



Cheyenne/Laramie County Health Department
Division of Environmental Health
100 Central Ave
Cheyenne, Wyoming 82007
307-633-4090 Fax 307-633-4038
www.laramiecounty.com

FOOD SERVICE PLAN REVIEW WORK SHEET

ESTABLISHMENT NAME: _____

ESTABLISHMENT ADDRESS: _____

ESTABLISHMENT PHONE NUMBER: _____

FAX NUMBER: _____

EMAIL ADDRESS: _____

CONTACT PERSON: _____

OWNER NAME: _____

OWNER ADDRESS: _____

OWNER PHONE NUMBER: _____

NOTE: This plan review will be good for 12 months past the date of submission. After the expiration date, a new plan review and the appropriate fee will need to be resubmitted.

Submit the following along with this questionnaire:

1. One complete set of floor plans showing layout of equipment and mechanical layout.
2. Complete menu.
3. Specifications on equipment (including shelving) showing NSF or equivalent approvals.
4. Plan review fee enclosed see fee schedule attached for amount due.

1. Will this establishment be: _____ Temporary or _____ Permanent
_____ Mobile or _____ Stationary

2. Do your managers or employees have food safety training? If yes, please list type of training below.

3. What is the seating capacity of your facility? _____

4. Will this establishment do any catering outside the establishment? _____

5. Does your establishment have a HACCP plan? ___ Yes ___ No
a) If yes please include 1 copy of HACCP plan and logs

DISHWASHING

1. What is the size of the largest piece of equipment (including pans, pots, etc)? ___ L ___ W ___ D
2. What size is each compartment of the three-compartment sink? ___ L ___ W ___ D
3. Does the three-compartment sink have integral drain boards? ___ Yes ___ No
4. Will this establishment have a dishwasher? ___ YES ___ NO
 - a) If yes, will it have an indirect drain? ___ YES ___ NO
 - b) Will the dishwasher be a: ___ High temp sanitizing machine **OR** a ___ Chemical sanitizing machine
 - (1) If high temp is checked will a hood be provided to vent steam out of the building? _____
 - c) Will any of the sinks or dishwashers have a pre-wash spray hose? ___ Yes ___ No
 - (1) If yes, where will they be located? _____
 - (2) Will the spray hoses be provided with back flow prevention? ___ Yes ___ No
4. Will the mop sink be provided with back flow prevention? ___ Yes ___ No
5. Are Facilities provided for hanging wet mops? ___ Yes ___ No If yes, Where _____

WATER AND SEWER SUPPLY

1. Will water supply be from ___ CITY ___ COMMUNITY WATER or ___ PRIVATE WELL
2. Will Sewage be disposed of by: ___ CITY or ___ SEPTIC SYSTEM
3. How many hot water heaters will be provided? _____
 - a) What will be the size of the water heaters? _____ gallons
4. What size will the outside grease trap be? _____ gallons
 - a) Where will the outside grease trap be located? _____
5. Where will coolers and freezers drain? _____
6. How many restrooms will be provided? _____
 - a) Will Restrooms have self-closing doors? ___ Yes ___ No

SHELVING AND STORAGE

1. How many, and what type of shelving will be used for coolers? _____
2. How many, and what type of shelving will be used for freezers? _____
3. How many and what type of shelving will be used for dry storage? _____
4. Where will chemicals be stored? _____
 - a) Will everything be stored at least 6" off the floor? ___ Yes ___ No
5. Will each refrigerator and freezer have thermometers? ___ Yes ___ No

VENTILATION AND FIRE SUPPRESSION

1. Is any frying going to be done in this establishment? ___ Yes ___ No
2. Are Ventilation hoods/ filters provided in kitchen? ___ Yes ___ No
 - a) If yes, Where and how many? ___ Cooking area ___ Dishwashing area
 - b) Is Fire suppression provided on hoods? ___ Yes ___ No
3. Do restrooms have vent fans venting to the out side? ___ Yes ___ No

OUTSIDE OPENINGS

1. Do all exterior doors open outward? ___ Yes ___ No
2. Are air curtains provided on any exterior doors? ___ Yes ___ No
3. Are screen doors provided on any doors? ___ Yes ___ No
4. Are screens provided on any windows that open? ___ Yes ___ No

LIGHTING

1. Is adequate lighting provided in all areas? ___ Yes ___ No
2. Are all lights shielded in food prep, storage, and serving areas (including coolers & freezers)? ___ Yes ___ No
3. Are all lights that are not shielded provided with shatterproof bulbs? ___ Yes ___ No

TRASH AREA

1. How many dumpsters with lids will be provided? _____
2. Will a grease barrel be provided? _____
3. Will a dumpster pad and enclosure be provided for trash area? ___ Yes ___ No

FOOD PROTECTION AND PREPERATION

1. Will any buffets, salad bars, or food bars be used in this establishment? __Yes __No
2. Will sneeze guards be provided? __Yes __No
3. Will hard ice cream be served? __Yes __No
 - a) Will dipper wells be provided? __Yes __No
4. How will hot foods be cooled? _____
5. Where will fresh produce be washed? _____
6. Where will frozen foods be thawed? _____

FACILITIES (Finish schedule- Applicant must fill in materials i.e. quarry tile, stainless steel, FRP board etc.)

ROOM NAME	FLOORS			WALLS		CEILINGS	
	material	Finish	Cove	Material	Finish	Material	Finish
KITCHEN/PREP AREA							
KITCHEN/ COOKING AREA							
STORAGE AREA							
SERVING AREA							
DINING AREA							
DISHWASHING AREA							
RESTROOMS							
GARBAGE & REFUSE AREA							
OTHER							

PLUMBING (Applicant must complete the plumbing table below)

TYPE	NUMBER OF FIXTURES	DRAIN TYPE DIRECT/ INDIRECT	LOCATION
3-COMPARTMENT SINKS			
PREP SINKS			
HAND SINKS			
DIPPER WELLS			
SALAD BARS			
BUFFET TABLES			
MOP SINKS			
OTHERS			

PLEASE SUBMITT ALL COMPLETED INFORMATION TO THE ABOVE ADDRESS.

Plan Review Fee Schedule

SUPERMARKET MULTI-VENUE: \$480.00

Multi Venue Establishments:

- Operate more than one food related facility on a common property w/ common owners.
- Facility building a food court for future lease operations.

Examples:

- School district food warehouse & employee cafeteria
- Event centers

Retail Food Establishments:

- Operations that offer a full line of grocery items for sale to the public (i.e. fruit, vegetables, dry goods, bakery items, deli items, meats, dairy items, etc.)
- Offer foods subject to spoilage.
- Have such departments as: Deli, Bakery, Produce and/or Meat.

Examples:

- King Soopers
- Safeway
- Albertson's

FULL SERVICE: \$360.00

Full Service Establishments:

- Operations that offer **complete and varied menus** for breakfast, lunch and/or dinner.
- Multiple entrees for each meal period – may include soups, salads and/or desserts.
- Customer seating.
- May have liquor service.
- Food preparation – complex and multiple steps.

Examples:

- Holiday Inn
- Texas Roadhouse
- Red Lobster

Institutional Establishments:

- Operations that run in conjunction with larger facilities with non-food related activities.

Examples:

- UMC West
- Laramie County Detention Center
- Laramie County Schools

DAY CARE CENTERS: \$240.00

- Commercial daycare centers with a commercial kitchen.

Examples:

- Head Start
- Stride
- LCCC Discovery Center

FAST FOOD: \$240.00

- Operations that **specialize in one or two main entrees** such as hamburgers, pizza, chicken, salad and/or ice cream products.
- Food preparation is generally simple and involves one or two steps.

Examples:

- Arby's
- Burger King
- Pizza Hut

OTHER: \$180.00

Specialty Establishments:

- Operations that offers a limited menu.

Example:

- Atlas Theater
- Coffee etc.
- Mobile Food Truck
 - R & B Food Wagon
 - Roadkill Catering
 - Oompah Tacos

Retail Specialty Shops:

- Operations that offer non-potentially hazardous items intended for off-premise consumption.

Examples:

- Eileen's Colossal Cookies
- Ben Appetite

Convenience Stores:

- Operations that offer prepackaged foods for retail sale.

Examples:

- Mini Mart
- Conoco

Satellite Kitchens:

- Senior Citizens Centers
- Schools

Warehouses:

- Operations where prepackaged foods are stored and may be sold.

Examples:

- Wonder Bread Thrift Store
- LCSD Warehouse

Continental Breakfasts:

- Operations that offer limited menus for **breakfast only**.

Examples:

- Econolodge Hotel
- Fairfield Inn

MISCELLANEOUS: \$120.00

Seasonal Establishments:

- Operations that offer prepackaged and prepared food with a simple menu.

Examples:

- Mobile Pushcart Units i.e. J & R Concessions
- Brimmer Park Snack Bar

Remodels & Additions:

- Operations that want to alter and/or add on to a structure.