



# BOH Forms: #39 Kitchen Update Plan Review

Board of Health and Local Health Department Standard Operating Procedures (SOP)

This **Checklist includes all items that should be considered when a Food Establishment upgrades or builds a new kitchen.** It is designed to be used in tandem with other BOH Job Aids. **Remember: BOH always has the final say on all requirements.**

## Food Establishment Kitchen Upgrade Check List:

- ✓ **Submit your proposed menu, size of operations and plans to the Board of Health at least 60 days before beginning construction or updates. A PERMIT is REQUIRED for all changes to your Food Establishment.**
- ✓ Everything begins with the proposed menu, a description of the type of operation, and the expected size and type of population to be served.
- ✓ Substantial renovations and all new kitchen installations will require a Building Permit in addition to a Board of Health permit. Plans must be submitted to the Department of Inspection Services/Board of Health for approval before work begins. **All work must be inspected by the Board of Health and/or appropriate authority having jurisdiction (Building, Fire, Gas, Plumbing, Electrical inspectors) prior to opening.**
- ✓ A 1000-gallon (minimum) grease trap must be placed outside of the building if building is served by a septic system. Buildings on community sewer must install a grease trap, which complies with the plumbing code.
- ✓ List types of materials to be used on floors, walls, ceilings, counters, and countertops. All materials must be non-absorbent and easily cleanable.
- ✓ Male and female bathrooms with self-closing doors, vents (mandatory), a window with screens (optional), and sinks with liquid soap and paper towels/hand dryers are required for Food Establishment Staff. Public Restrooms may be required by the plumbing or building codes.
- ✓ Screens must be installed on all windows and kept in good repair. A self-closing screen door will be installed.
- ✓ All refrigerators and freezers must have thermometers, placed to be easily seen and read and be in secure locations.
- ✓ Adequate facilities for the disposal of trash and garbage must be provided.
- ✓ Smoking is not permitted in any indoor restaurant or bar.
- ✓ Install a handwash sink and a mop sink. Must have hot and cold running water, from an approved source with proper air gaps and backflow preventers on all hoses.
- ✓ Install a three-bay, stainless steel sink with drain board, and a grease interceptor per the State Plumbing Code.
- ✓ If cooking, grilling, or frying, a suitable hood and vent must be installed.
- ✓ All facilities must meet Americans with Disabilities Act standards.
- ✓ A site plan must be provided showing the location of the dumpster, grease storage facility (If one is to be used), name of waste hauler, and name of grease rendering company. Upon approval of the site plan, the owner must install a non-absorbent pad for the dumpster prior to opening.
- ✓ **Food service training certification is required for food service operations by the new State Sanitary Code for Food Establishments/FDA Food Code (105 CMR 590.000).** These regulations may not be applicable in all situations.
- ✓ **Insure all other permits and zoning by-laws are applied for and complied with.**

## Space and Square Footage

Guidelines for the size of kitchen and dining room vary greatly depending on many different factors, but food design consultants commonly allot the following space requirements for table service operations.

The total operation has 15 to 30 square feet per seat.

Dining room is 2/3 of the total operation square footage.

1. Massachusetts Building code specifies not less than 15 square feet per diner.

Kitchen (back of the house) is 1/3 of total operation or 1/2 of dining room

Basic breakdowns of the space requirements in the kitchen area:

Dry food storage	10-14%	Cooking/Production	8%
Walk-in coolers	5.7%	Traffic aisles	16%
Walk-in freezers	5-7%	Warewashing	5%
Receiving	5%	Refuse storage	5%
Preparation	14%	Employee facilities	15%
Baking	10%	Miscellaneous	2%

**❑ Refrigeration**

**TOTAL REFRIGERATION SPACE**

Number of Meals Served	Daily Recommended Capacity
75 to 150	20 cubic feet
150 to 250	45 cubic feet
250 to 350	60 cubic feet
350 to 500	90 cubic feet

**REACH-IN REFRIGERATION**

Seats	FREEZER		REFRIGERATOR	
	Number	Size	Number	Size
0 - 50	1	50 cubic feet	2	100 cubic feet
50 - 100	1	75 cubic feet	3	150 cubic feet
100 - 175	2	100 cubic feet	3	225 cubic feet
175 - 250	2	100 cubic feet	3	225 cubic feet
250 - 500	2	150 cubic feet	4	300 cubic feet
500 - 750	2	150 cubic feet	5	375 cubic feet

**WALK-IN REFRIGERATION**

Seats	FREEZER		REFRIGERATOR	
	Number	Size	Number	Size
0 - 50	None		None	
50 - 100	1	100 square feet	1	100 square feet
100 - 175	1	140 square feet	2	200 square feet
175 - 250	1	180 square feet	2	240 square feet
250 - 500	1	180 square feet	3	380 square feet
500 - 750	2	240 square feet	3	520 square feet

A walk-in refrigerator is usually recommended for larger Food Service/Food Establishment operations. It is in addition to the reach-in refrigerator needed by most operations. Walk-in refrigerators and freezers usually require about 5% to 7% of your kitchen floor area

The size of your dry storage area usually will be from 10 to 14% of the floor area of your kitchen. This is usually equal to the space occupied by your walk-in coolers and walk-in freezers. Proper dry food storage is essential to the prevention of food-borne illnesses and maintenance of food quality.

**☐ Equipment Spacing**

*The following table is often used as a guide for spacing equipment:*

LENGTH OR DEPTH OF EQUIPMENT	DISTANCE FROM WALL OR OTHER STATIONARY EQUIPMENT WHEN BOTH ENDS ARE OPEN	DISTANCE FROM WALL OR OTHER STATIONARY EQUIPMENT WHEN ONE END IS OPEN
0-24 inches	8 inches	8 inches
25-48 inches	10 inches	10 inches
49-72 inches	12 inches	12 inches
73-96 inches	14 inches	24 inches
97-120 inches	16 inches	24 inches

Aisles and working spaces between units of equipment and walls must be unobstructed and of sufficient width to permit employees to perform their duties without contamination of food or food contact surfaces.

The aisle space generally recommended for various work areas is listed below:

<u>Description of Space</u>	<u>Aisle Width</u>
Single aisle with limited equipment	30 to 36 inches
Double aisle with limited equipment	42 to 54 inches
Single aisle with protruding equipment	42 to 54 inches
Double aisle with protruding equipment	54 to 66 inches
Aisle with little traffic	36 to 48 inches
Aisle with major traffic	48 to 72 inches

Any device, equipment, or apparatus used in the preparation or storage of food and having a drain must have such drain properly air gapped. (Examples: Ice machines, ice bins, steam kettles, walk-in coolers and freezers and proof boxes.)

All utensils and equipment must be so stored as to protect them from dirt, dust, splash, overhead leakage, and other contamination. Otherwise, the effect of cleaning and bactericidal treatment is erased. Equipment must not be located under exposed or unprotected sewer lines or water lines, open stairwells, or other sources of contamination.

Storage of utensils will vary, depending upon the type and size of Food Service/Food Establishment operation planned. But in general, observe these principles:

1. Provide a definite storage space for each type of utensil, so that the rule “a place for everything and everything in its place” can be followed.
2. See that the various storage areas are adequate for the utensils. The utensils should be conveniently close to the area where they are to be used. One utensil drawer for each employee or one drawer for each four (4) linear feet of work table.
3. Do not store utensils on the floor.
4. Provide hooks for large utensils such as pots and pans. Hooks should be well away from splash and spray.
5. For frozen dessert scoops, provide a dipper well with running water.
6. Provide a knife rack in each preparation area.
7. Tableware is stored so that the handle of the knife, fork or spoon is presented to the employee or consumer. Normally you need 2 to 3 settings of tableware per seat.

Notes:

**☐ Hot Water Supply***Hot Water Supply*

The hot water supply shall be sufficient to satisfy the continuous and peak hot water demands of the establishment. Hot water for hand washing shall be of a temperature of at least 110°F. Hot water for mechanical dishwashing must be 150°F-165°F for washing and 165°F-180°F for sanitizing. The temperature of the wash solution in spray-type ware washers that use chemicals to sanitize may not be less than 120°F. The water temperature for manual hot water sanitization must be at least 171°F. For purposes of sizing the hot water generating capability, assume a supply temperature requirement of 140°F to each fixture and to the mechanical dishwashing machines. In the absence of specific hot water usage figures for equipment, the following chart may be used to provide an approximation:

Equipment Type	Gallons Per Hour	
	High	Low
Vegetable sink	15	15
Single pot sink	20	15
Double pot sink	40	30
Triple pot sink	60	45
Pre-rinse for dishes-shower head type	45	45
Bar sink-three compartment	20	
Bar sink-four compartment	25	
Chemical sanitizing glass washer	60	
Lavatory	5	5
Cook sink	10	10
Hot water filling faucet	15	15
Bain Marie	10	10
Coffee urn	5	5
Kettle stand	5	5
Garbage can washer	50	50
Nine and twelve pound clothes washer	45	45
Sixteen pound clothes washer	60	60
Employee shower	20	20
High - To be used when multi-use eating utensils are utilized		
Low - To be used in carry-out food operations where single service eating utensils are utilized		

Notes:

**Other**

**REQUIRED:**

- Area and method for storage of toxic materials and labeling.
- Area for cleaning tools and supplies storage.
- Area for storage of employees' personal belongings.
- Exterior walking and driving surfaces.
- Method for securing pressurized tanks.

Toxic or poisonous materials consist of the following categories:

- (a) Pesticides
- (b) Detergents, sanitizers, corrosives, and other chemicals
- (c) Flammables

**Mass Food Establishment Requirements Checklist: BOH may pass more stringent requirements at any time.**

	All Commercial Catering/Mobile Restaurants	Institutions Camps, Schools Hospitals/LTC	Non-Profit Venue Free Food Distribution	Non-Profit Multiple Events Non-TCS Foods	Non-Profit Fundraisers TCS Foods	Non-Profit Temporary Food Event	Residential Kitchen for Free Non-Profit Distr
Permits	Yes	Yes	Yes	No	Yes	Yes	No
Fees	Yes	Yes	No	No	Yes	Yes	No
Inspections	Yes	Yes	Yes	May	Yes	Yes	No
Choke Saver TR	Yes, 25+ seats	Yes, 25+ seats	Yes, 25+ seats	Yes, 25+ seats	Yes, 25+	Yes, 25+	N/A
Allergen Awareness Training/Signs	Yes	Yes, or have written plan	Yes	Yes	Yes	No**	Yes
Consumer Advisory Signs	Yes	Yes	Yes	N/A	Yes	Yes	N/A
Food Manager Training***	Yes	Yes	Yes	No*	Yes	No*	No*
Consumer Postings, Disclosures	Display Permit & Disclosures	Display Permit & Disclosures	Post Sign: <i>Food prepared in kitchens not regulated or inspected by the Board of Health</i>		Display Permit & Disclosures	Display Permit & Disclosures	N/A

\*Food Managers Training, Allergen Awareness, Consumer Advisories are good practices and can be required by local BOH regulations. BOH can require additional Food Employee training at any time as deemed necessary for compliance.

\*\*Allergen Awareness Notice: *Before placing your order, please inform your server if a person in your party has a food allergy.*

\*\*\***Every Food Establishment, including non-profits, must have a Knowledgeable Person in Charge (PIC) at all times.**

<http://www.foodprotect.org/media/guide/Temporary%20Food%20Establishment%20Guidance%20Final%202011.pdf>

[Food Establishments at Events and Farmers Markets Questions and Answers \(07/25/19\) \(mass.gov\)](#)

**Key Reminders: Goal is safe food.**

1. Call your Board of Health when planning the Temp Food Event, at least 30 days in advance.
2. Keep the menu simple and foods easy to transport and serve.
3. Plan for heat, rain, sun, dust, wind, trash, wastewater, pests and crowds.
4. Must have a handwash sink within 25 feet if any food prep. Sanitizer wipes only good when serving only prepackaged foods.
5. Must have access to toilets with handwash sinks for staff.
6. Keep foods, hot, cold, clean, and covered. If in doubt, throw it out. Discard any food not still frozen at the end of the day.
7. Make Safe Food your Priority.

Notes: