



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. SOP outlining cooling and reheating procedures for any PHF/TCS foods.
4. Specifications on equipment (including shelving) showing NSF or equivalent approvals.
5. 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.
 - Event Centers
 - School district food warehouse & cafeteria

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.
 - 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.
 - Holiday Inn
 - Texas Roadhouse
 - Red Lobster

Institutional Establishments:

- Operations that run in conjunction with larger facilities with non-food related activities.
 - UMC West
 - Laramie County Detention Center
 - Laramie County Schools

DAY CARE CENTERS: \$240.00

- Commercial daycare centers with children all day.
 - 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.
LCCC Discovery Center
- Food preparation is generally simple and involves one or two steps.
 - Burger King
 - Starbucks
 - Mr. Jims Pizza
 - Mobile Food Truck
 - Oompah Tacos
 - R&B Food Truck
 - On the Hook

Satellite Kitchens:

- Senior Citizens Centers
- Schools

OTHER: \$180.00

Specialty Establishments:

- Operations that offers a limited single item menu such as ice cream, snow cones or cookies.

- Atlas Theater
- Baskin Robbins
- Mobile Food Truck
 - Lanny's Homemade Ice Cream
 - Yeehaw Ice
 - Weenie Wrangler

Retail Specialty Shops:

- Operations that offer non-potentially hazardous items intended for off-premise consumption.
 - Eileen's Colossal Cookies

Seasonal Establishments:

- Operations that are open seasonally.
 - Pioneer Park Concession Stand
 - Powers Field

Continental Breakfasts:

- Operations that offer limited menus for **breakfast only**.
 - Comfort Inn
 - Fairfield Inn

MISCELLANEOUS: \$120.00

Non-licensed or courtesy plan reviews:

- Operations that offer prepackaged and prepared food with a simple menu.
 - Archer Fairgrounds Event Center
 - Storey Gym

Remodels & Additions:

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