



## Checklist Planning Guide for Opening a Food Premises

- Call your local Public Health Inspector for food premises requirements.
- Review food premises regulation at the health unit website  
[www.simcoemuskokahealth.org](http://www.simcoemuskokahealth.org)
- Contact your Building and By-law Departments for local requirements
- Draft a floor plan layout of the proposed food premises
- Provide name of business and business address when established
- Provide owner/operator name, mailing address and telephone number
- Submit floor plan and menu to your local Public Health Inspector for review
- Call your local Public Health Inspector for an opening inspection

### GENERAL REQUIREMENTS FOR A FOOD PREMISES

- Separate handwashing basin with a liquid soap dispenser and paper towel dispenser
- Double utensil washing sink with a drain rack
- Three compartment sink with a drain rack for cleaning multi-use eating utensils
- Commercial mechanical dishwashing machine for cleaning multi-use eating utensils
- Vegetable preparation sink may be required
- Adequate cold storage refrigeration and freezer space
- Accurate thermometers for all refrigeration and freezer equipment
- Food probe thermometer for checking internal food temperatures
- Adequate hot holding equipment
- Adequate dry food storage space and bulk food containers, shelving 6 inches off floor.
- Adequate sanitizer and sanitizer test strip papers
- Adequate lighting in all food handling/preparation/storage areas
- Floors covered with a smooth, nonabsorbent, washable surface
- Walls covered with a smooth, nonabsorbent, washable surface
- Ceilings covered with a smooth, nonabsorbent, washable surface
- Walk-in cooler floor, walls and ceiling shall have smooth washable surface
- Separate area for floor waste water slop sink and cleaning chemicals
- Washroom shall be equipped with liquid soap dispensers and paper towel dispensers
- Adequately sized exhaust canopy vented to outside air
- Storage space for staff belongings
- Contact building department for washroom requirements

**Note:** the above guideline information does not exclude other requirements that may be required resulting from the review process. Remember to review all requirements with your local Health Inspector before establishing the food premises.