



Department of Health  
Department of Agriculture

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**2019 FOOD CODE – CHAPTER 3717-1-09 REFERENCE GUIDE:  
CRITERIA FOR REVIEWING FACILITY LAYOUT & EQUIPMENT SPECIFICATIONS**

“Equipment” means an article that is used in the operation of a food service operation (FSO) or retail food establishment (RFE) such as a freezer, grinder, hood, ice maker, meat block, mixer, oven, reach-in refrigerator, scale, sink, slicer, stove, table, temperature measuring device for ambient air, vending machine, bulk water machine, or warewashing machine. “Equipment” does not include apparatuses used for handling or storing large quantities of packaged food that are received from a supplier in a cased or overwrapped lot, such as hand trucks, forklifts, dollies, pallets, rack, or skids.

**FACILITY LAYOUT EQUIPMENT SPECIFICATIONS**

- Must be legible and drawn to scale
- Must include:
  - Type of FSO or RFE
  - Food to be prepared and served
  - Total square footage
  - Site plan that includes: location of business; location of building on site including roads and alleys; outside support structures such as dumpsters, potable water source and sewage treatment system
  - Entrances and exits
  - Location, number and types of plumbing fixtures, including all water supply facilities
  - Plan of lighting
  - Floor plan showing the fixtures and equipment
  - Building materials and surface finishes
  - Equipment list with equipment manufacturers and model numbers

**FOOD EQUIPMENT**

- Equipment approved by a recognized testing agency; or
- Equipment approved by ODH, ODA or licensor, except for vending machines, bulk water machines, or micro market time/temperature controlled for safety food display machines

**RESTRICTIONS OR CONDITIONS**

- The licensor may place restrictions or conditions on the license limiting the types of food that may be prepared or served based on the equipment or facilities
- Limitations shall be posted on the back of the license

**MOBILE FOOD SERVICE OPERATION OR MOBILE RETAIL FOOD ESTABLISHMENT**

- Licensor shall post on the back of the license:
  - Menu
  - Layout of the facility including the location and type of major equipment
  - Any restrictions or conditions limiting the to be food prepared or served

**TEMPORARY FOOD SERVICE OPERATION OR TEMPORARY RETAIL FOOD ESTABLISHMENT  
DRAWING AND LETTER OF INTENT**

- |                                   |   |
|-----------------------------------|---|
| • Foods to be prepared and served | • Handwashing facilities                          |
| • Source of food                  | • Equipment and utensils                          |
| • Hot holding facilities          | • Support facilities                              |
| • Cold holding facilities         | • Any other information requested by the licensor |

**INFORMATION RETENTION**

- All required facility layout and equipment specification and mobile FSO/RFE pertinent information shall be retained in the facility file until updated information is submitted.