



Town of Salem, New Hampshire

Health Department

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BRIEF OVERVIEW OF PLAN REVIEW FOR FOOD SERVICE ESTABLISHMENTS

1. The sewage system, if private, shall conform to NH Water Supply and Pollution Control Division and Town of Salem requirements. A copy of the operational permit shall be forwarded to the Health Officer.
2. 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 will need to be reviewed and approved by the Town.
3. The water source, if private, shall meet the requirements of the New Hampshire Water Supply and Pollution Division 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.
4. 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 be provided with a mixing valve (one water outlet). All hand wash sinks shall have a liquid soap dispenser, paper towel dispenser and be labeled "Hand Wash Only".
5. An NSF approved three (3) molded bay sink 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.
6. A utility (mop) sink shall be installed on the premises.
7. 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. A grease trap of appropriate size is required. (BOCA Requirements -3 Bays -40 lbs).
8. 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.

9. Floors, walls, and ceilings, shall be smooth, durable, non-absorbent, and easily cleanable in the kitchen, food preparation, service areas, and rest rooms.
10. Plastic 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.
11. All outer openings shall be screened or enclosed. There shall be no open gaps greater than 1/4" under doors or windows.
12. Storage shelving shall be a minimum of six (6) inches above the floor. They shall not be unfinished wood.
13. All lights in the kitchen, preparation, storage and service areas shall be shielded.
14. 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.
15. There shall be no food preparation in the basement unless plans are submitted and approved and construction is completed to meet the Sanitary Food Code.
16. Walk-in coolers and freezer shall not contain any interior wood surfaces including the ceiling and shelving.
17. The kitchen hood and exhaust system shall be approved and inspected by the local fire inspector.
18. When inside seating is provided, there shall be one (1) public toilet for each sex, for every 75 seats; and must the Civil Disability Act Requirements. Access to the public toilets shall not be through food preparation or service areas.
19. An employee's rest room shall be provided if there are no public rest rooms.
20. 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.
21. The dish machine shall be a commercial NSF approved model. If it is a hot water sanitizing model, it shall have its own booster heater. Equipment and utensils must be sanitized either by a final rinse temperature of 180° F or a chemical rinse.
22. All refrigeration shall be commercial NSF approved models.
23. An employee break area shall be designated.
24. Exposed horizontal utility service lines and pipes on the floor shall be prohibited.
25. All ice machines, drink dispensers, dishwashing machines, refrigerators, steam kettles, and potato peelers shall have indirect drains.

26. Thermometers must be provided in all refrigerators.
27. A chemical sanitizer and test strips must be provided for the 3 bay sink. Cleaning instructions must be posted above this sink.
28. 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.
29. Food on display shall be protected from contamination by use of packaging, food shields, display cases, or other approved means.
30. 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.
31. All applicable permits and/or approvals must be obtained such as Building, Electrical, Plumbing, Zoning, Planning, Fire, etc.

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.