



Food Inspections Program

Food Establishment Guidelines

Permit Administration

- Submittal of the following items is required:
 - a. Completed City of Gainesville Food Establishment Application
 - b. Copy of State of Texas food handlers registration & food manager certification
 - c. Copy of the Menu
- Pay the food establishment permit application fee. The City Council shall establish and regulate all inspection and permit fees which shall be paid to the City of Gainesville.
- Food Establishment Permits are valid for a period of one year from the date of issuance. It shall be the responsibility of the business or operator to renew the permit on a yearly basis.
- Food Establishment Permits are not transferable.
- The City may suspend any permit to operate a food service establishment if the holder of the permit does not comply with the requirements of these Rules and Codes or if the operation of the establishment otherwise constitutes a substantial hazard to the public health.

Personnel

- The business owner or a person in the chain of command must possess a valid State of Texas Food Manager Certification. All employees that prepare or handle food must secure a State of Texas food handler registration upon employment. Please go to the web site for the Texas Department of State Health Services for a list of food handler and food manager certification web sites.

Food Establishment Inspections

- Inspections of food establishments shall be performed as often as deemed necessary by the City of Gainesville, but at least as often as required by the Texas Food Establishment Rules.

Construction Criteria for New or Remodeled Food Establishments

- The structure/building must be able to secure a certificate of occupancy permit from the City of Gainesville.
- **Review of construction plans:** Whenever a food establishment is constructed or extensively remodeled and whenever an existing structure is converted to use as a food establishment, properly prepared plans and specifications for such construction, remodeling or conversion shall be submitted to the City of Gainesville for review and approval before construction, remodeling or conversion is begun. The plans and specifications shall indicate the proposed layout, arrangement, mechanical plans and construction materials of work areas and the type and mode of proposed fixed equipment and facilities. The City shall approve the plans and specifications if they meet the requirements of the Food Service Establishment Codes. No food service establishment shall be constructed, extensively remodeled or converted except in accordance with the plans and specifications approved by the City of Gainesville.



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- **Inspection of Construction:** Whenever plans and specifications are required to be submitted to the City of Gainesville, the city shall inspect the food establishment prior to its beginning operations to determine compliance with the approved plans and specifications and with the requirements of these Rules and Codes.

Summary of Minimum Construction Standards in accordance with the Texas Food Establishment Rules

FLOORS: Floors shall be kept in good repair and shall be constructed of smooth durable easily cleanable non-absorbent materials in food preparation areas, storage areas, utensil washing areas, restrooms, and dressing rooms. Flooring material should not have a pattern that would create difficult spaces to clean. Floors that are water flushed or that receive discharge of liquid should be constructed of sealed concrete, terrazzo or ceramic tile, or similar materials that are graded to a properly installed trapped floor drain. The floor/wall juncture must be sealed using a covered rubber baseboard or silicone.

Walls: Walls shall be kept in good repair and shall be constructed of smooth durable easily cleanable non-absorbent materials that is light in color in food preparation areas, storage areas, utensil washing areas, and restrooms. Walls and ceilings can be painted with high gloss light colored oil base, acrylic, latex, or epoxy paint.

CEILING: Same as walls. Lay in type acoustical tiles in metal T-grade may be used if they are smooth, non-absorbent and easy to clean.

LIGHTING: Lighting must be at least fifty-foot candles over food preparation and utensil washing areas and positioned so that light is directed over sinks and food preparation areas. Thirty-foot candles are required in other parts of the kitchen. Twenty-foot candles are required in dining and restrooms. Light everywhere must be adequate to see to clean. Shields are required on light fixtures in all food preparation, food storage, and utensils washing areas, inside all refrigerator units and in vent hoods. Plastic sleeve type shields must have tight fitting end caps.

VENT HOODS: Removable filters are required over cooking equipment. Hoods must be fabricated to be easily cleanable and made so that grease cannot drip onto the food. Hoods are also required over heat-sanitizing dishwashers.

AUXILIARY EQUIPMENT: Water heaters, washing machines, dryers, remote-connected refrigerators, compressors and air conditioners must be located outside of food preparation areas.

GREASE TRAP: Must be easily accessible for cleaning. Waste hauler trip tickets must be kept on file in the food establishment. Grease traps must comply with City of Gainesville building codes.

BUILDING AND UTILITY INLETS: Conduit, ductwork and incidentals should be kept to an absolute minimum, and should be installed in such a way as not to obstruct cleaning of floors, walls, or ceiling. No pipes are to run along the floor.

ICE MACHINES/DISHWASHER MACHINES: Must be properly vented and connected to city sewer. Shall have one-inch (1") air gap or other protection from backflow.

AISLES AND WORKING SPACES: Shall be unobstructed and of sufficient width to permit employees to perform their duties readily without contamination of food or food-contact surfaces by clothing or personal contact.

SNEEZE GUARDS: Required for buffet service and salad bars. Average height is four feet six inches (4'6") to five feet (5') from the floor.

STORAGE ROOM: A separate dry storage area equal to fifteen percent (15%) of the food preparation area is required. Food supplies and food must be stored at least six inches (6") above the floor.

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PERSONAL BELONGINGS: Must be kept in a place away from food and food supplies.

POISONOUS SUBSTANCES: Pesticides, cleaning supplies and other chemicals are to be kept separated from each other and completely separated from food. All must be properly labeled with the name of the chemical.

TOILET FACILITIES: Walls, floors, and ceilings to be finished with material that is durable and easy to clean. Self-closing doors are required and a covered trashcan is needed in the ladies' room. Toilet seats are to be of the open front design. Public access to restrooms cannot be through the kitchen.

SINKS:

1. A three-compartment sink is required for manual washing, rinsing and sanitizing of tableware and utensils. Sinks must be large enough and deep enough to completely submerge anything that must be washed. Area must be available for everything washed to air dry. An open wave shelf above the sink is recommended. A self-draining board attached to at least one side of the sinks is required.
2. If an automatic dishwasher is used it must properly wash, rinse and sanitize dishes. Test kits to check sanitizer or temperature must be available. Water temperature for sanitizing with a heat unit must reach one hundred eighty degrees for at least ten seconds.
3. A separate utility sink or curbed cleaning facility with a floor drain for cleaning mops, etc. is required. A rack to hang mops and brooms off the floor is required.
4. A separate hand-washing sink is required in food preparation and utensil washing areas. Liquid soap and paper towels or blower dryers shall be available. Sinks shall be unobstructed.
5. All sinks must be provided with hot and cold running water by means of a combination, mixing valve type faucet.

FOOD CONTACT SURFACES: Shall be impervious to liquids (non-absorbent and durable) and shall be free of cracks and crevices.

NON-FOOD CONTACT SURFACES: Surfaces that are exposed to splash, food, debris, or which require frequent cleaning must be smooth and durable.

FLOOR MOUNTED EQUIPMENT: Must be on six-inch (6") high legs or sealed to the floor or on a smooth concrete or masonry platform. Space shall be provided between walls and fixtures to permit free access for cleaning.

OUTTER OPENINGS: All outer openings shall be effectively screened or tight fitting. Doors are to be self-closing.

WALK IN REFRIGERATORS: Lighting shall be adequate. Shelves must be open type to allow air circulation and constructed of materials that shall not rust or peel. Refrigeration units shall maintain food temperatures at 41 degrees Fahrenheit or less.