



Town of Salem, New Hampshire

Health Department

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BRIEF OVERVIEW OF PLAN REVIEW FOR FOOD SERVICE ESTABLISHMENTS

Sewer & Water

- The sewage system, if private, shall conform to NH Department of Environmental Services and Town of Salem requirements. If not on file, a copy of the operational permit for the septic system shall be provided to the Health Officer.
- An outdoor grease interceptor is required in all new establishments and establishments that undergo major renovations. Permit application and information may be obtained in the Engineering Division. If this is not feasible due to site conditions, alternative technology will be considered. Options to the grease interceptor must be reviewed and approved by the Town.
- The water source, if private, shall meet the requirements of the State of NH and the Town of Salem for public water systems. A copy of the standard analysis and volatile organic compounds (VOC) test results is required prior to the issuance of the food service license.

Sinks & Dishwashers

- An NSF (National Sanitary Foundation) hand wash sink shall be installed in each food preparation area and used only for that purpose. All hand wash sinks shall have a liquid soap dispenser, paper towel dispenser, trash receptacle and be labeled "Hand Wash Only".
- The hand wash sink shall have splash guards if located near food preparation or storage areas.
- An NSF approved three (3) bay sink, which is sized to accommodate the largest item to be washed, shall be installed to properly wash, rinse and sanitize equipment, food containers, utensils, and table ware. Two drain boards of appropriate sizes are required. Welded bay sinks do not meet NSF approval.
- All sinks (hand sinks, food prep sinks, 3-bay sinks) must have signs which designate their proper use.
- An automated chemical sanitizer system and test strips must be provided for the 3 bay sink. Cleaning instructions must be posted above this sink.

- A utility (mop) sink shall be installed on the premises.
- If required, an NSF approved food preparation sink shall be installed and plumbed with an indirect waste line which discharges into the drainage system by means of an air gap.
- The dish machine shall be a commercial NSF approved model. A high temperature machine shall sanitize by a final rinse temperature of 180°F and a low temperature machine must utilize a chemical rinse. Test strips must be provided for a low temperature dishwasher.

Plumbing

- All hose bibs shall be provided with back-flow devices. Back flow devices are necessary whenever a hose or spray attachment hangs below the sink flood level.
- Exposed horizontal utility service lines and pipes on the floor shall be prohibited.
- All ice machines, drink dispensers, dishwashing machines, refrigerators, steam kettles, and potato peelers shall have indirect drains.

Kitchen

- Floors, walls, and ceilings, shall be smooth, durable, non-absorbent, and easily cleanable in the kitchen, food preparation areas, service areas, and rest rooms.
- Plastic, tile or vinyl coving shall be installed at the junction of the floors and walls in the kitchen, food preparation, walk-ins, service areas, and rest rooms.
- Storage shelving shall be a minimum of six (6) inches above the floor. They shall not be unfinished wood.
- All lights in the kitchen, preparation, storage and service areas shall be shielded.
- The kitchen hood and exhaust system shall be approved and inspected by the local fire inspector.
- Food on display shall be protected from contamination by use of packaging, food shields, display cases, or other approved means.
- Access must be provided between and under equipment to facilitate cleaning. If the equipment is not fixed and sealed to the floor, a six (6) inch space must be provided.
- Equipment must be commercial grade (NSF or equivalent) and constructed of such material and in such repair to be easily maintained in a clean and sanitary condition. Equipment must be durable, corrosion-resistant, nonabsorbent and resistant to pitting, chipping and decomposition.

- There shall be no food preparation in areas or rooms that are not part of the original plan, such as the basement, unless plans are submitted and approved and construction is completed to meet the Sanitary Food Code.
- Food temperature posters are recommended to be posted on site.
- A cold room must be provided for operations that cut their own meat, poultry, or seafood.

Exterior

- Outside garbage cans and/or dumpsters shall be set on a cleanable surface such as concrete or rolled asphalt and kept covered at all times.
- All outer openings shall be screened or enclosed. There shall be no open gaps greater than 1/4" under doors or windows.

Refrigeration

- Walk-in coolers and freezer shall not contain any interior wood surfaces including the ceiling and shelving.
- All refrigeration shall be commercial NSF approved models.
- Thermometers must be provided in all refrigerators.

Toilet Rooms

- When inside seating is provided, there shall be two (2) public toilet rooms, one (1) for each sex. Access to the public toilets shall not be through food preparation or service areas. Contact the Building Inspector for information regarding Disability Access requirements.
- An employee's rest room shall be provided if there are no public rest rooms.
- The rest room(s) shall be provided with a mechanical exhaust fan or a window and self-closing doors. A covered waste receptacle is required in the ladies rooms.

Permits

- The Food Service License is non-transferable and will not be granted prior to inspection and the issuance of the Certificate of Occupancy, when required. The completed applications and fees must be submitted prior to operation.
- All applicable permits and/or approvals must be obtained such as Building, Electrical, Plumbing, Zoning, Planning, Fire, etc.

- Contact this office to schedule a pre-opening inspection at least 48 hours prior to the opening date.

Other

- An employee break area shall be designated.
- Cleaning chemicals, cleaning equipment and personal items must be stored separate from food and food storage areas.
- MSDS sheets for all chemicals used at the restaurant must be available on site. This includes the chemicals used in any fire fighting system.
- A licensed pest control operator shall be utilized for extermination of vermin.
- An anti-choking maneuver sign must be displayed in a conspicuous location.
- If reduced oxygen packaging is conducted on site, a HACCP plan must be developed and implemented for this process. The finished products must be labeled with instructions to maintain the food at 41° F or below, and to discard the food within 14 calendar days of its packaging. Please submit a copy of this plan for review.
- The facility should establish an employee health plan.
- The facility should establish a contingency plan for disasters such as power outages, floods, no water, etc.
- In the event of an emergency or disaster at your Foodservice Establishment, the operator must contact the Salem Health Department immediately. The following conditions require immediate notification to the Health Officer at 890-2050: Fire, Flood, Raw Sewage present, Inadequate water supply, Inadequate hot water supply, Unapproved water supply source, Contaminated water supply, Extended loss of electricity or gas, Contamination from structural defects, Gross unsanitary conditions.

This information is only intended to be used as a quick guide; for more specific questions and regulations, please refer to the Salem Chapter 196, The Sanitary Production and Distribution of Food. This code is available, for a nominal fee at Town Hall, as well as online at: www.townofsalemnh.org.