

RANDOLPH COUNTY HEALTH DEPARTMENT
APPLICATION FOR CERTIFICATE OF COMPLIANCE

	Name	Address	Phone Number
Business			
Owner(s)			
Responsible Manager			

TYPE OF FOOD SERVICE (please use an "X" to mark type)		
Restaurant	Grocery	Fish Market
Retail Bakery	Fruit and Vegetable Market	Institutional
Tavern	Retail Dairy Store	Mobile Food Service
Bed and Breakfast	Day Care	Other: _____

HOURS OF OPERATION						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

CERTIFIED FOOD HANDLERS	
NAME	IDENTIFICATION NUMBER (issued by IDPH)

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Please read and answer carefully the following questions based on food handling practices at your facility [Potentially Hazardous Foods (PHFs) are any food that have animal origin such as meat, poultry, eggs, milk, cheese, yogurt, etc.]

1. Do you prepare food such as soups, meats, seafood, poultry, and/or eggs more than 2 hours in advance of serving?

Yes _____ No _____

2. Do you cook food such as roast, soups and/or other PHFs one or more days in advance of serving, then reheat these foods per order?

Yes _____ No _____

3. Do you only use prepackaged foods such as Landshire sandwiches, Tombstone pizzas, and/or canned/bottled beverages?

Yes _____ No _____

4. If you serve items such as soup, salads, and/or sandwiches are these items made at your food establishment, or are they bough ready-made from an approved facility?

Your Establishment _____ Approved Facility _____

5. Do you perform vacuum packaging?

Yes _____ No _____

6. Do you sell raw, uncooked meats?

Yes _____ No _____

Application is hereby made for a Food Service Establishment to operate. By this application it is agreed that the establishment will comply with the provisions of the Food Sanitation Code. It is further agreed that said food service establishment shall be open to inspection by the Monroe-Randolph Bi-County Health Department.

Signature of Owner (s)

Date

FOOD SERVICE ESTABLISHMENT OPENING PROCEDURES

Prior to opening a Retail Food Store or Food Service Establishment in Monroe or Randolph County, a Certificate of Compliance must be issued by this department. In order for such an establishment to legally open, the following procedure must be followed.

1. The Monroe-Randolph Bi County Health Department must be notified of any proposed plans to open an establishment (health officer will review the plans and either approve plan as is or will ask for a revision).
2. The following application paperwork must be provided:
 - A. An application form
 - B. An equipment listing with model numbers and if NSF approved
 - C. Floor plan (s)
 - D. Menu of items to be served
3. At least two weeks before an establishment is set to open to the public, a pre-opening inspection will need to be conducted. At the time of the pre-opening inspection if the establishment is in general compliance, it will be approved to open.

If any further assistance is needed feel free to contact our office at 826-5007.

HELPFUL HINTS TO COMPLY WITH FOOD SANITATION CODE

VENTILATION:

1. All cooking equipment needs to be installed under a hood or other mechanical exhaust system to effectively remove odors, smoke, vapors, etc.
2. Filters on hoods and other mechanical exhaust systems need to be slanted so that the grease does not drip in food or onto food preparation surfaces.
3. All other rooms shall have adequate ventilation for expected use.

LIGHTING:

1. At least 20' candles of light on all working surfaces and food preparation areas.
2. At least 10' candles at 30 inches above floor in all other areas except dining areas.
3. Protective shielding over light fixtures above all food preparation, display, service, cleaning and storage areas for utensils and equipment.

PLUMBING:

1. All plumbing must be installed in accordance with state and local plumbing codes.
2. All sinks and hand basins provided with hot and cold running water.
3. Water supply adequately protected from cross contamination from other non-potable water supplies.
4. Grease trap is provided and installed in accordance with state and local ordinances.

WASHING AND SANITIZING EQUIPMENT:

1. Manual Dishwashing requires a three compartment sink with double drainboards.
2. Dishwashing machines must have NSF approved spray type and temperatures must meet requirements.
3. Running water dipper well for frozen dessert dispensing.

PERSONNEL

Certified food handler with identification number issued by IDPH

REFRIGERATION:

All refrigeration and freezer units must be equipped with accurate thermometers and be capable of holding proper temperature (refrigeration temperature of 41 degrees F or less and freezer temperature of 0 degrees F or less).

STORAGE AND DISPOSAL OF ALL WASTE MATERIAL:

1. Garbage Room:
 - A. Floors and walls up to the level of splash, constructed of non-absorbent, easily cleanable, water-proof material.
 - B. Floor drain with floor sloped to drain
 - C. Covers for all trash containers (must be covered when not in use)
2. Concrete slab or other approved storage rack must be present for garbage bins outside.

EQUIPMENT AND INSTALLATION:

1. NSF approved or equal
2. Floor mounted equipment:
 - A. Installed on castors or legs at least 6 inches above the floor or
 - B. Installed on raised platforms of concrete or other masonry material and sealed.
3. Equipment on tabletop must be mounted on legs at least 4 inches high or sealed to the table.
4. Hand-washing sink installed in food preparation area (depending on the layout of the kitchen it may be necessary to have multiple sinks in the food preparation area).
5. Utility sink properly installed
6. Three- compartment sink properly installed.

CONSTRUCTION OF BUILDING:

1. Rodent and vermin proof construction
2. Self-closing devices, controlled air curtains or 16 mesh or more screens installed overall openings to outside air.