



## FOOD SERVICE ESTABLISHMENT PRE-OPENING PERMITTING CHECK LIST

*Completion of all the items on this list will increase the possibility of a permit being issued during the pre-opening permit evaluation.*

<b><u>Establishment Requirements</u></b>	<b>Completion Status</b>			
	<b>YES</b>	<b>NO</b>	<b>N/O</b>	<b>N/A</b>
<ul style="list-style-type: none"> <li>All construction materials removed from the premises, and construction activities must be completed, and final cleaning completed.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b><u>Lighting Requirements</u></b>	<b>YES</b>	<b>NO</b>	<b>N/O</b>	<b>N/A</b>
<ul style="list-style-type: none"> <li>All light fixtures and light bulbs must be operational to check light levels.</li> <li>Bulbs shielded or shatterproof.</li> <li>10-foot candles 30 inches above floor: walk-in, dry food storage.</li> <li>20 foot-candles: consumer self-service, reach-in, handwashing, ware-washing, equipment and utensil storage, toilet rooms.</li> <li>50 foot-candles: at stations where food employee works with food or utensils such as knives, slicers, grinders, saws.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b><u>Hand-wash Lavatories</u></b>	<b>YES</b>	<b>NO</b>	<b>N/O</b>	<b>N/A</b>
<ul style="list-style-type: none"> <li>Conveniently located and as specified on plan.</li> <li>Warm water provided at least 100F.</li> <li>Hand cleaning liquid, powder, or bar soap.</li> <li>Hand-wash signs posted.</li> <li>Continuous towel system, disposable paper towels. heated-air hand drying device.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b><u>Toilet Facilities</u></b>	<b>YES</b>	<b>NO</b>	<b>N/O</b>	<b>N/A</b>
<ul style="list-style-type: none"> <li>Properly constructed. supplied and cleaned.</li> <li>Conveniently located and accessible to employees during all hours of operation.</li> <li>Toilet tissue provided at each toilet.</li> <li>Self-closing doors.</li> <li>Ceiling tiles non-absorbent.</li> <li>Covered receptacle in women's restrooms.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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<u>Entrance / Exits</u>	YES	NO	N/O	N/A
<ul style="list-style-type: none"> <li>• Self-closing, tight fitting exterior doors provided.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<u>Chemical/Toxic Substance Storage Area</u>	YES	NO	N/O	N/A
<ul style="list-style-type: none"> <li>• Dedicated storage space must be provided for the storage of cleaning &amp; sanitizing chemicals, cleaning supplies (mops, buckets, spray bottles).</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Storage area is identified and segregated from food and dry goods.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Water supply, sewage system approved.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Water from a nonpublic water system must be sampled annually, most recent sample report retained on file.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<u>Thermometers</u>	YES	NO	N/O	N/A
<ul style="list-style-type: none"> <li>• Metal stem-type food thermometer range of 0-220F.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Permanently affixed temperature-measuring device installed in refrigerators in the warmest part of the unit, back-up recommended.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Signs posted instructing consumers to use clean tableware when returning to self-service bars and buffet.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Single-use gloves, deli tissue, spatulas, tongs, or dispensing equipment provided (No bare hand contact with ready-to-eat foods).</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<u>Equipment Requirements</u>	YES	NO	N/O	N/A
<ul style="list-style-type: none"> <li>• All refrigerators and freezers must be powered up to check temperatures.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• The water heater must be powered up to allow point of use temperature to be checked.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Approved equipment installed as submitted for plan review: ANSI/NSF.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Food and non-food contact surfaces approved, cleanable &amp; clean, properly designed, constructed.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Fixed equipment sealed to the floor for at least 6-ince clearance between table and equipment.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Fixed equipment spaced to allow cleaning along sides of the equipment.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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- Fixed counter mounted equipment at least 4-inch clearance between table and equipment.
- Food shields, display cases provide protection of food items at customer self-serve bards.
- Free standing storage shelving constructed so that the bottom shelf is elevated at least 6 inches above floor.

**Floors, Walls, Ceilings**

**YES      NO      N/O      N/A**

- Floors, walls, and ceiling smooth, durable, easily cleanable, and clean.
- Areas subject to moisture must be nonabsorbent.
- Utility service lines and pipes may not be unnecessarily exposed.
- Utility service lines and pipes do not obstruct cleaning.
- Floor and wall junctures shall be covered.
- Floor drains with covers, graded to drain.
- Concrete, porous blocks, bricks finished and sealed, nonabsorbent, easily cleanable.
- Only silicone caulk used in sealing, rated for application.

**Ware Washing**

**YES      NO      N/O      N/A**

- Ware-washing facilities operating properly.
- Readable data plate affixed to dish machine.
- Temperature measuring device.
- Dishwasher sanitizing to machine specification.
- Test strips provided.
- 3-Comp sink properly installed.
- Adequate air-drying space available.
- Hot and cold water available with adequate pressure.
- 110° F hot water maintained at all times during washing.
- Backflow devices installed per State and local plumbing code.
- Wiping clothes and sanitizer Buckets available.
- Splash guards installed where required.

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<b><u>Garbage and Refuse Disposal</u></b>	<b>YES</b>	<b>NO</b>	<b>N/O</b>	<b>N/A</b>
• Approved for solid waste, cardboard, and waste cooking oil (on site or contract approved).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Storage area for refuse container nonabsorbent material such as concrete, asphalt smooth, durable, and sloped to drain.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Receptacles leak-proof, rodent-resistant, nonabsorbent.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Waste containers with tight-fitting lids, doors, covers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Dumpster drain plugs in place.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Space provided for employee storage, clothing, and other possessions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Mop/service sink provided.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Storage rack for mops to air dry into mop/service sink.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Grease trap located to be easily accessible for cleaning.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>