



Cheyenne/Laramie County Health Department  
Division of Environmental Health  
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[www.laramiecountyhealth.com](http://www.laramiecountyhealth.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							
<b>OTHER</b>							

**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: \$400.00**

#### **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: \$300.00**

#### **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: \$200.00**

- Commercial daycare centers with a commercial kitchen.

Examples:

- Head Start
- Stride
- LCCC Discovery Center

### **FAST FOOD: \$200.00**

- 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: \$150.00**

#### **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
- Jo Ed's Produce
- LCSD Warehouse

**Continental Breakfasts:**

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

Examples:

- Econolodge Hotel
- Fairfield Inn

**MISCELLANEOUS: \$100.00**

**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
- Permanent CFD Park Food Stands

**Remodels & Additions:**

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