



STATE OF MARYLAND

DHMH

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## Maryland Department of Health and Mental Hygiene

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## RETAIL FOOD ESTABLISHMENT PLAN REVIEW SUBMITTALS

*Maryland Health-General Code Annotated, §21-321, requires that properly prepared plans be submitted and approved before a person constructs a food establishment, remodels or alters a food establishment, or converts or remodels an existing building for use as a food establishment.*

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### MATERIALS NEEDED FOR PLAN REVIEW

The following information is required initially. Additional information may be required based on future findings.

1. Two sets of plans (architectural, plumbing, mechanical, electrical) to include a finish schedule, air balance schedule, scaled and labeled fixture layout
2. Menu
3. HACCP plan
4. Equipment cuts sheets

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RETAIL FOOD SERVICE FACILITIES MUST COMPLY WITH THE CODE OF MARYLAND REGULATIONS (COMAR) 10.15.03. THE PLAN REVIEW SHALL CONSIST OF AN EVALUATION OF THE FOOD HANDLING OPERATIONS, AS WELL AS THE PHYSICAL STRUCTURE OF THE ESTABLISHMENT. THE FOLLOWING CATEGORIES HIGHLIGHT SOME ROUTINE ITEMS FOR REVIEW:

#### **Layout**

Evaluation of the flow of food through the facility, including adequate separation of raw and ready to eat foods during preparation and storage and separation of clean and soiled utensils and dishes

Capacity for cooling foods within the required time limitations (i.e. refrigeration space, sink for ice bath, blast chiller)

#### **Equipment**

Equipment must have NSF or equivalent certification

Floor mounted equipment must have casters or legs or be sealed to the floor

Counter mounted equipment weighing 80 lbs or more must be on legs or be sealed to the counter

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Equipment must be protected against plumbing cross connections (i.e. water supply and waste are separate and back flow prevention is present)

Any equipment that is not sealed in place must have sufficient space to allow for cleaning on all sides

Sneeze guards must interrupt the direct line from the customer's mouth to the food being displayed

For char broilers over 5 square feet a discharge permit will be needed from the Maryland Department of the Environment (410-537-3230)

Over-shelves over cooking equipment must be designed to prevent cross contamination of the food below them, and must not interfere with hood function

### **Ventilation**

Overall facility air balance must be slightly positive pressure. Kitchen can have slight negative pressure to keep odors from leaving kitchen

Restroom ventilation must be at least 2 cubic feet of air per minute per square foot of floor space

Rooftop exhaust fans must be located with a minimum separation of 10 feet from supply air intakes. If space limitations prevent this separation, the exhaust outlet must be installed at least 3 feet above any air intake less than 10 feet away horizontally

Grease hoods must be NSF approved and if UL tested, must provide at least the minimum exhaust according to the UL 710 listing

### **Finishes**

Acceptable floor finishes in food and utensil areas, e.g. sealed concrete, ceramic tile, porcelain tile, quarry tile, epoxy resin, VCT if epoxy glued

The use of vinyl composite tile (VCT) in food preparation areas is discouraged as it tends not to provide a durable surface under wet and greasy conditions. If any vinyl composite tile is used, then the specifications for the installation of this floor material must be submitted

Floors shall be graded to drain in areas where water is flushed or fluid waste is received from equipment

Acceptable wall finishes in food and utensil areas, e.g. painted gypsum board, tile, fiberglass reinforced polyester (FRP) panels

Acceptable ceiling finishes in food and utensil areas, e.g. vinyl clad ceiling tiles, painted gypsum board, FRP panels

Drop ceiling panels should be non-perforated and not backed with fiberglass.

All raw wood must be sealed

All annular spaces, wall/ceiling penetrations, and escutcheon plates must be sealed

Lighting in food storage areas, food preparation areas, utensil washing areas, locker rooms, garbage and rubbish storage areas, restrooms, and the walk-in units must be a minimum of 20 foot-candles at 30 inches off the floor

Lighting in food prep and storage areas, and equipment storage or washing areas must be shielded or shatterproof

Doors to the exterior and to the restrooms must be self closing

Dumpster storage surface areas must be sealed

### **Plumbing**

An easily accessible hand sink is required for each food preparation, serving, or utensil washing area

Backflow prevention must be provided on the following pieces of equipment that are plumbed to a water line: ice machine, drink dispensers, soda fountain carbonator, hose bibb, dish machine, chemical dispensers, steamers, carbon filters, etc.

Backflow preventers for carbonated beverage systems must have stainless steel and plastic construction

If the mop sink faucet is threaded and under continuous flow, then backflow prevention will be required (i.e. Watts N9C or equivalent device)

Each compartment of all multi-compartment sinks must drain independently to a properly sized floor sink through an approved air gap

Drain lines may not be manifolded (e.g. at ice machine and ice bin or multi-compartment sinks)

Only clear waste from condensate lines may drain into a funnel or hub drain. All other equipment must drain through an approved air gap into an appropriately sized floor sink

All floor sinks must be accessible for cleaning and inspection

Trench drains must be sloped to drain

Piping and conduit located outside a wall must be installed to allow adequate space for cleaning between it and the wall

In-counter sinks must drain indirectly to a floor sink

Splash guards are required at a hand sink to protection against possible contamination of adjacent food or food contact equipment or food storage/prep areas

Grease traps: contact the department of jurisdiction regarding requirements. This Office discourages the use of interior grease recovery units. You may contact the local county inspection offices regarding an exception to the aforementioned item

There must be a pre-rinse device for a spray type dish machine

Dish machine waste lines must be indirect, except when adjacent to a trapped floor drain, they may be directly connected to the upstream side of the floor drain trap

Garbage grinders may not be located in a sink used for food or utensils