

LAPORTE COUNTY HEALTH DEPARTMENT

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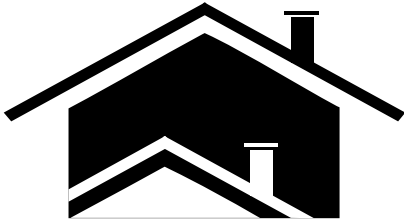


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Building and Construction Guidelines

1. Submit floor plans for approval. Plans must include food preparation areas, warewashing, storage, dining rooms, restrooms, and waste receptacle location.
2. Submit a proposed menu for approval. Floor plans and a menu must be submitted for review to the LaPorte County Health Department before construction or remodeling starts.
3. Submit a completed Retail Food Establishment Application
4. Contact these departments according to your business location:

LaPorte

Building Dept.	219-326-2327
Fire Dept.	219-362-3456
Sanitary District	219-362-2354

Michigan City

Building Dept.	219-873-1415
Fire Dept.	219-873-1446
Sanitary District	219-874-7799

LaPorte County

Building Dept.	219-326-6808, Ext 2418
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Mission Statement:

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- a. If your business is on a septic system, your system will have to be approved by the Indiana State Department of Health: contact Alice Quinn @ 317-233-7177
- b. You will not be issued a Retail Food Establishment license until your jurisdictions appropriate departments have given their approvals**

BUILDING STANDARDS

- The **walls and ceilings** of rooms or areas in which food is prepared or stored, utensils washed, hands washed, in walk-in refrigerators or freezers, and toilet rooms or dressing rooms must be of **smooth, durable, non-absorbent and of light color and be easily cleanable.**
- Wall area behind cooking equipment must have a durable, fire resistant covering extending from the floor to the bottom of the hood. Covering must be installed in such a manner that all seams are sealed and no voids will exist behind the covering and the wall.
- The **floor surfaces** in the kitchen, and in all other rooms and areas in which food is stored or prepared and in which utensils are washed and in walk-in refrigerators, dressing or locker rooms, and in toilet rooms must be of **smooth, non-absorbent and easily cleanable material.**
- All floor to wall junctures in food preparation, storage, utensil washing, hand washing, dressing and locker rooms, and toilet rooms must be of coved construction.
- Closed coved corners must be provided at the floor to wall junctures of the inside as well as the outside walls and floors of walk-in refrigerators and freezers.
- Adequate mechanical ventilation must be provided in all rooms where food is stored, prepared, served or utensils are washed, in dressing or locker rooms, toilet rooms and garbage or rubbish storage rooms.
- At least 70 foot candles of artificial light is required on all working surfaces in food preparation and utensil washing areas.
- At least 20 foot-candles of artificial light is required 30 inches from the floor in storage areas (including walk-in refrigeration units), toilet rooms, hand washing areas, and dressing rooms. Auxiliary lighting in dining rooms must be available to provide 20 foot candles of light during cleaning operations.
- Building must be rodent and vermin proof.

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EQUIPMENT STANDARDS

- Only equipment and utensils approved by this department can be used.
- A **three-compartment sink** must be provided and used wherever washing and sanitizing of equipment and utensils are conducted manually. The sinks must be free of breaks, open seams, cracks, pits, chips, inclusions and similar imperfections.
- **Adequate and conveniently located hand washing lavatories with hot and cold running water, mixing faucets, soap and individual sanitary towels must be provided in food preparation and utensil washing areas, toilet rooms, and in other areas where needed.**
- Dishwashing machines must be of such materials, designed and constructed to be easily cleanable, and shall be capable, when properly operated, of rendering all surfaces of equipment and utensils clean to sight and touch, and adequately sanitized.
- Vapor removal hoods or devices over commercial cooking equipment must be designed to prevent grease or condensation from dripping into or onto food preparation surfaces. The hood or device must meet National Sanitation Foundation and National Fire Protection Association Standard 96. The filters must be commercial type grease filters and installed at a forty-five degree angle. Filters must be readily removable for cleaning.

STORAGE AND MISCELLANEOUS STANDARDS

- Adequate and conveniently located toilet facilities must be provided for use by the employees. The restrooms must be well lighted and provided with tight fitting, self-closing doors, and mechanical ventilation to the outside.
- Adequate facilities must be provided for the orderly storage of employees' clothing and personal belongings. This area must be located outside of the food preparation, storage, serving or utensil washing areas. Area must be provided with lockers or other suitable facilities.
- Food storage racks or shelves used in walk-in refrigerators or freezers must be constructed and designed so as to be durable, non-absorbent, easily cleanable and readily removable. Stainless steel shelving is recommended.
- A clean area a minimum of six inches above the floor must be provided for the storage of clean and sanitized utensils. This area must be constructed to be easily cleanable.
- Storage areas must have shelves or platforms a minimum of six inches above the floor to facilitate cleaning. If shelves are wood, they must be sealed with a high quality washable enamel.
- Wire shelving used for pot and pan storage must be properly constructed to prevent contamination of equipment and utensils. Enclosed cabinets are generally used; however, there are alternatives. For example, large stock pots that will not fit into in an enclosed cabinet may be inverted and stored on open shelves are clean and at such height above the floor to prevent contamination of the equipment and if located in an area of the kitchen so that the equipment does not accumulate grease, dust or similar soil. A separate room used only for pot and pan storage may be used if it is of easily cleanable construction, and is properly lighted.

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- An adequate area must be provided for the storage of mops and brooms and other cleaning supplies separate from food preparation areas, storage areas, or utensil washing or storage areas. A janitor's closet or other room properly ventilated, and well lighted should be provided for mop cleaning and supplies and should include a suitable cleaning sink or receptor. **At least one (1) utility sink must be provided**
- Outside garbage containers must be stored on a smooth surface of non-absorbent material such as concrete or machine-laid asphalt. Outside storage containers shall be easily cleanable, shall be provided with tight-fitting lids, doors or covers.

EQUIPMENT INSTALLATION STANDARDS

- Plumbing shall be sized, installed and maintained in accordance with applicable rules of the Administration Building Council of Indiana. There shall be no cross connection between potable and non-potable or questionable water supply nor any source of pollution through which the potable water supply might become contaminated.
- Exposed vertical and horizontal pipes and electrical lines are kept to a minimum. Where horizontal pipes and lines are installed, they are kept at least six inches above the floor and one inch from the wall to facilitate cleaning.
- Exposed overhead piping cannot be installed over food storage or preparation areas; where such pipes or lines may be existing, they shall be removed or some suitable means be provided to carry off possible leakage or condensation to a safe area.
- Dishwashing machines, utensil and vegetable sinks, refrigerators, steam kettles, and similar types of enclosed equipment in which food, portable equipment, or utensils are placed, shall be drained by means of indirect waste pipes. All waste drained by them shall discharge through an air break.
- Floor mounted equipment, unless readily moveable should be sealed to the floor; or installed on raised platforms of concrete or other durable and easily cleanable material in such a manner as to prevent liquids or debris from seeping or settling underneath, between or behind such equipment is elevated at a sufficient height above the floor to facilitate cleaning.
- Equipment, other than readily moveable equipment, must be installed with sufficient unobstructed space behind adjacent equipment and walls to permit cleaning, or the equipment sealed to the wall.
- None of the operations connected with a food service establishment may be conducted in a private home or in any room used as living or sleeping quarters or in any room that opens directly into living or sleeping quarters.

All food service establishments must adhere to all other details in State Regulation 410 IAC 7-24 and County Ordinance #2013-15.

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