



Nashoba Associated Boards of Health
Environmental Health Service
30 Central Avenue, Ayer, Ma. 01432

Plans for new kitchens and upgrade/remodels must be submitted with an application and plan review fee of \$200.00. Kitchens must be designed in accordance with the 2013 Federal Food Code and Massachusetts State Sanitary Code Chapter X- Minimum Standards for Food Establishments 105 CMR 590.00. A menu must be submitted with the plans. Please indicate if you will be making any food items that require a HACCP plan.

The plans must be a minimum of 11x17 inches in size. (scale - ¼ in = 1foot).

The following items must be addressed as part of the plan review process:

1. The location of all food equipment must be shown. Each piece of equipment must be clearly identified/labeled on the plan.
2. Identify all food prep areas.
3. What materials will be used for food prep surfaces?
4. The location of all sinks must be shown. There must be 1 hand sink in each food prep area. Please include the 3 basin-sink with drain boards, utility sinks and food prep sinks (if required).
5. Auxiliary areas such as dry storage areas, bathrooms and utility rooms must be shown on the plan.
6. Entrances/exits, loading/unloading areas and delivery docks.
7. Complete finish schedules for each room including floors, walls, ceilings and coved juncture bases.
8. If you are installing a dishwasher, it must be a commercial high temp or low temp dishwasher. Please include the make and model of the machine.
9. Location of walk-in coolers and freezers (if applicable).
10. The location of the ice machine (if applicable).
11. Poisonous toxic material storage areas must be shown on the plan.
12. Location of the dumpster.
13. The location for employees to store personal items.
14. Location of lighting fixtures must be shown. How will lights be coated?
15. Plumbing schedule including location of floor drains, floor sinks, water supply lines, over head waste water lines, hot water generating equipment with capacity and recovery rate, backflow prevention and waste water line connections.
16. The location of the interior grease trap.

**Coolers must be maintained at 41F and freezers at 0. Freezers and refrigerators will need thermometers.

**Food manager and allergy certificates will be required to be submitted before a food service permit will be issued. If you have 25 seats or more you are required to have 1 person on duty at all times certified in anti-choking procedures.

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(978) 772-3335 (800) 427-9762 FAX (978) 772-4947