West Virginia University
Environmental Health and Safety
Food Service Renovation/Construction Checklist

Health Department Review			
	Yes	No	COMMENTS
Has EH&S been contacted to determine if a Health Department Review is required? If required, proceed to next item			
Has project manager or architect completed a food service plan review questionnaire? (Contact Environmental Health & Safety for a blank copy.)			
Have "cut sheets" for each piece of equipment been obtained to verify make, model, and NSF approval for the local health department?			
Has a food service floor plan in a 1/4" scale or better been obtained?			
Put the above three items together and forward to Environmental Health & Safety.			
General Sanitation Requirements			
Will garbage be stored outside in a dumpster?			
If so, will be dumpster be stored on a pad of concrete or asphalt?			
Is the dumpster used exclusively for the food service?			
Is it in good repair (water tight with no rust holes) and have lids?			
Will indirect sewer system connections (for ice bins and food prep sinks) be provided as needed?			
Are hand sinks provided every 25 walking feet from all food prep/handling and utensil washing areas?			
Are ceiling tiles constructed of materials that are smooth and easily cleaned?			
Are all hose bibs protected from back siphonage by a vacuum breaker?			

West Virginia University
Environmental Health and Safety
Food Service Renovation/Construction Checklist

	Yes	No	Comments?
NFPA Kitchen Ventilation System Requirements			
Is a Life Safety Code compliant exhaust hood (i.e., U.L. approved) and extinguishing system provided for all smoke and grease laden vapor generating cooking equipment (i.e., fryers, ranges, grills and griddles)?			
Is this hood:			
New?			
Used?			
Existing?			
If this hood is existing, does it meet current Life Safety Code requirements?			
If existing, is the hood's ductwork accessible and clean?			
If existing, is the extinguishing system a wet chemical type? Wet chemical extinguishing systems are the only approved type.			

I:\PROJECTS\Checklists\Food service renovation check list.wpd