_\_\_\_

CATERING AND/OR OFF PREMISES SERVICE: \_\_\_\_\_

SERVING/SEATING CAPACITY: \_\_\_\_\_ KITCHEN AREA: \_\_\_\_\_ SQ. FT.

DRY FOOD STORAGE AREA: \_\_\_\_\_ SQ. FT. REFRIGERATION: \_\_\_\_\_ SQ. FT.

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**ROOM AND AREA FINISHES**

	<u>FLOOR</u>	<u>WALLS</u>	<u>CEILING</u>
FOOD PREPARATION	_____	_____	_____
FOOD STORAGE	_____	_____	_____
WALK-IN REFR./FREEZER	_____	_____	_____
JANITORIAL STATION	_____	_____	_____
BAR	_____	_____	_____
RESTROOMS	_____	_____	_____
DRESSING & LOCKER ROOM	_____	_____	_____
OTHER	_____	_____	_____

## **STORAGE FACILITIES**

### **TYPE OF SHELVING:**

KITCHEN: \_\_\_\_\_

DRY STORAGE: \_\_\_\_\_

WALK-IN REFRIGERATOR: \_\_\_\_\_

SHELVING \_\_\_\_\_ INCHES ABOVE FLOOR LEVEL

### **LOCATION OF STORAGE:**

COOKING UTENSILS: \_\_\_\_\_

CLEAN/SOILED LINENS: \_\_\_\_\_

CHEMICALS:

SOAPS & SANITIZERS: \_\_\_\_\_

PESTICIDES/TOXICS: \_\_\_\_\_

OTHER POISONOUS MATERIALS: \_\_\_\_\_

MAINTENANCE EQUIPMENT: \_\_\_\_\_

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## **EMPLOYEE AREAS AND HANDWASHING FACILITIES**

PROJECTED NUMBER OF FOOD SERVICE EMPLOYEES/SHIFT: \_\_\_\_\_

EMPLOYEE BREAK AREA SEPARATE FROM FOOD PREPARATION & DISHWASHING AREAS: \_\_\_\_\_

TYPE OF STORAGE AREA FOR EMPLOYEES PERSONAL BELONGINGS: \_\_\_\_\_

EMPLOYEE WASHROOM PROVIDED: \_\_\_\_\_

HANDWASHING FACILITIES IN FOOD PREPARATION AREAS:

NUMBER: \_\_\_\_\_

LOCATION: \_\_\_\_\_

HANDWASHING SINK SUPPLIES:

DISPENSED TOWELS: \_\_\_\_\_

DISPENSED SOAP: \_\_\_\_\_

### **PLUMBING**

WATER SUPPLY TYPE: \_\_\_\_\_

SEWAGE DISPOSAL TYPE: \_\_\_\_\_

MOP SINK: \_\_\_\_\_ TYPE & LOCATION: \_\_\_\_\_

GARBAGE GRINDER: \_\_\_\_\_ TYPE & LOCATION: \_\_\_\_\_

METHOD OF PROTECTING FOOD PREPARATION & STORAGE AREAS FROM OVERHEAD SEWER  
LINES: \_\_\_\_\_

WILL ESTABLISHMENT HAVE ENOUGH HOT WATER TO MEET DEMAND? ☐ YES ☐ NO

SIZE OF HOT WATER HEATER \_\_\_\_\_ GALLONS

TEMPERATURE OF PRIMARY HOT WATER SUPPLY: \_\_\_\_\_ DEGREES F.

APPROXIMATE WATER USAGE PER MONTH: \_\_\_\_\_ GALLONS

LICENSED ILLINOIS PLUMBER: \_\_\_\_\_

IDPH PLUMBING INSPECTOR HAS BEEN CONTACTED: ☐ YES ☐ NO

### **MANUAL DISHWASHING**

SINK - NUMBER OF COMPARTMENTS: \_\_\_\_\_

NUMBER OF DRAINBOARDS: \_\_\_\_\_

LOCATION OF CLEAN & SOILED UTENSIL STORAGE: \_\_\_\_\_

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### **MECHANICAL DISH AND/OR GLASS WASHING**

DISHWASHER MANUFACTURER: \_\_\_\_\_ MODEL NO. \_\_\_\_\_

CHEMICAL SANITIZING OR HOT WATER SANITIZING WITH INTEGRAL THERMOMETER: \_\_\_\_\_

LENGTH OF SOILED DISH TABLE: \_\_\_\_\_

LOCATION OF CLEAN UTENSIL STORAGE: \_\_\_\_\_

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## GARBAGE & REFUSE DISPOSAL

TYPE OF DISPOSAL (Circle):   DUMPSTERS   COMPACTOR   INCINERATOR   GREASE BARRELS

OTHER: \_\_\_\_\_

GARBAGE CONTAINERS PROVIDED WITH TIGHT FITTING LIDS: \_\_\_\_\_

GARBAGE AREA:

CONCRETE PLATFORM: \_\_\_\_\_ DRAINING TO: \_\_\_\_\_

ENCLOSED: \_\_\_\_\_

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## MISCELLANEOUS

YES   NOT APPLICABLE

### ALL WASHROOMS HAVE:

- |                          |                          |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | - SELF-CLOSING DOORS                            |
| <input type="checkbox"/> | <input type="checkbox"/> | - COVERED WASTE RECEPTICLES                     |
| <input type="checkbox"/> | <input type="checkbox"/> | - HAND DRYING DEVICES                           |
| <input type="checkbox"/> | <input type="checkbox"/> | - HOT & COLD RUNNING WATER                      |
| <input type="checkbox"/> | <input type="checkbox"/> | - SOAP  |
| <input type="checkbox"/> | <input type="checkbox"/> | - MECHANICAL VENTILATION                        |
| <input type="checkbox"/> | <input type="checkbox"/> | ALL EXTERIOR DOORS HAVE SELF-CLOSING DEVICES    |
| <input type="checkbox"/> | <input type="checkbox"/> | VENTILATION UNITS IN KITCHEN AND SCREENED       |
| <input type="checkbox"/> | <input type="checkbox"/> | METAL STEM TYPE THERMOMETER FOR HOT FOODS       |
| <input type="checkbox"/> | <input type="checkbox"/> | PROPER DISPENSERS FOR SINGLE-SERVICE ITEMS      |
| <input type="checkbox"/> | <input type="checkbox"/> | SNEEZE GUARD PROTECTION FOR PROPER FOOD DISPLAY |
| <input type="checkbox"/> | <input type="checkbox"/> | ALL OPENABLE WINDOWS SCREENED                   |

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- |                          |                          |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | CARRY OUT WINDOWS PROTECTED  |
| <input type="checkbox"/> | <input type="checkbox"/> | LAUNDRY OPERATIONS SEPARATE FROM FOOD SERVICE AREAS  |
| <input type="checkbox"/> | <input type="checkbox"/> | ADEQUATE LIGHT PROVIDED IN FOOD & UTENSIL STORAGE ROOMS,<br>TOILETS & DRESSING ROOMS (Min. - 20 ft. candles) |
| <input type="checkbox"/> | <input type="checkbox"/> | LIGHT SHIELDING  |
| <input type="checkbox"/> | <input type="checkbox"/> | ICE SCOOP IN ALL ICE MACHINES  |

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