

ULSTER COUNTY DEPARTMENT OF HEALTH
DIVISION OF ENVIRONMENTAL HEALTH SERVICES
239 GOLDEN HILL LANE
KINGSTON, NY 12401

FOOD SERVICE KITCHEN PRE-OPERATIONAL INSPECTION REQUIREMENTS

- _____ Submit Application, appropriate insurance documentation and applicable fee.
- _____ Submit floor plans to this Department for review and approval. There is no plan review fee.
- _____ Non-community water supply must meet the requirements set forth in *Part 5* of the *New York State Sanitary Code* (sampling, etc.) A Licensed Engineer must be retained to evaluate system.
- _____ Sewage Disposal System plans must be submitted to this Department for review and approval (proposed seating # _____). A Licensed Engineer must be retained to evaluate your system.
- _____ A properly sized grease trap must be located after the dishwashing equipment. Specifications on the grease trap are required for review and approval by this Department, local building departments or the Department of Environmental Protection, if it's in the watershed.
- _____ Commercial ventilation hoods must be located over all cooking equipment (stoves, fryers, grills, etc.) which is sized and approved by the City, Town or Village Building Departments.
- _____ Commercial dish machine or a three-bay sink (large enough to immerse your largest pot or utensil) with drain boards on BOTH sides is required for kitchenware washing.
- _____ A separate sink is required for **Food Preparation** and the proper cooling of potentially hazardous foods.
- _____ Indirect drains must be installed on food preparation sinks, ice machines, steam tables, steam kettles, ice bins and any other pieces of equipment that will be used for storage, preparation or processing of food or drink.
- _____ Establish a kitchen hand-wash station equipped with soap and paper towel dispensers.
- _____ A utility sink (located in a separate area) is required for the cleaning of mops and disposal of mop water.
- _____ Artificial light fixtures, located in food preparation, food storage and dishwashing areas, must be shielded or shatterproof.
- _____ Bathrooms must be equipped with soap, paper towel and toilet tissue dispensers, covered waste receptacles and self-closing doors.
- _____ Floors, walls and ceilings (kitchen, storage areas and bathrooms) must be smooth, non-absorbent, and easily cleanable.

- _____ All coolers/freezers are to have numerically scaled thermometers accurate to +/- 2° F.
- _____ Cove molding (vinyl/tile) is required at all floor/wall junctures.
- _____ A potential menu must be submitted with the application
- _____ Backflow prevention devices are required on utility hoses, steam kettles, and any equipment with direct potable water connections.
- _____ Food placed on display (salad bars, self-service cafeterias, etc.) must be protected with counter protector devices.
- _____ A running water dipper well must be provided when selling hard ice cream.
- _____ Dumpsters or covered garbage containers are needed for the storage of garbage. Dumpsters should be located on an impermeable surface.
- _____ Miscellaneous items required before food service establishment opens:
1. Stab-type thermometer (0° - 220° F).
 2. Sanitizing agent test strips.
 3. Sanitizing agents (Clorox bleach, Quat. ammonia, etc.)
 4. Plastic gloves.

Before construction commences, all required plans must be reviewed and approved by the Ulster County Department of Health.

A final inspection must be completed at the food service establishment **before** your health permit to operate is issued.

Facility Name

Person Interviewed/Title

Address

UCDOH Inspector

Phone Number

Date (above requirements agreed to)