

# COLES COUNTY HEALTH DEPARTMENT

Gloria Spear  
Administrator

Kim Ross  
Director of Environmental Health

Lisa Sorensen  
Director of Nursing

Paul Howarth  
Chief Financial Officer

825 EIGHTEENTH STREET  
CHARLESTON, ILLINOIS 61920

Telephone:  
(217) 348-0530

(217)348-5321 Nursing Fax  
(217)348-5322 Environmental Health Fax

[www.colesco.illinois.gov](http://www.colesco.illinois.gov)

## Plan Review Questions to Consider

1. Will the menu offer food that requires extensive preparation (washing, cutting, mixing, etc.)?
  - ✓ The number and placement of hand sinks becomes more important with more complex good preparation. A culinary sink is needed for washing fruits and vegetables and for other preparation.
2. What hours will the food service be open?... lunch and dinner?... 24 hours per day?
  - ✓ Increased equipment capacity and storage space should be considered for establishments with extended hours of operation. Highly durable floor, wall and ceiling finishes should be considered.
3. How much food will be cooked and immediately served, or prepared in advance for later service?
  - ✓ Preparing food in advance requires more refrigeration space for thawing foods, cooling hot foods, and storing of cold foods.
4. How often will supplies be delivered?
  - ✓ The delivery frequency is important in determining the amount of refrigerated, frozen and dry food storage space.
5. What is the maximum number of employees working on one shift?
  - ✓ The number of employees is necessary to determine work/aisle space and the number of lockers to provide.
6. Have you or any of your employees been trained in food safety or Hazard Analysis critical Control Point (HACCP) concepts?
  - ✓ Training in both food safety principles and HACCP principles provides you and your employees with insight into the numerous hazards encountered in a food establishment.

## Specific Instructions to Applicants:

1. Fill out Food Establishment Plan Review Application
2. Provide blueprints and equipment specification sheets
3. Include proposed menu
4. Provide site plan.
5. Keep a copy for your personal records;
6. Submit to Regulatory Authority for review.