



CONSTRUCTION GUIDELINES FOR FOOD ESTABLISHMENTS

ENVIRONMENTAL HEALTH DISTRICT OFFICES

Kingman Office

3250 E. Kino Avenue
(928) 757-0901

Bullhead City Office

1130 Hancock Rd.
(928) 758-0704

Lake Havasu City Office

2001 College Dr. Suite 95
(928) 453-0712

PAGES:8, 9, & 10 TO BE COMPLETED IN DETAIL.
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**MOHAVE COUNTY DEPARTMENT OF PUBLIC HEALTH
ENVIRONMENTAL HEALTH DIVISION**



BULLHEAD CITY 1130 HANCOCK ROAD ZIP 86442 (928) 758-0704	KINGMAN 3250 E. KINO AVENUE ZIP 86409 (928) 757-0901	LAKE HAVASU CITY 2001 COLLEGE DRIVE, STE. 95 ZIP 86403 (928) 453-0712
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**ARS §11-1606 Application Process Notice
Food Establishment Permit**

Under ARS §11-1606 Mohave County is required to give you the following information when you apply for a food establishment permit:

The following steps are required to obtain a food establishment permit

NEW ESTABLISHMENTS

1. If your food establishment has never been permitted before (you are the first owner), a plan review of the facility must be completed. The construction guide is available at:
<http://resource.co.mohave.az.us/File/PublicHealth/EnvironmentalHealth/FoodSafety/constructionrequirements.pdf>
2. A plan review application (contained in the construction guide) must be filled out completely and turned in with the floor plan of the food service establishment and the applicable plan review fee.
3. A plan review will be conducted of your proposed facility.
4. A letter will be sent to you indicating approval or conditional approval of the plans.
5. Once the Environmental Health Division (EHD) reviews and approves the plan, construction may begin. **CONSTRUCTION MAY NOT BEGIN UNTIL THE PLAN REVIEW LETTER IS RECEIVED BY THE APPLICANT.**
6. When construction is completed, EHD must be called and a final inspection scheduled with an inspector.
7. If the inspector approves the construction, your health permit may be obtained.

EXISTING ESTABLISHMENTS

1. If your food establishment has been permitted before and **no changes** are proposed (menu items, remodeling, etc.), you must request a “consultation inspection” with an inspector. This inspection fee must be paid prior to the inspection being conducted.
2. Should the inspector approve the opening of the food establishment at the time of inspection, you may obtain your permit to operate.
3. A plan review may be required for existing facilities at the discretion of the EHD. Should you need to go through the plan review process, follow the steps above.

Applicable licensing time frames (in days): Time frames can be found in the Arizona Administrative Code, R9-8-104

Type of Approval	Statutory Authority	Overall Time-frame	Administrative Completeness Review	Substantive Review
FOOD ESTABLISHMENT LICENSE	A.R.S. §36-136(H)(4)	60	30	30
Approval of Plans and Specifications under FC §8-201.11	A.R.S. § 36-136(H)(4)	90	30	60
Approval of HACCP PLAN under FC §8-201.13	A.R.S. § 36-136(H)(4)	90	30	60
Approval of Request for VARIANCE under FC §8-103.10	A.R.S. § 36-136(H)(4)	90	30	60

Name and telephone number of a person who can answer questions or provide assistance during the application process: Your assigned inspector either in person or at (928) 758-0704 (BHC); (928) 757-0901 (KGM); (928) 453-0712 (LHC). If you are unable to receive assistance, you may contact the Food Safety Supervisor at the Kingman office (number listed above).

Under ARS §11-1609, you may request that the County clarify its interpretation or application of a statute, ordinance, regulation, delegation agreement or authorized substantive policy statement that affects the issuance of your food establishment permit by providing the County with a written request that states: 1. Your name and address; 2. The statute, ordinance, regulation, delegation agreement or authorized substantive policy statement that requires clarification; 3. Any facts relevant to the requested ruling; 4. Your proposed interpretation of the applicable statute, ordinance, regulation, delegation agreement or authorized substantive policy statement or part of the statute, ordinance, regulation, delegation agreement or authorized substantive policy statement that requires clarification; 5. Whether, to the best of your knowledge, the issues or related issues are being considered by the County in connection with an existing license or license application.



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**ARS §11-1606 Application Process Notice
Bottled Water Establishment Permit**

Under ARS §11-1606 Mohave County is required to give you the following information when you apply for a bottled water establishment permit:

The following steps are required to obtain a bottled water establishment permit

NEW ESTABLISHMENTS

8. If your bottled water establishment has never been permitted before (you are the first owner), a plan review of the facility must be completed. The construction guide is available at:
<http://resource.co.mohave.az.us/File/PublicHealth/EnvironmentalHealth/FoodSafety/constructionrequirements.pdf>
9. A plan review application (contained in the construction guide) must be filled out completely and turned in with the floor plan of the bottled water establishment and the applicable plan review fee. Test results from a licensed laboratory that has tested the bottled water according to the quality requirements for bottled water in 21 CFR 165.110(b) (2003), incorporated by reference, on file with the Department, including no future editions or amendments, and available at <http://www.gpoaccess.gov/cfr/index.html> and from U.S. Government Printing Office, 732 N. Capitol Street, N.W. Washington, D.C. 20401, must be included with the application.
10. A plan review will be conducted of the proposed facility.
11. A letter will be sent to you indicating approval or conditional approval of the plans.
12. Once the Environmental Health Division (EHD) reviews and approves the plan, construction may begin. **CONSTRUCTION MAY NOT BEGIN UNTIL THE PLAN REVIEW LETTER IS RECEIVED BY THE APPLICANT.**
13. When construction is completed, EHD must be called and a final inspection scheduled with an inspector.
14. If the inspector approves the construction, your health permit may be obtained.

EXISTING ESTABLISHMENTS

4. If the bottled water establishment has been permitted before and **no changes** are proposed, you must request a “consultation inspection” with an inspector. This inspection fee must be paid prior to the inspection being conducted.
5. Should the inspector approve the opening of the bottled water establishment at the time of inspection, you may obtain the permit to operate.
6. A plan review may be required for existing facilities at the discretion of the EHD. Should you need to go through the plan review process, follow the steps above.

Applicable licensing time frames (in days): Time frames can be found in the Arizona Administrative Code, R9-8-204

Type of Approval	Statutory Authority	Overall Time-frame	Administrative Completeness Review	Substantive Review
Bottled Water Establishment	A.R.S. §41-1072	60	30	30

Name and telephone number of a person who can answer questions or provide assistance during the application process: Your assigned inspector either in person or at (928) 758-0704 (BHC); (928) 757-0901 (KGM); (928) 453-0712 (LHC). If you are unable to receive assistance, you may contact the Environmental Health Supervisor at the Kingman office (number listed above).

Under ARS §11-1609, you may request that the County clarify its interpretation or application of a statute, ordinance, regulation, delegation agreement or authorized substantive policy statement that affects the issuance of your food establishment permit by providing the County with a written request that states: 1. Your name and address; 2. The statute, ordinance, regulation, delegation agreement or authorized substantive policy statement that requires clarification; 3. Any facts relevant to the requested ruling; 4. Your proposed interpretation of the applicable statute, ordinance, regulation, delegation agreement or authorized substantive policy statement or part of the statute, ordinance, regulation, delegation agreement or authorized substantive policy statement that requires clarification; 5. Whether, to the best of your knowledge, the issues or related issues are being considered by the County in connection with an existing license or license application.



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A.R.S. §11-1602: REGULATORY BILL OF RIGHTS

To ensure fair and open regulation by counties, a person:

1. Is eligible for reimbursement of fees and other expenses if the person prevails by adjudication on the merits against a county in a court proceeding regarding a county decision as provided in section 12-348.
2. Is entitled to receive information and notice regarding inspections as provided in section 11-1603.
3. Is entitled to have a county not base a licensing decision in whole or in part on licensing conditions or requirements that are not specifically authorized as provided in section 11-1604.
4. May have a county approve or deny the person's license application within a predetermined period of time as provided in section 11-1605.
5. Is entitled to receive written or electronic notice from a county on denial of a license application that:
 - (a) Justifies the denial with references to the statute, ordinance, regulation, delegation agreement or authorized substantive policy statements on which the denial is based as provided in section 11-1605.
 - (b) Explains the applicant's right to appeal the denial as provided in section 11-1605.
6. Is entitled to receive information regarding the license application process at the time the person obtains an application for a license as provided in section 11-1606.
7. May inspect all ordinances, regulations, rules and substantive policy statements of a county, including a directory of documents, at the office of the county or on the county's website as provided in section 11-1607.
8. Unless specifically authorized, may expect counties to avoid duplication of other laws that do not enhance regulatory clarity and to avoid dual permitting to the maximum extent practicable as provided in section 11-1604.
9. May file a complaint with the board of supervisors concerning an ordinance, regulation, rule or substantive policy statement that fails to comply with this section.
10. As provided in section 11-1604, is entitled to have a county not request or initiate discussions about waiving any of the rights prescribed in this section.
11. May participate in the rule development process as provided in section 11-251.18, including providing written or verbal comments on proposed rules to a county department or agency and having the agency or department address comments as provided in section 11-251.18.

A.R.S. §11-1604: PROHIBITED ACTS BY COUNTY AND EMPLOYEES; ENFORCEMENT; NOTICE

- A. A county shall not base a licensing decision in whole or in part on a licensing requirement or condition that is not specifically authorized by statute, rule, ordinance or delegation agreement. A general grant of authority does not constitute a basis for imposing a licensing requirement or condition unless the authority specifically authorizes the requirement or condition.
- B. Unless specifically authorized, a county shall avoid duplication of other laws that do not enhance regulatory clarity and shall avoid dual permitting to the maximum extent practicable.
- C. This section does not prohibit county flexibility to issue licenses or adopt ordinances or codes.
- D. A county shall not request or initiate discussions with a person about waiving that person's rights.
- E. This section may be enforced in a private civil action and relief may be awarded against a county. The court may award reasonable attorney fees, damages and all fees associated with the license application to a party that prevails in an action against a county for a violation of this section.
- F. A county employee may not intentionally or knowingly violate this section. A violation of this section is cause for disciplinary action or dismissal pursuant to the county's adopted personnel policy.
- G. This section does not abrogate the immunity provided by section 12-820.01 or 12-820.02.

I. INTRODUCTION

This Construction Guide is available to any person intending to construct a new food establishment or remodel an existing food establishment in Mohave County. It is intended as a general overview of our requirements and should not be considered all inclusive. Please contact our offices if you require further information regarding your particular plan.

II. PLAN SUBMITTAL

Before constructing, enlarging, altering or converting any building for use as a food establishment, copies of detailed plans and specifications must be submitted and approved by Mohave County Division of Environmental Health.

1. Submit one set of plans with the required plan review fee (see page 5).
2. Plans must include sufficient information to demonstrate compliance with Arizona Administrative Code, Title 9, Chapter 8, Article 1 FOOD AND DRINK.
3. Plans will be approved or rejected within 90 days after receipt and the applicant will be so notified. Plans that are incomplete, or need many changes will be returned to the applicant for revision before approval will be granted.
4. Applicant must respond in writing to plan review letter indicating how they will meet all requirements.
5. If any changes on the plans are desired after approval has been obtained, additional approval from Mohave County Environmental Health must be obtained for such changes (amended plans may be required).
6. All construction and equipment installations are subject to final on-site inspection. If there are any questions during the construction phase and/or prior to the facility opening (one to two weeks), the applicant should call the Mohave County Environmental Health Division to avoid possible delays in opening.
7. The food facility shall not be open for business until final approval is granted by Mohave County Division of Environmental Health. Appointments for pre-opening final inspections must be coordinated at least (3) days in advance with the inspector to prevent opening delays. Final approvals will be contingent on the following:
 - a. The facility must conform to the latest set of approved plans.
 - b. Proof that the appropriate Building and Safety and Fire Departments have inspected/approved the facility onsite (i.e. final sign off on respective “job cards”, conditional final, etc.).
 - c. Utilities (electric, gas, potable water) must be provided at time of final inspection to determine operation of all equipment.
8. The applicant/manager will receive an application for an Environmental Health Permit when final approval is granted. A receipt of fees paid for a permit must be posted prior to opening the facility.

NOTE: It is the responsibility of the owner/operator to annually renew this permit prior to the expiration date or incur a penalty.



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PLAN REVIEW APPLICATION
FOOD & DRINK ESTABLISHMENTS

Authority to Review Plans: Arizona Administrative Code, Title 9, Chapter 8, Article 1

Please complete the following information. Submit this application, a floor plan (that shows all of the information required by the construction guidelines) and the appropriate plan review fee.

Name of Facility	Facility Address
Assessor's Parcel Number	Legal Description of Property
Business Phone	Business Fax
Owner's Name	Owner's Home Address
Owner's Home Phone	Email Address
Emergency Contact	Emergency Contact Phone
Type of Plan Review: <input type="checkbox"/> New Facility <input type="checkbox"/> Remodel	

Type of Operations
Intended Menu (include a copy of the proposed menu with the plans)
Anticipated volume of food to be stored, prepared, sold or served (sq. ft. storage space)
Dry:
Refrigerated:

I. WATER SUPPLY:

<input type="checkbox"/>	Private	Water System #:
<input type="checkbox"/>	Community	Name:
<input type="checkbox"/>	Existing Water System	Describe:

II. PLUMBING:

List equipment that will have an indirect connection (ice machines, food prep sinks, 3-compartment sinks, walk-ins, etc.)	
Vacuum Breakers (how many, where):	
Floor Sinks (how many, where):	
Utility sink provided?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Handwashing facility provided in food preparation area?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Water Heater	<input type="checkbox"/> Gas <input type="checkbox"/> Electric Size: _____
Note: Water Heater(s) must be sized in accordance with the Food and Drug Administration and Conference for Food Protection Food Establishment Plan Review Guide which may be found at http://www.fda.gov/downloads/Food/GuidanceRegulation/ucm102738.pdf	

III. SEWAGE TREATMENT SYSTEM:

<input type="checkbox"/>	Private	Septic Permit #:
<input type="checkbox"/>	Municipal	Company Name:
Note: All new or remodeled septic systems must have a septic permit from the Mohave County Environmental Health Division. Existing septic systems must be reviewed by the Environmental Health Division to determine if they are adequately sized for the proposed establishment.		

IV. SOLID WASTE:

Type of containers:	
Storage area for containers:	
Refuse area curbed and graded to a drain	
Where will garbage be disposed?	
Where will grease (if applicable) be disposed?	

V. GENERAL PROVISIONS

Dishwashing Facilities (describe)			
Seating Capacity	Existing Size:	New Size:	
Men's Restrooms	# Toilets:	# Lavatories:	# Urinals:
Women's Restrooms	# Toilets:	#Lavatories:	
Mixing (combination) faucets provided in restrooms?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Self-closing doors on exterior restroom doors?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Method of ventilation in restrooms:			
Employees provided with lockers/personal storage space?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Describe food storage facilities (type of storage – refrigerated, dry, etc. with square footage of each):			
If applicable, sneeze guards provided for buffets/salad bars?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Outer opening doors/windows screened with 16 mesh screening, an air curtain or self-closures?	<input type="checkbox"/> Yes <input type="checkbox"/> No		

VI. VENTILATION (HOODS & FANS):

List Rooms/Equipment	CFM	Filters	Mechanical	Model

VII. FINISHING MATERIALS OF ROOMS (use a second sheet if necessary):

List Rooms	Walls	Junctures Coved	Floors	Ceiling

VIII. LIGHTING (use a second sheet if necessary):

List Rooms/Equipment	Number	Type	Foot Candles	Shielded

IX. EQUIPMENT (list all equipment including finishes on counters & shelves – use second sheet if necessary)

Item	Constructed Of	Finish Material	Make/Model

Comments: _____

NOTE: Mobile Food Units must provide commissary agreement

I understand that by signing this plan review application, any item(s) inadvertently overlooked in the plan review process or construction inspection which is not in compliance with applicable County Codes and/or State Laws, shall be constructed or reconstructed upon request of the Environmental Health Division. Inferior workmanship, equipment, or materials will not be accepted for the construction or operation of a food facility. Any variance from the requirements will require written approval from this Dept.

Signature of Owner/Operator _____ **Date:** _____

***Development Services must sign-off for unincorporated areas**

Mohave County D.S. Sign-off: _____ **Date:** _____

*These plans are being reviewed for compliance with the Mohave County Food Code. Construction/Improvements related to other State Laws and/or County Codes are not to be considered part of this review.

FEES ARE NON-REFUNDABLE

DO NOT WRITE BELOW THIS LINE - FOR OFFICE USE ONLY

Review Accepted <input type="checkbox"/> Yes <input type="checkbox"/> No	Reviewed By (EHS)	Date
Fee Paid <input type="checkbox"/> Yes <input type="checkbox"/> No	Receipt#	Amount Paid:
		<input type="checkbox"/> Check # _____ <input type="checkbox"/> Cash <input type="checkbox"/> Other

III. REQUIREMENTS FOR FOOD FACILITY PLAN APPROVAL

The plans shall show and specify in detail the following:

A. GENERAL

1. Provide exact name and address of the food facility, the name and telephone number of the owner, contractor and contact person.
2. Plans shall be drawn to scale, e.g., minimum $\frac{1}{4}''=1'$ using non-erasable ink or print, (no pencil), and shall include:
 - a. Proposed exterior rubbish and food waste storage receptacle location and hose bib, with approved drainage.
 - b. Floor plan of entire food establishment, e.g., toilets, dressing room, storage, garbage, and trash areas, etc., including all interior and exterior doors. (Include total square footage of the facility).
 - c. Complete equipment layout, including elevations of equipment and equipment specifications. List type, make and model of all equipment.
 - d. Complete plumbing layout showing sewer, waste drains, floor sinks, vents, clean-outs, etc.
 - e. Electrical layout including lighting.
 - f. Complete finish schedule for walls, ceilings, and floors that indicates the type of material, the color, the surface finish, and the type of integral coved base at the floor/wall juncture.
 - g. Complete exhaust ventilation layout including make-up air. Indicate types of hoods, calculations, etc.
 - h. Location of the manager's or chef's office if needed. Spaces such as change rooms or food storage areas cannot be used for office space.
3. State on the plans whether the food facility is served by a Public Water System or individual water wells. If water wells are to be the source of potable water, contact ADEQ for water supply permit requirements. (Requirements include chemical/bacteriological analysis and approved well construction).
4. State on the plans whether the facility is served by a sewer district or by an on-site sewage disposal system.

NOTE: If an on-site sewage disposal system is to be installed, an application to construct and a building permit must be obtained from Mohave County Division of Environmental Health.

5. Approved materials and good workmanship are significant factors in the evaluation and final approval of food facility construction and equipment installation, i.e., smooth, washable surfaces for ease of cleaning and to minimize insect and rodent harborage.
6. All new and replacement equipment shall meet or be equivalent to applicable National Sanitation Foundation (NSF) standards or, *in the absence of applicable NSF standards, equipment design, construction and installation is subject to approval by Mohave County Division of Environmental Health.*

IV. FIELD CONSTRUCTION INSPECTIONS

A. PRELIMINARY CONSTRUCTION INSPECTION

When finished surface materials are completed with plumbing, rough ventilation, and rough equipment installation, you must contact the Plan Check Specialist assigned to review your plans for a preliminary construction inspection. Requests should be made at least three working days in advance. A preliminary inspection should be scheduled for no less than two weeks prior to the proposed opening of the food establishment.

B. FINAL CONSTRUCTION INSPECTION

Upon completion of all construction, including all finishing work, you must contact the Plan Check Specialist assigned to review your plans to arrange for a final construction inspection. You will not be approved to operate or issued a Health Permit until the establishment passes a final inspection. In no case should a final inspection be requested less than three (3) working days prior to the proposed opening of the establishment. Final construction must be approved by Mohave County Division of Environmental Health prior to opening for business or use of remodeled areas.

V. GENERAL CONSTRUCTION AND EQUIPMENT REQUIREMENTS

A. FLOORS

1. Floor construction in food establishments (except in dining areas) shall be durable, smooth and impervious to water, grease, or acid, and easy to clean. Floor surfaces in all areas where food is prepared, packaged, dispensed or stored, where any utensil is washed, where refuse or garbage is stored, where janitorial facilities are located, in all toilet and hand washing areas, and in employee change and storage areas shall be an approved type. A coved base is required in all of the aforementioned areas. Samples and specifications of flooring shall be submitted with plans.
2. Floor sinks or drains shall be installed flush with the floor surface or as required by the local Building Codes. All condensate and similar liquid waste shall be drained by means of indirect waste pipes into an open floor sink. Horizontal runs of drain lines shall be at least ½ inch from the wall and four to six inches above the floor and shall terminate at least one inch above the overflow rim of the floor sink. Floor sinks shall be located so that they are readily accessible for inspection, cleaning and repair. The floor sink must be within 15 feet of the drain opening of the equipment served. Waste lines may not cross any aisle, traffic areas or door opening at or near the floor. Floor sinks or floor drains are not permitted inside refrigeration walk-in boxes.

B. WALLS

1. Wall construction in all areas except dining areas shall be durable, smooth and non-absorbent, with a light colored, washable finish that is easy to clean.
2. Wall surface materials are subject to evaluation and may require submission of samples.

NOTE: Brick, concrete block, rough concrete, rough plaster, grooved paneling, and wallpaper or vinyl wall coverings are not acceptable.

3. All wall surfaces shall be covered with a gloss or semi-gloss enamel, epoxy, fiberglass reinforced panels (FRP), ceramic tile or other approved materials.
4. All walls behind sinks, and dishwashers must be protected with a least a 4' high water resistant material (e.g., FRP, stainless steel, ceramic tile or other approved material).

C. CEILINGS

1. Ceiling construction in all areas except dining areas shall be durable, smooth, and non-absorbent, with a light-colored finish that is easy to clean. (Blown acoustical-type ceiling is not acceptable).
2. Acoustical ceiling panels may be acceptable if it complies with the preceding requirements and if a sample is submitted and approved by this Department.

NOTE: Waitress stations, salad bars, food serving or self-service open food counters, or other similar stations located immediately adjacent to or in dining areas, must comply with floor, wall and ceiling requirements.

D. CONDUIT

1. All plumbing, electrical and gas lines shall be concealed within the building structure as much as possible. Where this is absolutely not possible, all runs shall be at least ½ inch away from the walls or ceiling and at least six (6) inches above the floor.
2. Where conduit or pipelines enter a wall, ceiling or floor, the opening around the line shall be tightly sealed.
3. Conduit pipe, or drain lines shall not be installed across any aisle, traffic area, or door opening at or near the floor surface.
4. Multiple runs or clusters of conduit or pipelines shall be encased in an approved raceway or other sealed enclosure to prevent a vermin harborage.

E. EXHAUST HOODS AND DUCTS

1. Mechanical exhaust ventilation shall be required at or above all ranges, griddles, ovens, deep fat fryers, barbecues, rotisseries and high temperature dishwashing machines or similar equipment to effectively remove grease, smoke, steam vapors, heat, or odors.
2. All hoods, ducts, and exhaust outlets shall be installed in accordance with the current edition of the Uniform Mechanical Code as adopted by the local building department.
3. All joints and seams shall be sealed or soldered for ease of cleaning. Riveted seams are not acceptable.
4. Canopy-Type Hoods: Canopy-type hoods shall not be more than seven (7) feet above the floor and shall not be more than 4 feet above the cooking surface. The hood shall overhang or extend a horizontal distance not less than six (6) inches beyond the outer edges of the cooking surfaces on all open sides. It shall have grease troughs or drip pans that are easy to clean.
5. Non-Canopy-Type (High Velocity) or Back Shelf Hoods: Non-canopy-type hoods will be approved providing they are constructed to be easy to clean and they comply with the minimum exhaust air velocity requirements. Shielding at the ends of the hood may be necessary to prevent interference from cross drafts.
6. Make-up Air: Make-up air shall be provided at least equal to that amount which is mechanically exhausted, and shall be electrically interconnected on a single switch. Windows and doors shall not be used for the purpose of providing make-up air.
7. Food heating or warming devices, i.e., cheese melters, that are installed above other equipment yet beneath an exhaust hood, may create an air flow obstruction to proper ventilation of the equipment for which the hood ventilation system is designed.

The design, construction and installation of such warming devices under a hood are thereby, subject to evaluation and approval by the Department prior to installation.

8. Fire Extinguishing Systems: Fire extinguishing systems may be required by local fire department codes. They shall be installed so as to allow ease of cleaning in the hood and duct systems.

F. REFRIGERATION

1. All refrigeration units shall be adequate in capacity to the needs of the proposed operation and shall comply with the following requirements:
 - a. Be specifically constructed for commercial use, NSF or equivalent. (Domestic model and/or “home-style” refrigerator and freezer units will not be accepted).

- b. Be provided with an accurate, readily visible thermometer.
 - c. Have shelving that is non-absorbent and easy to clean. (Wood is not acceptable).
 - d. Have smooth, non-absorbent and easily washable surfaces. All joints must be sealed.
 - e. Condensate waste from reach-in refrigeration units must be drained into a floor sink via legal air gap (two times the diameter of the pipe), or an approved electric evaporator unit installed if so manufactured.
 - f. Rapid cool down facilities shall be required depending on the food operation.
2. Walk-in refrigeration units shall also:
- a. Have an integrally coved base with a radius of at least 3/8 inch at the floor wall juncture; the floor material shall extend up to a height of at least four (4) inches on the walls. Four (4) inch approved metal top set coving with a minimum 3/8 inch radius is acceptable against metal wall surfaces of walk-in refrigeration units (no vinyl top-set base). Wood is not an acceptable interior finish.
 - b. Have shelving that is at least six (6) inches above the floor with smooth, round, metal legs, or cantilevered suspended directly from the wall for ease of cleaning.
 - c. Have condensate waste drain into a floor sink via legal air gap.

NOTE: Walk-in refrigeration units shall open into the food facility.

G. ICE MACHINES

- 1. All ice machines shall be located inside the food establishment in an easy to clean, well ventilated areas, and shall be drained to a floor sink via legal air gap of at least two pipe diameters.

H. FLOOR SINKS

- 1. All condensate and similar liquid waste shall be drained by means of indirect waste pipes into a floor sink via legal air gap of at least two pipe diameters.
- 2. Floor sinks shall be installed flush with the floor surface and have proper grates.
- 3. Horizontal runs of drain lines shall be at least ½ inch from the wall and six (6) inches above the floor with a 1/8" per foot slope until terminating above the overflow rim of the floor sink with an air gap of at least two pipe diameters.
- 4. Floor sinks shall be located so that they are readily accessible for inspection, cleaning and repair. The floor sink must be located within 15 feet of the drain opening of the equipment served.
- 5. Waste lines shall not cross any aisle, traffic area or door opening at or near the floor.

I. KITCHEN UTENSIL SINK

- 1. Where multi-service kitchen utensils, i.e., pots, pan, etc., are utilized, there shall be provided at least a 3-compartment stainless steel sink with dual integral installed stainless steel drain boards meeting current NSF standards and drained to a floor sink with an air gap of at least two pipe diameters.
- 2. The minimum compartment size shall be at least 18" x 18" x 12" deep with minimum 18" x 18" drain boards, however, the sink must otherwise be capable of accommodating the largest utensil to be washed and the drain boards shall be as large as the largest sink compartment.

3. When a sink is installed next to a wall, a metal “backsplash” extending up the wall at least eight (8) inches shall be formed as an integral part of the sink, and sealed to the wall.
4. In large food facilities which may separate sections or departments, an additional 3-compartment sink may be required for clean up procedures in the deli, meat processing areas, bakeries, sushi bars, etc.
5. A kitchen utensil sink is not required if facility is 100% pre-packaged, e.g., no food or drink preparation or serving; no coffee service; no ice packaging; no unpackaged snacks, candy, beef jerky; no beer taps; no beverage dispensing, etc.

J. FOOD/VEGETABLE PERPARATION SINKS

1. Food facilities utilizing a sink for food preparation, such as thawing, washing vegetables, etc., shall have at least a one (1) compartment food/vegetable preparation sink, separate from utensil washing sinks, that drains to a floor sink via air gap of at least two pipe diameters.

K. EATING AND DRINKING UTENSIL SINKS

1. Where multi-service eating and drinking utensils are washed by hand, a three (3) compartment stainless steel sink with dual, integrally installed stainless steel drain boards shall be provided. The sink must drain to a floor sink via an air gap of at least two pipe diameters.
2. The minimum compartment size shall be at least 18” x 18” x 12” deep with minimum 18” x 18” drain boards, however, the sink must otherwise be capable of accommodating the largest utensil to be washed and the drain boards shall be as large as the largest sink compartment.
3. Bar sinks shall have a minimum compartment size of 10” x 14” x 10” deep (or a minimum of 140 square inches in surface size), with dual integral drain boards, a minimum of 16” long. Bar sinks shall drain to a floor sink via legal air gap.
4. When a sink is installed next to a wall, a metal “backsplash” extending up the wall at least eight (8) inches shall be formed as an integral part of the sink, and sealed to the wall.
5. When dishes and utensils are to be sanitized for public re-use, sanitizing agents shall be provided with the appropriate testing equipment, i.e., color test strips.

L. AUTOMATIC DISHWASHER/GLASS WASHERS

1. All automatic dishwashers and glass washers must be approved by the National Sanitation Foundation (NSF), Standard 3, and must drain to a floor sink or other approved method via air gap of at least two pipe diameters.
2. All spray type dishwashers and glass washers which are designed for a hot water bactericidal rinse shall be provided with a booster heater that meets the requirements of Standard No. 5 of the National Sanitation Foundation (NSF) or be connected to an approved re-circulating water system which is capable of maintaining the rinse water at not less than 180 degrees F. These dishwashers require an approved exhaust hood.
3. Dishwashers and glass washers must have two (2) integral stainless steel drain boards at least 18 inches long. Drain boards for under counter units may be adjacent to the machine.
4. The dishwasher must also be provided with thermometers and pressure gauges to indicate the proper water flow pressures, and temperatures. Appropriate valves for testing the accuracy of the gauges and thermometers shall also be properly installed.
5. A minimum of a 3-compartment stainless steel sink with dual integral drain boards is required in addition to any dish or glass washing machine.
6. Chemical sanitizing dishwashers and glass washers shall be provided with a sanitizing test kit.

M. GARBAGE DISPOSALS

1. Garbage disposals, if proposed, must be installed in drain boards if the drain board is lengthened to accommodate the disposal unit in addition to the minimum 18" required drain board size. Garbage disposals shall not be placed in or under any sink compartment. The waste piping shall be connected directly to the sewage system.

N. JANITORIAL SINK AND SUPPLIES

1. A janitorial sink shall be located in a separate janitorial room or separated from the rest of the food establishment by a solid wall partition. The partition surface must be durable, smooth and easy to clean.
2. A one-compartment, wall-mounted janitorial sink or a curbed area properly sloped to a drain that has hot and cold running water through a mixing faucet, with an approved backflow prevention device, shall be installed for general clean-up activities. All curbed area surfaces construction shall be smooth, impervious, and easy to clean. Where duckboards or floor mats are used in the food establishment, a curbed area with a drain is required for cleaning. Walls shall be made waterproof to the level of splash, durable, smooth and easy to clean.
3. A freestanding janitorial sink must be provided with NSF type round metal legs.
4. A locked janitorial room, or cabinet shall be provided for storage of cleaning equipment (mops, buckets, brooms, supplies, etc.). This room or cabinet must be separated from any area used for food preparation, utensil washing, and/or utensil or food storage.

O. HANDWASHING SINKS

1. Hand sinks shall be provided in the food preparation areas. A handwashing sink must be located to allow convenient use by employees in food preparation, food dispensing, and warewashing, but if a handwashing sink is directly accessible within 25 feet of said areas, a separate handwashing sink may not be needed. Directly accessible is defined as no physical barriers, such as swinging doors, curtains, etc. in the 25 foot path.
2. Hot and cold water through a pre-mixing faucet is required. Metered faucets, if installed at hand sink, shall be set for a minimum of 15 seconds.
3. Soap and single-use towels shall be provided in single-service, permanently installed dispensers at the hand sinks.
4. A separate, approved hand sink must be installed within or adjacent to each area of a food establishment which handles unpackaged food, i.e., deli, meat, bakery, sushi bars, oyster bars, etc.

P. GENERAL PURPOSE HOT WATER

1. Provide a hot water heater that is capable of constantly supplying hot water at a temperature of at least 110°F at all times to all sinks, hand lavatories and other clean-up facilities. In sizing the water heater, the peak hourly demands for all sinks, etc., are added together to determine the minimum required recovery rate.
2. All sinks shall be provided with hot and cold running water from a mixing faucet.

Q. DIPPER WELL

1. A running water dipper well must be provided if scoops or other reusable serving utensils are used for dipping ice cream, butter, etc. The dipper well shall be drained to a floor sink via air gap of at least two pipe diameters.

R. WINDOW SCREENS

1. All windows capable of being open, such as restroom windows, shall be screened with not less than 16-mesh screening.

S. SERVICE OF UNPACKAGED FOODS/UTENSILS DIRECTLY TO OR BY THE CUSTOMER

1. Displays of unpackaged foods or utensils shall be shielded so as to intercept a direct line between the customer's mouth and the food or utensils being displayed, or shall be dispensed from approved self-service containers.
 - a. Cafeteria, buffet and salad bar self-service, food preparation equipment and food preparation areas, etc., shall be protected by approved sneeze guards.
 - b. Cleaned and sanitized glasses and stemware that are displayed or stored in bar areas over customer service counters shall be protected from contamination by customers.
 - c. Approved self-service containers shall have close-fitting individual covers and if opened by the customer shall be self-closing.

T. BACK-UP DRY FOOD AND BEVERAGE STORAGE

1. Adequate and suitable floor space shall be provided for the storage of food, beverages, and related products. In addition to working storage and refrigeration storage, additional backup storage must be provided. Working storage is considered to be cabinets over and under food handling equipment and wall mounted shelves which are located in and used in conjunction with food preparation areas.
 - a. The floor space required for backup dry food storage shall be a space equal to 25% of the food preparation area. (A minimum of 100 square feet of floor space is required for dry storage).
 - b. In most cases, at least 32 linear feet of approved shelving units are required for each 100 square feet of floor space dedicated to dry storage. However, depending on the size and type of operation, additional shelving may be required.
 - c. Shelving units shall be a minimum of 18 inches in depth and at least three tiers high.
2. Shelving shall be of smooth metal or wood that has been finished and sealed and is easy to clean. Shelves installed on a wall shall have at least one (1) inch of open space between the back edge of the shelf and the wall surface; otherwise, the back edge of the shelf shall be sealed to the wall with approved silicone sealant or equivalent. The lowest shelf shall be at least six (6) inches above the floor, with a clear, unobstructed area below or be the upper surface of a completely sealed continuously coved base, with minimum height of four (4) inches. All shelves located below a counter work surface shall be set back at least two (2) inches from the drip line of the surface above.

If shelves are supported by legs on the floor, the legs shall be smooth, round, metal equipment legs.

3. Each department in a grocery store which handles unpackaged foods, i.e., deli, meat, bakery, etc., and satellite food service facilities in restaurants, i.e., sushi bars, oyster bars, etc., must provide its own dry food storage space based upon the minimum requirements contained in this section. This is in addition to general bulk storage.
4. Within bars/taverns, a separate room or area with at least 50 square feet of floor space shall be dedicated for backup beverage and bar supply storage. At least 16 linear feet of approved shelving units shall be installed in the 50 square feet of dedicated floor space. However, depending on the size and type of operation, additional shelving may be required. When a bar is located within a restaurant, the storage requirement for the bar must be provided in addition to the required back up dry food storage.
5. Within produce departments of grocery stores or produce stores (produce only), a separate room or area with at least 50 square feet of floor space shall be dedicated for storage of food and packaging supplies. In most cases, at least 16 linear feet of approved shelving units shall be installed in the 50 square feet of dedicated backup storage space. However, depending on the size and type of operation, additional storage may be required.
6. Adequate and suitable space shall be provided for storage of clean linens, including apparel, towels and cleaning cloths.

U. RESTROOMS

1. Toilet facilities shall be provided within each food establishment, convenient for the employees. Restrooms shall be provided in accordance with current building codes. Check with local building and safety departments for special circumstances, such as handicapped requirements.
2. Toilet facilities shall be so situated that patrons do not pass through food preparation, food storage or utensil washing areas when they are allowed access to the toilet facilities.
3. The floors, walls and ceilings shall have surfaces that are smooth, non-absorbent, and easy to clean.
4. Hand washing lavatories shall be provided within or immediately adjacent to the toilet rooms. The lavatory shall be provided with hot and cold running water from a pre-mixing faucet. Soap and sanitary towels in single-service, permanently installed dispensers shall be provided at the lavatory sink.
5. Toilet tissue shall be provided in a permanently installed dispenser at each toilet.
6. The restrooms shall be provided with tight-fitting, self-closing doors.
7. All toilet rooms shall be provided with ventilation approved by this Department. If adequate ventilation cannot be provided by a screened window that can be opened, mechanical ventilation will be required.

V. DELIVERY DOORS

1. All delivery doors leading to the outside shall open outward, be self-closing, and may require an overhead air curtain. The air curtain, when installed inside the building, must produce a downward-outward air flow not less than three inches thick at the nozzle with an air velocity of not less than 750 FPM (feet per minute) across the entire opening at a point three feet above the floor. When installed outside the building, the same velocity of air must be directed straight down over the entire door opening. The air curtain shall turn on automatically when the door is opened with a door-activated micro switch.
2. Large cargo-type doors shall not open directly into a food preparation area. Cargo-type doors that open into any food warehouse or food facility may only be open during deliveries.
An air curtain is not a substitute device to permit a door to remain open.

W. CUSTOMER'S ENTRANCE DOOR

1. All entrance doors leading to the outside shall be tight-fitting, open outward and be self-closing to effectively prevent the entrance of flies and rodents.

X. GARBAGE AND TRASH AREA

1. An area shall be provided for the storage and cleaning of garbage and trash containers.
2. The walls, floor and ceiling of this room or outside area shall be constructed so as to be smooth, impervious and easy to clean
3. Inside trash storage areas shall properly drain (slope 1:50) to a floor drain.
4. Outside trash storage areas shall properly drain so as not to create a nuisance.
5. Outside trash storage areas should be situated as far away from delivery doors as possible.

Y. LIGHTING (6-303.11)

1. A minimum of 50 foot-candles shall be provided at a surface where a food employee is working with food or working with utensils or equipment such as knives, slicers, grinders, or saws where employee safety is a factor.
2. A minimum of 20 foot-candles shall be provided:
 - a. At a surface where food is provided for consumer self-service such as buffets and salad bars or where fresh produce or packaged foods are sold or offered for consumption.
 - b. Inside equipment such as reach-in and under-counter refrigerators and
 - c. At a distance of 30 inches above the floor in areas used for hand washing, warewashing, and equipment and utensil storage, and in toilet rooms.
3. A minimum of 10 foot-candles shall be provided at a distance of 30 inches above the floor, in walk-in refrigeration units and dry food storage areas and in other areas and rooms during periods of cleaning.
4. Light fixtures in areas where food is prepared, open food is stored, or utensils are cleaned shall be of shatterproof construction or shall be protected with shatterproof shields.

Z. VENTILATION

1. Provide adequate ventilation to remove gases, odors, steam, heat, grease, vapors or smoke from all rooms in the facility including toilet, janitorial, storage, change rooms, etc.

AA. EQUIPMENT

1. All new and replacement equipment shall meet or be equivalent to applicable National Sanitation Foundation (NSF) standards or, *in the absence of applicable NSF standards, equipment design, construction and installation is subject to approval by the Division of Environmental Health Services.*
2. All show and display cases, counters, shelves, tables, refrigeration equipment, sinks and other equipment used in connection with the preparation, service and display of food, shall be made of non-toxic materials and so constructed and installed as to be easily cleaned.
3. All floor mounted equipment shall be placed on a minimum of six (6) inch high, NSF type metal legs or completely sealed in position on a four (4) inch high continuously coved base or concrete curb, or on approved casters, or cantilevered from the wall in an approved manner.
4. Applicants for vending machine permits shall provide a letter of certification from NAMA (National Automatic Merchandising Association), or submit for review and approval a complete set of plans and specifications documenting the equipment is NSF/ANSI approved, which show compliance with the regulations in the Food Code for each type of vending machine proposed to be used. No potentially hazardous food or water vending machine shall be placed into service without review and approval from the Department.

BB. WATER

1. An adequate, protected, pressurized, potable water supply of 20 psi shall be provided to serve the facility. The water supply shall be from an approved source.

CC. BACKFLOW PROTECTION

1. An approved backflow prevention device shall be properly installed upstream of any potential hazard between the potable water system and a source of contamination, e.g., all threaded water outlets, mop sinks, sprayers, dishwashers, etc.

DD. SEWAGE DISPOSAL/GREASE INTERCEPTORS

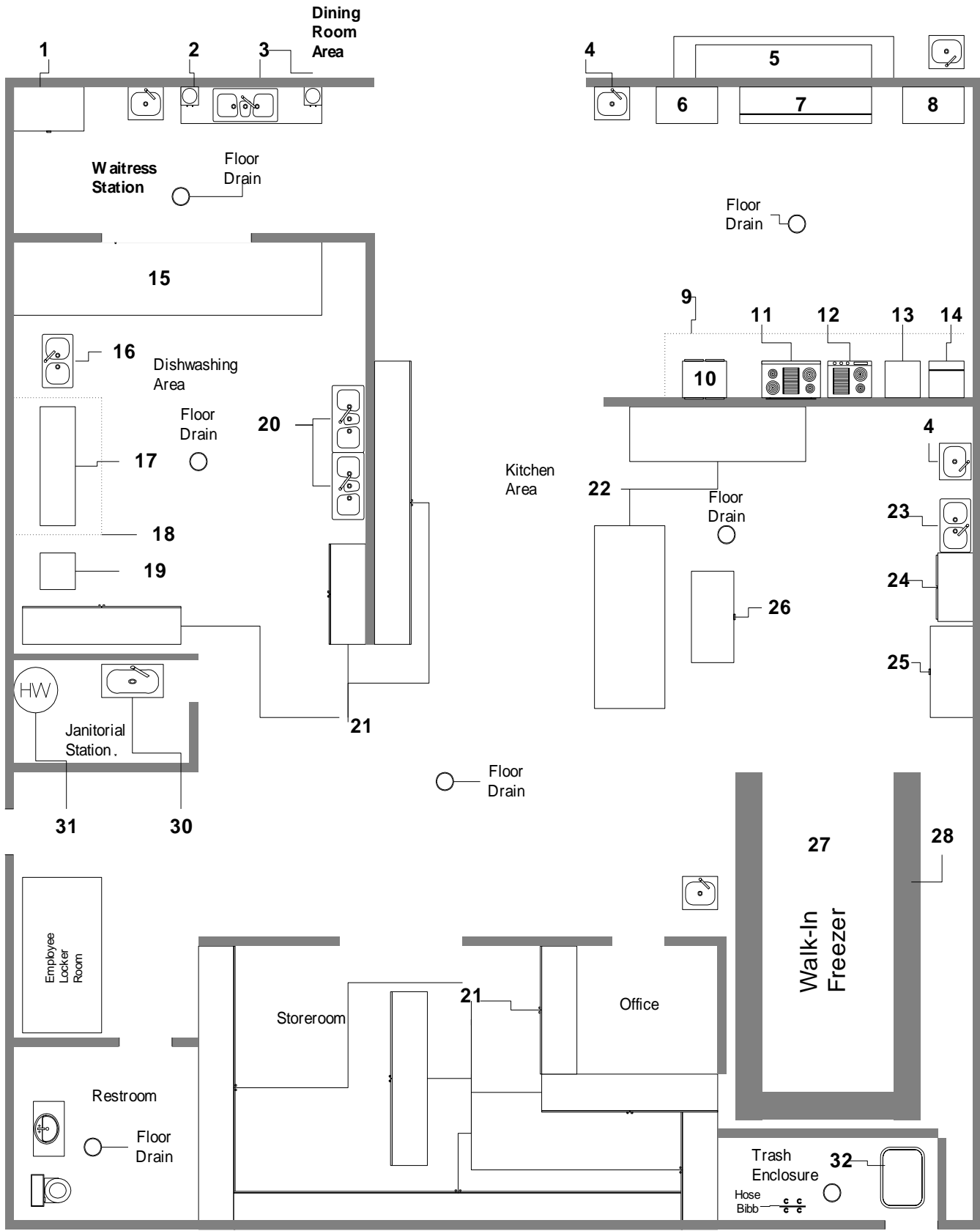
1. All liquid waste, including sewage, generated by a food establishment, shall be disposed of in an approved manner into either a public sewer system or to an approved on-site sewage disposal system.
2. Grease interceptors are required in most food establishments. Check with local Building Department and the Mohave County Division of Environmental Health for requirements.

EE. WASHER & DRYER LOCATION

1. Washers and dryers used for laundering the food establishment's supplies must be located in a room separate from all food preparation and service areas, storage, warewashing, and toilet rooms.

APPENDIX A

(Each piece of equipment is numbered to correspond with the equipment checklist in Appendix B.)



APPENDIX B

ITEM#	ITEM	MANUFACTURER	MODEL NUMBER	NSF	SPECIALLY FABRICATED	OTHER DOCUMENTATION	READILY MOVEABLE BY ONE PERSON (WHEN	CASTERS (C) AND/OR FLEXIBLE CONNECTORS (F)	SEALED TO FLOOR	DISTANCE FROM FLOOR	SEALED TO BACK WALL	DISTANCE FROM BACK WALL
1	ICE MAKER			X						6"		6"
2	COFFEE MAKER			X			X					
3	COUNTER W/WATER & ICE BASIN				X				X		X	
4	EMPLOYEE HAND SINK			X						30"	X	
5	SALAD BAR				X				X		X	
6	WORK TABLE S/S			X			X					
7	REFRIGERATED PREP UNIT			X			X	C				
8	REACH IN FREEZER			X						6"		6"
9	EXHAUST HOOD (TYPE I)			X	X						X	
10	CONVECTION OVEN/STAND			X						36"		6"
11	6 BURNER RANGE/OVEN			X			X	CF				
12	GRILL			X			X	CF				
13	FRYER DUMP STATION S/S			X	X					36"		
14	DEEP FAT FRYER			X						6"		6"
15	SULLED DISHTABLE S/S			X	X					36"	X	
16	SCRAP SINK W/PRERINSE & GARBAGE DISPOSAL			X	X					6"	X	
17	HIGH TEMP. DISHWASHER			X						10"		6"
18	VAPOR HOOD (TYPE II)			X	X						X	
19	CLEAN DISHTABLE S/S			X	X					36"	X	
20	3-COMPARTMENT POT SINK			X						22"	X	
21	STORAGE SHELVING			X						6"		1"
22	WORKTABLES S/S			X	X		X			6"		
23	FOOD PREP SINK			X	X					22"	X	
24	WORKTABLES S/S			X	X					6"	X	
25	REACH IN FREEZER			X						6"		6"
26	REFRIGERATED PREP UNIT			X						6"		
27	WALK IN COOLER			X					X		X	
28	WALK IN COOLER SHELVING S/S			X	X					6"		1"
29	EMPLOYEE LOCKERS									6"	X	
30	MOP SINK								X		X	
31	WATER HEATER								X			6"
32	GARBAGE DUMPSTER						X					

Appendix A & B provided courtesy of San Joaquin County Environmental Health Department

APPENDIX C

The following is a sample only.

Equipment	Hot Water	Cold Water	Waste Water	Comments
Utensil Washing (3-Compartment) sink	1/2"	3/4"	Floor sink	Indirect drain through air gap
Food Preparation sink	1/2"	1/2"	Floor sink	Indirect drain through air gap
Hand sink	1/2"	1/2"	Direct drain	
Mop sink	1/2"	1/2"	Direct drain	
Dish Machine	1/2"	1/2"	Floor sink	Indirect drain through air gap
Ice Machine		1/2"	Floor sink	Indirect drain through air gap

APPENDIX D

This is a sample only. Specific brand names and colors for materials should be specified to insure acceptability.

	FLOOR	FLOOR BASE OR COVE	WALLS	CEILING
FOOD PREP	<i>Quarry Tile</i>	<i>Quarry Tile, Up wall 4", 3/8" radius cove</i>	<i>F.R.P.</i>	<i>Washable, non-absorbent lay-in ceiling panels.</i>
DISHWASHING	<i>Quarry Tile</i>	<i>Quarry Tile, as above</i>	<i>F.R.P.</i>	<i>Same as above</i>
STOREROOM	<i>Commercial Grade Sheet Vinyl</i>	<i>Continuous with floor up wall 4" with 3/8" radius cove</i>	<i>Drywall with white gloss enamel</i>	<i>Same as above</i>
WAITRESS SERVICE STATION	<i>Quarry Tile</i>	<i>Quarry tile, as above</i>	<i>Greenboard, 4' ceramic wainscot, light-colored</i>	<i>Same as above</i>
BAR	<i>Quarry tile</i>	<i>Quarry tile, as above</i>	<i>Light colored, enamel painted drywall</i>	<i>Same as above</i>
SALAD BAR	<i>Quarry tile, extends 24" beyond table on all sides</i>	<i>Quarry tile, as above</i>	<i>N/A</i>	<i>Washable ceiling panels</i>
RESTROOMS	<i>Ceramic Tile</i>	<i>Continuous with floor up wall 4" with 3/8" sanitary cove</i>	<i>Greenboard, 4' ceramic wainscot</i>	<i>Water-resistant drywall, white enamel</i>
CLEANING EQUIPMENT/MOP EQUIPMENT	<i>Quarry Tile</i>	<i>Continuous with floor, 3/8" radius cove</i>	<i>F.R.P.</i>	<i>Washable non-absorbent ceiling panels</i>
DRESSING ROOM (S)	<i>Ceramic Tile</i>	<i>Continuous with floor up wall 4" with 3/8" radius cove</i>	<i>Drywall-white enamel</i>	<i>Light-colored enamel painted drywall</i>
WALK-IN REFRIGERATOR	<i>**Sealed smooth concrete</i>	<i>Prefabricated stainless steel wall, 3/8" radius sanitary cove</i>	<i>Prefabricated stainless steel</i>	<i>Prefabricated stainless steel</i>