

# PLAN REVIEW GUIDELINES FOR FOOD SERVICE ESTABLISHMENTS

Montana Rules for Food Service Establishments require submission of construction plans and specifications to the local health authority for review and approval prior to construction or substantial remodeling of a retail food establishment. This requirement is in addition to submission of plans to state or local building, electrical, mechanical, and plumbing authorities.

Plans must be submitted to:

Lake County Environmental Health Department  
106 4th Avenue East  
Polson, MT 59680  
406.883.7236 Phone  
406.883.7205 FAX  
envhealth@lakecounty-mt.org

Once plans are reviewed and approved, the project construction may proceed. When the facility is completed, but prior to its being opened to the public, a pre-operational inspection is required by the Environmental Health Department. If the project is completed as per the approved plan, a Montana Food Purveyor License will be issued upon payment of the fee.

## INFORMATION TO BE PROVIDED IN THE PLAN

1. **BASIC OWNER/OPERATOR INFORMATION**
  - a. Business Owner/Operator: Name/Address/Telephone Number
  - b. Building Owner: Name/Address/Telephone Number
  - c. Project Architect (if any): Name/Address/Telephone Number
2. **LOT LAYOUT**

Include roadways, parking areas, surface types, and solid waste container locations, etc.
3. **FLOOR PLAN**

Drawn to scale, show equipment locations.
4. **FINAL FINISH MATERIALS**

Description of final finish materials of all floors, walls, ceilings, floor/wall junctures, cabinets, shelving, etc.
5. **PLUMBING**

Plumbing plan with fixture list and location. Show floor drains, back-siphon/back-flow prevention on ice machines, dishwashers, sinks, etc.

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**6. LIGHTING**

Show lighting types. Lighting must be adequate and shielded in food preparation, food storage, dishwashing, and food display areas.

**7. WATER SUPPLY**

Describe the system - municipal system, community system, private well system, cistern, etc.

A bacteriological test will be required if system is not municipal.

**8. WASTEWATER SYSTEM**

Describe the system - public system, septic system, etc.

If not public, provide a system description.

**9. PROPOSED MENU**

Provide a listing of the types of foods to be prepared and served in the facility.

**ADDITIONAL INFORMATION**

*See Food Establishment Administrative Rules*

**RESTROOMS:** Toilet and hand washing facilities must be plumbed to comply with the state or local plumbing code, in good repair, and conveniently located. Adequate warm water must be provided for handwashing. Sinks must be provided with disposable toweling in a protected container, with air drying equipment, or a continuous towel system. Sinks must also be supplied with hand soap. Restroom doors must be self-closing. The number and type of restrooms is directed by state or local building codes. See ARM 37.110.220-221 for further details.

**HANDWASH FACILITIES FOR FOOD EMPLOYEES:** Hand washing facilities provided with warm water, hand soap, and drying methods as given above are required in or convenient to each area where food is prepared or served or in utensil washing areas. Hand wash sinks cannot be used as food preparation sinks, utility sinks, or dishwashing sinks. See ARM 37.110.221 for further details.

**PREPARATION SINKS:** Preparation sinks may be the three-compartment sinks used for dishwashing. They may not be sinks used for handwashing or wastewater disposal. See ARM 37.110.207 for further details.

**DISHWASHING FACILITIES:** Dishwashing may be done manually and/or with commercial mechanical dishwashers. Manual dishwashing must provide a three-compartment sink large enough to totally immerse most equipment and utensils.

Mechanical systems must be of commercial quality and installed per the manufacturer's guidelines. Some hot water sanitizing machines will require a mechanical vent system to

remove excess heat and steam. If a mechanical system is used, either a three-compartment sink or other approved back-up plan must be provided in case of mechanical breakdown.

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Adequate drain boards, racks or utensil tables must be provided for storage and handling of soiled utensils prior to cleaning and for cleaned utensils following sanitizing. This includes adequate racks or tables for air-drying of sanitized utensils and equipment. See ARM 37.110.215 for further details.

**EQUIPMENT & UTENSILS:** All equipment & utensils must be of such design, construction, and repair to be non-absorbent, easily cleanable, non-toxic, and durable. See ARM 37.110.213 for further details.

**EQUIPMENT INSTALLATION:** All equipment must be installed to be easily moveable, sealed to the surface, or designed to be cleaned in place (CIP). Storage shelves must be smooth, nonabsorbent, easily cleanable, and a minimum of six inches off the floor or sealed to the floor. Food display equipment must provide food protection such as sneeze shields, etc. Food equipment may not be located under unprotected sewer or water lines, open stairwells, or other source of contamination. See ARM 37.110.214, ARM 37.110.208, and ARM 37.110.216 for further details.

**REFRIGERATION:** Refrigeration equipment must be capable of holding food at 41°F or less. When food must go through a cooling step, the equipment must be capable of cooling foods quickly to 41°F or less. Each unit must have an accurate thermometer. Refrigeration and cooling equipment must be of adequate size and capacity to handle the requirements of the facility. The equipment must be of such design, construction and repair to provide smooth, easily cleanable, and non-absorbent surfaces. See ARM 37.110.213 for further details.

**COOKING AND HOT HOLDING:** Cooking and hot holding equipment must be of adequate size and capacity to handle the requirements of the facility. Hot holding equipment must be capable of maintaining hot foods at a minimum of 135°F. The equipment must be of such design, construction and repair to provide smooth, easily cleanable, and non-absorbent surfaces. Accurate thermometers are required to measure food temperatures. See ARM 37.110.207 for further details.

**FLOORS:** Floors in food preparation areas, food storage areas, refrigeration units, utensil washing areas, and restrooms must be constructed of smooth, non-absorbent, easily cleanable, and durable surfaces. Floor/wall junctures must be sealed in an easily cleanable manner to provide no more than 1/32" gap. Floors subject to spray or flood cleaning must be of sealed concrete, terrazzo, ceramic tile or similar materials and be graded to drain to a floor drain; floor/wall junctures must be coved and sealed.

Carpeting may be used only in locations such as customer seating areas. See ARM 37.110.225 for further details.

**WALLS & CEILINGS:** The surface of walls and ceilings in food preparation areas, refrigeration units, and utensil washing areas must be light in color, smooth, non-absorbent, easily cleanable, and durable to the use. See ARM 37.110.226 for further details.

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**DOORS & WINDOWS:** Openings to the outside must be effectively protected against the entry of rodents and insects by use of tight-fitting doors, self-closing doors, window screens, controlled air currents; and/or other means Screening material must not be less than 16 mesh to the inch. See ARM 37.110.223 for further details.

**LIGHTING:** Permanently fixed artificial light sources must be installed to provide at least 50-foot candles of light on all food preparation surfaces and at utensils washing work levels, 20 foot candles in utensil and equipment storage areas, and toilet/lavatory areas, and 10 foot candles in food storage areas and other areas. Light shielding must be provided in food preparation, utensil washing, food storage, and food display areas. See ARM 37.100.228 for further details.

**VENTILATION:** All rooms must have sufficient ventilation to keep them free of excessive heat, steam, condensation, vapors, obnoxious odors, smoke, and fumes. Restrooms are required to be ventilated. Toilet rooms require mechanical ventilation to the outside. See ARM 37.110.229 and ARM 37.110.220 for further details.

**DRESSING AND LOCKER ROOMS:** If food employees and other authorized persons routinely change clothes within the establishment, rooms or areas must be designated for this purpose. The area may not be used for food preparation, food storage, food service, utensil washing, or utensil storage. Enough lockers or other facilities must be provided for the orderly storage of clothing and other belongings; lockers may be in the dressing room or food storage room or areas that contain only completely packaged food or food items. See ARM 37.110.230 for further details.

**SOLID WASTE** Garbage containers, dumpsters, and compactor systems located outside must be stored on or above a smooth surface of nonabsorbent material, such as concrete or machine-laid asphalt. Wastewater from these units is required to flow into a sanitary sewer, not into storm sewers. See ARM 37.110.222 for further details.

**TOXIC MATERIALS:** Storage must be provided for any necessary and authorized toxic items. Requirements are specific to the type of material stored. See ARM 37.110.231 for further details.

**MISCELLANEOUS:** Maintenance equipment such as mops, brooms and vacuum cleaners must be stored in a way that does not contaminate food, utensils, equipment or linens. The storage area must include a place for a mop to hang to dry that is moisture resistant. Clean linens must be stored in a clean place that is protected from contamination. No operation of a food service establishment may be conducted in any room used as living quarters, sleeping quarters or other non-food operations. Food service operations must be separated

from any living or sleeping quarters by complete partitioning and with solid, self-closing doors. See ARM 37.110.232 for further details.

***PLEASE CONTACT LAKE COUNTY ENVIRONMENTAL HEALTH  
IF YOU HAVE QUESTIONS***

406.883.7236

envhealth@lakecounty-mt.org

**SURFACE REQUIREMENTS**

**THIS LISTING IS FOR YOUR GUIDANCE ONLY  
OTHER MATERIALS MAY BE APPROVED FOR SPECIFIC SITUATIONS**

**FLOORS:**

Active areas must have:

Commercial quality vinyl (tile or sheet)

Commercial quality ceramic floor tile - grout sealed

Smooth, sealed concrete

Areas with floor drains - use sealed concrete/ceramic tile

Others may be approved on a case by case basis

Floor/wall junctures must be sealed in an easily cleanable manner to provide no more than 1/32" gap. Washable vinyl baseboard is commonly used. Areas that will be hosed down for cleaning required covered and sealed junctures.

NO carpeting except in customer service areas

**WALLS - GENERAL:**

Semi-gloss/gloss painted sheetrock - minimal to no texture

Marlite installed with seams covered

Fiberglass Reinforced Panels (FRP), ChemLite with seams covered/sealed

Solid vinyl wallpaper may be used in low use areas

Door and window trim, etc. must be smooth and painted/sealed

**WALLS - BEHIND HOT EQUIPMENT, FRYERS, GRILLS, ETC:**

Metal sheeting - stainless steel or smooth galvanized

**WALLS - HIGH MOISTURE AREAS, DISHWASHING, ETC:**

Fiberglass Reinforced Panels (FRP), Chemlite

Metal sheeting - stainless steel or smooth galvanized

**CEILINGS - FOOD PREPARATION AREA AND SIMILAR:**

Suspended ceilings - Vinyl covered sheetrock (VinylRock)

Semi-gloss painted sheetrock - minimal to no texture

NO accoustical-type panels except in customer areas

## **SHELVING/CABINETS/WORK TABLES:**

Working surfaces must be:

Stainless steel

Plastic laminate (Formica, etc.)

Hardwood - allowed for baked goods only; not a general work surface

## **SHELVING/CABINETS/WORK TABLES - continued:**

Other surfaces (shelving, cabinet interiors, etc.) must be:

Stainless steel

Plastic laminate (Formica, etc.)

Melamine

Enamel-painted smooth plywood/high-density particle board

Polyurethane-coated - cabinet exteriors, etc.

NO contact paper or shelf paper allowed

NO particle board allowed in high moisture areas

NO chipboard allowed

## **WALK-IN COOLERS/FREEZERS:**

Floors and junctures as given above under FLOORS

No floor enamel

Cleanable metal that will not rust

Walls/Ceiling:

Cleanable metal that will not rust

Fiberglass Reinforced Panels (FRP), ChemLite

Enamel-painted smooth plywood

Shelving:

Painted smooth plywood - keep shelving removable for repainting

Cleanable metal that will not rust, plastic

Must be a minimum of 6" off floor for cleaning and food protection

NO particle board or chipboard

NO material that deteriorates with moisture

NO contact paper or shelf paper