

CITY OF LEAVENWORTH RESTAURANT CHECKLIST

The following is a checklist of some of the structural requirements for setting up a new food service establishment in the City of Leavenworth. These are not all of the regulations applicable and should not be a substitution for a planning inspection by the City Food Service Officer.

1. Plans must be submitted to the Regulatory Authority for review prior to construction. The plans and specifications shall indicate the proposed layout, arrangement, mechanical plans, and construction materials in work areas, intended menu and the type and model of proposed equipment and facilities.
2. Floors, walls, and ceilings in all food preparation, food storage, dishwashing, services areas, and toilet rooms shall be constructed of material, which is smooth and easily clearable. Walls and ceilings shall be light colored. Carpeting is not allowed in any of the above mentioned areas.
3. All lights over any food preparation, storage, service or dishwashing area must be adequate and properly shielded to prevent broken glass from falling into food, on clean dishes, or single service items. Storage of food, single service items and clean dishes is prohibited in locker rooms, toilet rooms, dressing rooms, garbage rooms, and away from any other source of contamination.
4. Restrooms must have mechanical exhaust vents which are vented to the outside. Hand sinks with hot and cold running water, dispensed through a mixing valve or combination faucet. Self-closing faucets are not allowed unless they are of the time delay type that provide a flow of water for at least 15 seconds without the need to be reactivated. Soap and sanitary towels must be provided. Toilet rooms used by women shall have at least one covered waste receptacle. Doors are to be self-closing. Separate toilet facilities must be provided for new facilities with seating over twenty.
5. A sink with at least three compartments shall be provided for manually washing, rinsing, and sanitizing equipment and utensils. The sink compartments shall be large enough to accommodate immersion of the largest piece of equipment or utensils. Two self draining drainboards shall be provided and be large enough to accommodate all soiled and cleaned items. A commercial type automatic dishwasher, that meets the codes, may be used in addition to the three-compartment sink.
6. Hand washing facilities shall be located to allow convenient use by employees in food preparation, food dispensing, and warewashing areas. Sinks used for food preparation or for washing equipment or utensils shall not be used for handwashing.

7. At least one service sink or one curbed cleaning facility equipped with a floor drain shall be provided and conveniently located for the cleaning of mops or similar wet floor cleaning tools and for the disposal of mop water and similar liquid waste.
8. Ventilation must be provided to keep all rooms free of excessive heat, steam, condensation, vapors, obnoxious odors, smoke, and fumes. Vent hoods must be installed and operated according to law. An automatic hood fire extinguishing system is required in all hoods that vent grease latent vapors.
9. All openings to the outside must be effectively protected against the entrance of rodents and insects. Outside doors must be self-closing or fitted with a screen door of a self-closing type. (screens should be of not less than sixteen mesh to the inch)
10. Sufficient hot and cold food holding facilities must be provided and be capable of holding product temperatures at 41 degrees F. or below or 140 degrees F. or above and be equipped with accurate thermometers.
11. Suitable facilities must be provided for street clothing and personal belongings such as coats, shoes, purses, etc. Separate storage areas must be provided for cleaning supplies and poisonous or toxic materials.
12. Contact should be made with the City Building Inspector at (913/684-1056) to determine if a building permit will be required for the work being done.
13. Contact the Fire Department at (913/682-3346) for inspection and advice on requirements for exits, emergency lighting, fire extinguishers, etc.
14. Contact the Kansas Department of Health and Environment (Bureau of Consumer Health) at (785/842-4600) for inspection and licensing by the State Inspector, which is required in addition to the City Inspector. The State fee is \$200.00 application fee and \$200.00 license fee.
15. All plumbing and electrical work must be performed by licensed electrical and plumbing contractors and be inspected by the City Inspectors.
16. The Food Service Inspector will be available to assist you if you have any questions, and make planning inspections as needed, by calling (913/682-3346).
17. A pre-inspection will be required after all work is completed and before your license can be issued and before your establishment operates. The fee for the Food Service Permit in Leavenworth is \$100.00 per calendar year (January 1st through December 31st).