

# Recommended Guidance For Permanent Outdoor Cooking Establishments 2003

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And Plan Review Development Committee  
Of The Conference for Food Protection

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## **1 INTRODUCTION**

The cooking of foods outdoors and the enjoyment of outdoor food events is part of a long-standing tradition in this country and worldwide. Today, across the United States, many food operators and consumers wish to continue providing and enjoying outdoor cooking and dining experiences. Geographically and environmentally, there are many areas of the country where a year-round permanent outdoor cooking operation is feasible and where seasonal outdoor cooking operations are safely conducted.

Permanent Outdoor Cooking Establishments (POCE) include a wide range of facilities from

barbecue pits at beach resorts to campfire meals at dude ranches, pig roasts and clam bakes, and multi-menu food service sites in amusement and theme parks. It is essential that the equipment and physical facility requirements be based upon a menu review of the items to be prepared, cooked, held, and served. Many of these POCEs are high risk operations engaging in extensive preparation of raw ingredients: processes that include the cooking, hot and cold holding, and reheating of potentially hazardous foods.

**According to recent data from the Centers for Disease Control and Prevention (CDC), [Reference information: CDC publication, MMWR “Surveillance for Foodborne Disease Outbreaks – United States, 1993-1997, March 17, 2000/ 49 (SS01):1-51. It is on the web at <http://www.cdc.gov/epo/mmwr/preview/mmwrhtml/ss4901a1.htm>] the most commonly reported risk factor that contributed to foodborne disease was improper holding temperature. The second most commonly reported risk factor was inadequate cooking of food. Other risk factors include poor personal hygiene, contaminated equipment, and foods from unsafe sources. Regardless of whether food is prepared outdoors or indoors, or at permanent, seasonal, or temporary sites, these risk factors must be controlled in order to ensure the safety of the foods being prepared, served, and consumed.**

POCEs present unique challenges associated with the type of cooking equipment and infrastructure proposed to be utilized outdoors, including adequate access to utilities at the outdoor site. POCEs can be operated safely when they are in compliance with well-defined regulatory standards that are established to control and minimize the contributing factors of foodborne disease identified above. For the purpose of this document, the term “permanent” used in conjunction with outdoor cooking establishments refers to a repeated, routine frequency of occurrence at a fixed outdoor site/location. Some outdoor cooking operations may occur seasonally (for example: Memorial Day through Labor Day) or in conjunction with celebrations longer than the two weeks allowed for with temporary food operations.

The minimum guidelines set forth in this document for cooking foods outdoors are extracted from, or consistent with, the requirements of the current version of the U.S. Public Health Service, Food and Drug Administration’s Food Code (hereafter referred to as the Food Code). These guidelines provide the basis on which regulatory authorities can evaluate and permit permanent outdoor cooking establishments.

## **2 CRITERIA AND CHECKLIST FOR PERMANENT OUTDOOR COOKING ESTABLISHMENTS**

### **2.1 Submitting and Reviewing POCE Facility Plans**

No person, firm, or corporation should be allowed to operate or maintain an establishment where food or beverages are served to the public without a valid permit to operate from the Regulatory Authority. Prior to giving approval to and

issuing a permit or license to a POCE, the Regulatory Authority is responsible for performing a pre-operational plan review and opening inspection. The plans and specifications for a POCE should include all the information necessary, such as outlined in this document, to demonstrate conformance with, and an understanding of, food safety code provisions. The pre-operational review provides the opportunity to discuss areas of concern and should be conducted prior to the issuance of a permit.

Operators seeking approval for a POCE must submit a set of plans for plan review consistent with the criteria provided in sections 8-201.11 and 8-201.12 of the Food Code. Outdoor cooking establishments that are fully compliant with the Food Code will not require any variances from the Food Code different from those required for other types of food establishments. However, upon completion of a plan review, the Regulatory Authority may determine that a variance request is necessary based on the type of proposed operation, proposed menu items or proposed equipment, or may limit the menu based upon the limitations of the POCE – the same as any other food Operation.

## **2.2 Support Services Provided by a Licensed Permanent Food Operation**

A POCE must be operated in conjunction with a licensed, permanent food establishment that will provide “support services” for the outdoor cooking location. The licensed, permanent food establishment shall be a fixed facility – not a temporary or mobile type establishment. Support services may include, but are not limited to, a variety of services such as: the supply of potable water; the availability of adequate plumbing and waste disposal; storage and preparation facilities for food products (including refrigeration and cooking facilities); storage and cleaning facilities for equipment and utensils; storage and maintenance of other supplies; and personnel resources. The licensed, permanent food establishment must be of such size and scope as to accommodate its own operation, as well as support the needs of the POCE.

A copy of the current license and most recent inspection report for the licensed permanent food establishment used for support services must be provided.

The scope and frequency of support services should be determined at the time of plan review and be based on the menu, the number of anticipated customers, the frequency of the outdoor cooking operation, and the limitations of the POCE.

The licensed, permanent food establishment must have a Certified Food Manager who is responsible for the overall operation of both the licensed, permanent food establishment and the POCE. In addition, the POCE should have a Certified Food Manager present during all hours of its operation or, at a minimum, meet other requirements as specified in paragraphs 2-102.11 (A) and (C) of the Food Code.

## **2.3 Location of the Permanent Outdoor Cooking Establishment**

The POCE must be located in an area that allows convenient access to the support services provided by the licensed permanent food establishment. Safe

and protected transportation of food, equipment, utensils, etc. from the licensed permanent food establishment used for support services to the POCE must be evaluated.

## 2.4 Food Preparation at the Permanent Outdoor Cooking Establishment

The person in charge will be responsible for the overall operation of the POCE. The menu and manner for cooking, preparation, and service of the food and beverage items must specifically be identified and evaluated. Any changes to the menu must be submitted to and approved by the Regulatory Authority prior to their service. All food and beverage items to be offered at the POCE must be identified prior to an evaluation of the structural components of the POCE.

### 2.4.1 FOOD SOURCE AND TEMPERATURE

#### 2.4.1.1 SOURCE

All food must be obtained from sources that comply with law. All meat and poultry must come from USDA or other acceptable government regulated approved sources. Home canned foods are not allowed nor shall there be any home cooked or prepared foods offered at the POCE. Ice for use as a food or a cooling medium shall be made from potable water. Food must be from an approved source as referenced in Food Code subpart 3-201.

#### 2.4.1.2 PREPARATION

All potentially hazardous food which is pre-cooked and pre-cooled off site for service at the POCE must be prepared **at an approved, permanently established, food service or processing establishment.**

#### 2.4.1.3 TEMPERATURES (Refer to Parts 3-4 and 3-5 of the Food Code

for a complete listing of required temperatures for cooking, thawing, cooling, reheating, hot holding and cold storage).

Potentially hazardous food must be maintained at 135 °F or higher or 41°F or below. Food must be cooked to the minimum temperatures and times specified below:

- 165°F for 15 seconds--poultry; stuffing containing fish, meat, or poultry; stuffed fish, meat, pasta, or poultry;
- 155°F for 15 seconds--comminuted fish; comminuted meat (hamburgers); pooled raw eggs or as specified in the Food Code Part 3-401.11 (A) (2);
- 145°F for 15 seconds-- fish; meat; pork; and raw shell eggs that are broken and prepared in response to a consumer's order for immediate service.

NOTE \*\*POCE operators should consult with the Regulatory Authority if considering cooking roasts (whole beef, pork, cured pork (ham) and corned beef) to ensure compliance with the provisions of the Food Code.

#### 2.4.1.4 THAWING

Potentially hazardous food shall be thawed either under refrigeration that

maintains the food temperature at 41°F or less; completely submerged under running water at a temperature of 70°F or below; or as part of a cooking process.

#### 2.4.1.5 COOLING

Cooked potentially hazardous food shall be cooled from 135°F to 70°F within 2 hours; and from 135°F to 41°F within a total of 6 hours or less at the licensed permanent food establishment used for support services. **Cooling is not permitted at the POCE.**

#### 2.4.1.6 REHEATING FOR HOT HOLDING

Potentially hazardous food that is cooked, cooled, and reheated for hot holding shall be reheated so that all parts of the food reach a temperature of at least **165°F for 15 seconds**. Reheating shall be done rapidly so that the time the food is between 41°F and 165°F does not to exceed 2 hours.

### *2.4.2 FOOD AND UTENSIL STORAGE & HANDLING*

#### 2.4.2.1 DRY STORAGE

All food, equipment, utensils, and single service items shall be stored at least 6" off the ground or floor on pallets, tables, or shelving protected from contamination and shall have effective overhead protection.

#### 2.4.2.2 COLD STORAGE

Commercial refrigeration units should be provided to keep potentially hazardous foods at 41°F or below. Equipment shall be installed and used in accordance with the manufacturer's instructions. An effectively insulated, hard sided, cleanable container with sufficient ice or other means to maintain potentially hazardous foods at 41°F or below may be approved for the storage of small quantities of potentially hazardous foods. Unpackaged food may not be stored in direct contact with undrained ice.

#### 2.4.2.3 HOT STORAGE

Hot food storage units shall be used to keep potentially hazardous foods at 135°F or above. Electrical equipment, propane stoves, grills, etc. must be capable of holding foods at 135°F or above. Equipment shall be installed and used in accordance with the manufacturer's instructions.

#### 2.4.2.4 TEMPERATURE MEASURING DEVICES

Temperature measuring devices, appropriate to the operation, must be used for monitoring the types of potentially hazardous foods prepared in the POCE.

A thermocouple, thermistor or metal stem thermometer shall be provided to check the internal temperatures of potentially hazardous hot and cold food items. Food temperature measuring devices shall be accurate to  $\pm 2^\circ\text{F}$ , and should have a suggested range of 0°F to 220°F. Each refrigeration unit should have a numerically scaled thermometer accurate to  $\pm 3^\circ\text{F}$  to measure the air temperature of the unit.

#### 2.4.2.5 FOOD PREPARATION

All cooking and serving areas shall be protected from contamination. Open or uncovered working containers of food can be allowed at the POCE provided that

the containers can be closed, covered, or otherwise protected after use or the structure of the POCE provides adequate protection. Cooking equipment, such as BBQs, propane stoves, and grills, should be roped off or otherwise segregated from the public. Patrons or other unauthorized individuals must be prevented from accessing unsupervised areas of the POCE where food, food-contact surfaces, and equipment are located.

#### 2.4.2.6 FOOD DISPLAY

All food shall be protected from customer handling, coughing, sneezing or other contamination by wrapping, the use of food shield or other effective barriers. Condiments must be dispensed in single service type packaging, in pump-style dispensers, or in protected squeeze bottles, shakers, or similar dispensers which prevent contamination of the food items by food workers, patrons, insects, or other sources.

#### 2.4.2.7 COOKING EQUIPMENT

Charcoal and wood cooking devices are not recommended. Propane stoves or grills are approved as cooking devices. The local fire safety authority must approve these devices. All cooking of foods should be done towards the rear of the POCE. Cooking equipment should be separated from the public for a distance of at least 4 feet by roping off or by other means to protect the food and patrons from burns or splashes of hot grease.

#### 2.4.2.8 IN-USE UTENSIL STORAGE

Food dispensing utensils must be stored in the food with their handles above the top of the food and container; in running water of sufficient velocity to flush particulates to the drain; on a clean portion of the food preparation table or cooking equipment; or in a container of water if the water is maintained at a temperature of at least 135°F and the water is changed at least every 4 hours or as needed to prevent accumulation of debris in the water. Back-up utensils must be stored clean and dry and in a protected location.

#### 2.4.2.9 CROSS CONTAMINATION

Food shall be protected from cross contamination by separating raw animal foods from ready-to-eat foods during storage, preparation, holding, and display. Equipment and utensils (including knives, cutting boards, and food storage containers) must be thoroughly cleaned and sanitized after being used for raw animal foods and before being used for ready-to-eat food.

### 2.5 PERSONNEL

#### 2.5.1 HANDWASHING

Handwash facilities must be located in all POCEs where food preparation occurs. Potable hot and cold running water under pressure with suitable hand cleaner, dispensed paper towels, and waste receptacle should be provided. Minimum requirements should include: a 5 gallon insulated container with a spigot which can be turned on to allow potable, clean, warm, water to flow over one's hands into a waste receiving bucket of equal or larger volume; suitable hand cleaner; dispensed towels; and a waste receptacle.

Handwashing facilities shall be equipped to provide water at a temperature of at least 100°F.

Handwashing must be performed in conformance with Food Code sections 2-

301.14, When to Wash and 2-301.15, Where to Wash. Hand wash stations are not required if the **only** food items offered are commercially pre-packaged foods that are dispensed in their original containers. Food employees shall clean their hands and exposed portions of their arms immediately before engaging in food preparation including working with exposed food, clean equipment and utensils, and unwrapped single-service and single-use articles and:

- After touching bare human body parts other than clean hands and clean, exposed portions of arms;
- After using the toilet;
- After caring for or handling service animals;
- After coughing, sneezing, using a handkerchief or disposable tissue, using tobacco, eating, or drinking;
- After handling soiled equipment or utensils;
- During food preparation, as often as necessary to remove soil or contamination;
- When switching between working with raw food and ready-to-eat food;
- Before donning gloves for working with food; and
- After engaging in other activities that contaminate the hands.

#### 2.5.2 HEALTH

Employees with communicable diseases which can be transmitted through food, i.e., **S. Typhi**, **Shigella** spp., shiga toxin-producing **Escherichia coli**, and Hepatitis A, or who are experiencing vomiting and/or diarrhea or other symptoms of foodborne illness or with an infected boil or wound likely to come in contact with food or equipment must be excluded from food activities. Foodworkers shall not have any open cuts or sores on their hands, wrists, or other exposed portions of their arms.

#### 2.5.3 HYGIENE

Food service workers shall maintain a high degree of personal cleanliness and shall conform to good hygienic practices during all working periods. Food service workers shall have clean outer garments and effective hair restraints. Smoking and eating are not allowed by food service workers in the food preparation and service areas. Drinking by food service workers is allowed only from a closed beverage container to prevent contamination of the employee's hands, the container, and exposed food and food contact surfaces. All non-working, unauthorized persons should be prohibited from food preparation and service areas. Food service workers shall wash their hands prior to entering the POCE or food preparation and service areas, immediately before engaging in food preparation, after using the toilet room, and as often as necessary to remove soil and contamination and to prevent cross contamination.

#### 2.5.4 FOOD PREPARATION

Employees preparing food may not contact exposed, ready-to-eat food with their bare hands and shall use suitable utensils such as deli paper, spatulas, tongs, single-use gloves or dispensing equipment.

#### 2.5.5 FOOD MANAGER:

The POCE should have a Certified Food Manager present during all hours of its operation or, at a minimum, meet other requirements as specified in the Food

Code sections 2-102.11 (A) and (C). The Certified Food Manager shall be responsible for compliance with health code requirements and shall be responsible for maintaining an accurate record of each worker's assignments at the POCE. The licensed, permanent food establishment must have a Certified Food Manager who is responsible for the overall operation of both the licensed, permanent food establishment and the POCE.

## **2.6 EQUIPMENT**

Hot and cold holding equipment, cooking facilities, preparation surfaces, and dispensing equipment must be appropriate for the types and quantities of food items being prepared and served at the POCE.

### **2.6.1 GENERAL**

Construction, maintenance, and cleaning of all equipment shall be in accordance with Chapter 4 of the Food Code. Equipment may be movable rather than permanently secured in place.

### **2.6.2 FOOD-CONTACT SURFACES**

All food-contact surfaces used in an POCE shall be designed, constructed, and maintained in accordance with the Food Code requirements. Surfaces shall be smooth, easily cleanable, free of rust, dents or pitting, and durable under outdoor use conditions.

### **2.6.3 COOKING EQUIPMENT**

Equipment used at the POCE must be capable of cooking potentially hazardous foods to the minimum temperatures and times specified in Section 3-401.11 of the Food Code. If reheating of previously cooked and cooled foods is done at the POCE, the equipment used must be capable of reheating all potentially hazardous foods to 165°F within 2 hours.

A continuous, consistent heat source such as that from gas or electric cooking equipment is preferred over wood or charcoal. Cooking equipment shall be installed and used in accordance with the manufacturer's instructions.

### **2.6.4 HOT HOLDING EQUIPMENT**

Equipment used at the POCE for hot holding must be capable of maintaining potentially hazardous foods at 135°F or above.

A continuous, consistent heat source such as that from gas or electric equipment is preferred over wood, charcoal, or sterno. Hot holding equipment shall be installed and used in accordance with the manufacturer's instructions.

### **2.6.5 COLD HOLDING EQUIPMENT**

Equipment used at the POCE for cold holding must be capable of maintaining potentially hazardous foods at 41°F or below. An approved source of ice may be used, provided that there is an adequate supply to keep potentially hazardous foods at 41°F or below at all times. Unpackaged foods may not be stored in direct contact with undrained ice.

Refrigeration, such as mechanical, absorption or thermoelectric, shall be installed and used in accordance with the manufacturer's instructions.

Low ambient air temperature shall not be considered an acceptable alternate to cold holding equipment.

## **2.7 CLEANING OF EQUIPMENT AND SURFACES**

The licensed permanent food establishment used for support services should be used by the POCE for cleaning and sanitizing equipment and utensils if adequate facilities are not available at the POCE. *Equipment and utensils must be cleaned and sanitized at least every 4 hours.*

### **2.7.1 WAREWASHING**

A commercial dishwasher or 3-compartment sink set-up should be utilized to wash, rinse, and sanitize equipment and utensils coming into contact with food. The minimum requirements for a utensil washing set-up to wash/rinse/sanitize should consist of 3 basins, large enough for complete immersion of utensils, a potable hot water supply, and an adequate disposal system for the wastewater.

### **2.7.2 SANITIZING**

Approved sanitizers should be provided for sanitizing food contact surfaces, equipment, and wiping cloths. Sanitizers must be used at appropriate strengths following label instructions. An appropriate test kit must be available to accurately measure the concentration of sanitizing solutions.

### **2.7.3 WIPING CLOTHS**

Wiping cloths that are in use for wiping food spills shall be used for no other purpose and shall be stored clean and dry or in a clean sanitizing solution at the proper concentration.

## **2.8 WATER SUPPLY AND WASTEWATER DISPOSAL**

### **2.8.1 WATER**

An adequate supply of potable water meeting the Food Code section 5-102.11 shall be available on site for cooking and drinking purposes; for cleaning and sanitizing equipment, utensils, and food contact surfaces; and for handwashing. Water must come from an approved public water supply or an approved well water supply. The water supply system and hoses carrying water must be constructed with approved food contact materials. The water supply must be installed to preclude the backflow of contaminants into the potable water supply. All hose and other connections to the potable water supply shall be maintained a minimum of 6" above the ground or top plane surface unless the water authority permanently connects the potable water supply. A supply of commercially bottled drinking water or sanitary potable water storage tanks may be allowed if approved by the Regulatory Authority.

### **2.8.2 WASTEWATER DISPOSAL**

Wastewater shall be disposed in an approved wastewater disposal system. Wastewater may not be dumped onto the ground surface; into waterways; or into storm drains, but shall be collected and dumped into a receptacle or sink drain

designated for the collection of wastewater or into a toilet directed to a sanitary sewer.

## **2.9 Premises and Structural Facilities of the POCE**

All usual and customary public health risks must be evaluated when assessing an outdoor cooking operation with the additional consideration of exterior environmental factors. The structural requirements for the outdoor site depend on the nature of the food preparation and service. Greater structural protection is required if food is being prepared, held, and/or served at the outdoor site. Protection may include isolation from waste disposal, sewage and rainwater runoff locations, maintenance of vegetation and effective ongoing pest management initiatives. The local authority should assess the food preparation and service in relation to the environmental factors to determine the appropriate structural protection.

### **2.9.1 COUNTERS/SHELVES**

All food contact surfaces shall be smooth, easily cleanable, durable and free of seams and difficult to clean areas. All other surfaces shall be finished so that they are easily cleanable.

### **2.9.2 OVERHEAD PROTECTION**

Each individual piece of cooking and hot and cold holding equipment must be separately covered (cooker top, chafing dish lid, etc.) or have overhead protection. Examples of acceptable overhead protection are roofs or other permanent structures, tents, canopies, awnings, or table-type umbrellas. Tents, canopies, and awning are not suitable for use over frying or grilling operations that generate airborne grease. Protection of individual food containers may still be necessary even if a tent or canopy is provided. State/local fire codes may dictate the types of overhead protection acceptable to be installed over cooking equipment.

If tables or other food contact surfaces are used when cutting, slicing, washing, portioning, or otherwise preparing food items, then a roof or other permanent overhead protection would be required over these areas to protect the food.

### **2.9.3 WALLS**

If cooking and hot and cold holding equipment are separately covered, walls may not be required at the POCE unless a specific environmental condition exists to require additional food protection. In certain locations walls would be required to protect against the elements, windblown dust and debris, insects or other sources that may contaminate food, food contact surfaces, equipment, utensils, or employees. Screening may be approved by the Regulatory Authority if it provides adequate protection.

If tables or other food contact surfaces are used when cutting, slicing, washing, portioning, or otherwise preparing food items, then walls would be required to provide additional food protection.

Walls must be washable, durable, nonabsorbent, and stain resistant. Pass-through windows may be installed in the walls.

#### 2.9.4 FLOORS

Unless otherwise approved, floors of POCEs should be constructed of concrete; asphalt; non-absorbent matting; tight wood; or removable platforms or duckboards, which minimize dust and mud. The floor area should be graded to drain away from the POCE.

#### 2.9.5 VENTILATION AND FIRE PROTECTION

Local regulations shall govern ventilation and fire protection requirements at the POCE. Section 6-304.11 of the Food Code shall also apply to the POCE in the case of enclosed areas.

#### 2.9.6 LIGHTING

Adequate lighting by artificial or natural means must be provided at the POCE. The lighting intensity shall be in accordance with Section 6-303.11 of the Food Code.

#### 2.9.7 GARBAGE

An adequate number of non-absorbent, easily cleanable garbage containers should be provided at the POCE. Garbage containers must be covered when not in use, rodent-proof, and non-absorbent. Grease must be disposed of properly and shall not be dumped onto the ground surface.

#### 2.9.8 TOILET FACILITIES

An adequate number of approved toilet and handwashing facilities shall be provided for food service workers at the POCE. The toilet facilities, preferably permanently established, should be conveniently located to the food preparation areas (within 500 feet of the food preparation areas). Toilets may consist of properly designed, operated, and maintained portable toilets. Handwashing facilities must be provided at all toilet facilities used by the food workers.

#### 2.9.9 CLOTHING STORAGE

Personal clothing and belongings should be stored at a designated place in the POCE away from food preparation, food service and warewashing areas.

#### 2.9.10 TOXIC MATERIALS

Poisonous or toxic materials shall be properly labeled and stored so they cannot contaminate food, equipment, utensils, and single-service and single-use articles. Only those chemicals necessary for the food service operation shall be provided.

#### 2.9.11 SECURITY

The POCE must be secured to prevent unauthorized access to food, equipment, utensils, and related items when the Certified Food Manager and staff are not present.

### 3 PERMANENT OUTDOOR COOKING ESTABLISHMENT CHECKLIST

*Use this guide as a checklist for plan review and for pre-opening inspections.*

#### FOOD SOURCE and TEMPERATURE

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- FOOD PREPARATION
- TEMPERATURES
- THAWING
- COOLING
- REHEATING FOR HOT HOLDING

#### FOOD AND UTENSIL STORAGE & HANDLING

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- COLD STORAGE
- HOT STORAGE
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- SANITIZING
- WIPING CLOTHS

# **APPENDIX**

**Permanent Outdoor Cooking Establishment Application**

**Sketch Sheet 1 – Drawing of Permanent Outdoor Cooking Establishment**

**Sketch Sheet 2 – Drawing of Permanent Outdoor Cooking Establishment  
and Surrounding Area**

**Sketch Sheet 3 – Drawing of Licensed Permanent Food Establishment**

**Attachment A – Employee Log**

**Attachment B – Food Preparation at the Permanent Outdoor Cooking  
Establishment**

**Attachment C – Food Preparation at Licensed Permanent Food  
Establishment**

\_\_\_\_\_ Regulatory Authority  
 \_\_\_\_\_ [Address]  
 \_\_\_\_\_  
 \_\_\_\_\_ [Phone #]

### PERMANENT OUTDOOR COOKING ESTABLISHMENT APPLICATION

**Directions:**

An application must be submitted for each POCE and submitted to the Regulatory Authority for review.

In addition, using the attached Sketch Sheets, each applicant must provide:

- A drawing of the POCE; **(Sketch Sheet 1);**
- A drawing of the **entire area** depicting the POCE site in relation to the Licensed, Permanent Food Establishment used for Support Services and the potable water supply, electrical sources, waste water and garbage disposal areas, lavatories, etc. for the POCE **(Sketch Sheet 2);**
- A drawing or plan of the Licensed Permanent Food Establishment used for Support Services **(Sketch Sheet 3)**

Name of POCE: \_\_\_\_\_  
\_\_\_\_\_

Name of Owner/Operator: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Name, Address, Phone Numbers of Licensed Permanent Food Establishment

\_\_\_\_\_

\_\_\_\_\_

1. Describe the location of the POCE in relation to the Licensed Permanent Food Establishment used for Support Services.

\_\_\_\_\_

\_\_\_\_\_

2. Days of Operation: \_\_\_\_\_

3. Hours of Operation: \_\_\_\_\_

4. Anticipated Numbers of Meals/Servings Per Day: \_\_\_\_\_

5a. List the name(s) and certificate number(s) of the Certified Food Manager(s) who are responsible for the operation of the licensed, permanent food establishment used for support services.

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5b. List the name(s) and certificate number(s) of the Certified Food Manager(s) who will be present at the POCE during its hours of operation.

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6. The owner/operator should agree to use an Employee Log at the POCE to record the names, phone numbers, shifts worked and the assigned duties of all workers. This information must be retained for at least 30 days. **Attachment A, Employee Log, contains a sample log for use.**

7. List **ALL** food and beverage items to be prepared and served. Attach a separate sheet if necessary. (NOTE: Any changes to the menu must be submitted to and approved by the Regulatory Authority prior to their service.)

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8. Identify the sources for each meat, poultry, seafood, and shellfish item. Include the source of the ice.

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9. Will All Foods Be Prepared At The POCE Site?  
 **Yes**>>Complete **Attachment B, Food Preparation at the POCE**  
 **No** >>Complete **Attachments B & C, Food Preparation at the Licensed Permanent Food Establishment**

If No, the operator **MUST** provide a copy of the current license and most recent inspection report for the licensed permanent food establishment used for support services.

10. Describe (be specific) how frozen, cold, and hot foods will be transported to the POCE and how food temperatures will be maintained as required during transport .

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11. How will food temperatures be checked upon delivery to the POCE?

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12. How will food temperatures be monitored at the POCE?

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13. List the equipment and procedures that will be used at the POCE to maintain temperatures of potentially hazardous foods.

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14. Specifically identify how ready-to-eat foods will be protected from raw foods of animal origin during storage, preparation by food workers, and cooking at the POCE.

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15. How will food and related items that are not temperature sensitive (paper products, utensils, etc.) be delivered and stored at the POCE?

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16. Describe the number, location and set up of handwashing facilities to be used at the POCE by the food workers.

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17. Identify the source of the potable water supply and describe how water will be stored and distributed to the POCE. If a non-public water supply is to be used, provide the results of the most recent water tests.

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18. If the potable water supply is not permanently connected to the POCE, identify how, how often, and how much potable water will be provided to the POCE. Specify the number and volume of any potable water tanks to be used. Describe the procedures for refilling the tanks.

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19. Identify the source and capacity of the hot water supply at the POCE.

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20. Describe where utensil washing will take place. Describe where extra supplies of clean utensils will be stored.

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21. Identify which sanitizers will be used at the POCE and where they will be stored.

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22. If a permanent wastewater disposal system is not available at the POCE, describe how and where wastewater from handwashing and utensil washing will be collected, stored and disposed of. Specify the number and volume of wastewater collection vessels and the procedures for emptying tanks.

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23. Identify the location of toilet facilities for the POCE workers.

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24. Describe the number, location and types of garbage disposal containers at the POCE.

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25. Identify how and when the garbage disposal containers will be emptied.

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26. Describe ongoing pest management control programs.

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27. Describe the structure of the POCE (floors, walls, overhead protection, surfaces, and general facilities for food protection).

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28. Describe how electricity, gas, propane and other utilities will be provided to the POCE. If the utilities are not permanently connected, identify how temporary sources will be maintained.

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29. Please add any additional information about the POCE that should be considered:

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Statement: I hereby certify that the above information is correct, and I fully understand that any deviation from the above without prior permission from the Regulatory Authority may nullify final approval.

Signature(s) \_\_\_\_\_

Date of Submission: \_\_\_\_\_

Approval of these plans and specifications by this Regulatory Authority does **not** indicate compliance with any other code, law or regulation that may be required (i.e., federal, state, or local). Furthermore, it does not constitute endorsement or acceptance of the completed Operation (structure or equipment). A preopening inspection of the Operation with equipment in place and operational will be necessary to determine if it complies with the local and state laws governing food service establishments.

Regulatory Authority:      APPROVAL: \_\_\_\_\_      DATE: \_\_\_\_\_

Restrictions: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Permit Effective Dates: \_\_\_\_\_

DISAPPROVAL: \_\_\_\_\_      DATE: \_\_\_\_\_

Reason(s) for Disapproval: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Reviewer Signature & Title

\_\_\_\_\_  
Date



**Sketch Sheet 1 – Drawing of Permanent Outdoor Cooking Establishment**

In the following space, provide a drawing of the POCE. Identify and describe all equipment including cooking equipment and hot and cold holding equipment, handwashing facilities, work tables, dishwashing facilities, food and single service storage, garbage containers, and customer service areas.

A large, empty rectangular box with a thin black border, intended for a hand-drawn sketch of a Permanent Outdoor Cooking Establishment (POCE). The box is currently blank.

**Sketch Sheet 2 – Drawing of POCE and Surrounding Area**

In the following space, provide a drawing of the area surrounding the POCE including the location of the Licensed, Permanent Food Establishment used for Support Services, locations of the toilet facilities, garbage facilities, dishwashing facilities, the potable water supply, electrical sources, the waste water disposal area, and all food preparation and service areas on the grounds/site of the POCE.

A large, empty rectangular box with a thin black border, intended for a hand-drawn site plan or sketch of the POCE and its surrounding area. The box is currently blank.

**Sketch Sheet 3 – Drawing of the Licensed Permanent Food Establishment**

In the following space, provide a drawing of the Licensed Permanent Food Establishment used for Support Services. Identify and describe all equipment including cooking equipment and hot and cold holding equipment, cooling facilities, handwashing facilities, work tables, dishwashing facilities, food and single service storage, garbage containers, and customer service areas.





**Attachment B**

**Food Preparation at the POCE**

List each food item & identify where each preparation procedure will take place at the POCE.

Food	Thaw How? Where?	Cut/Wash Assemble Where?	Cold Holding How? Where?	Cook How? Where?	Hot Holding How? Where?	Reheating How? Where?	Commercial Pre-Portioned Package

## Attachment C

### Food Preparation at the Licensed Permanent Food Establishment

List each food item & identify the preparation procedure that will take place at the Permanent Food Establishment.

Food	Thaw How? Where?	Cut/Wash Assemble Where?	Cold Holding How? Where?	Cook How? Where?	Hot Holding How? Where?	Reheating How? Where?	Delivery To The POCE