

FOOD ESTABLISHMENT CHECKLIST

This checklist is being provided for your convenience to ensure you have all required documents prior to applying online. All applications must be submitted through:
<https://plymouthma.portal.opengov.com/categories/1073>

CERTIFICATIONS-ALL must be up to date

- ☐ Food Safety Manager certification (at least one person per shift)
- ☐ Allergen Awareness certification (at least one person per shift)
- ☐ Anti-Choking Certification (if 25 seats or more) (at least one person per shift)

CONTRACTS/AGREEMENTS

(all contracts must be in name of new owner/manager)

- ☐ Pest Management company & contract
- ☐ Exhaust hood maintenance contract
- ☐ Grease Trap maintenance contract
- ☐ Trash company & contract
- ☐ Insurance Dec page and Workers Compensation Affidavit
- ☐ Copy of Lease Agreement (if applicable)
- ☐ Grease trap is either automatic interior OR minimum 2000-gallon exterior

SITE PLAN

- ☐ All Food Equipment/Storage
- ☐ Employee lockers (or area for staff belongings)
- ☐ Tables, Chairs, Bar
- ☐ Grease traps & hood vents
- ☐ Sinks/dishwasher (3 bay sink, mop sink & hand washing sink)
- ☐ Bathroom Facilities (Employee use & Public use)
- ☐ Dumpsters/Trash Location
- ☐ Prep areas

MENU

- ☐ Include ALL food items offered
- ☐ Food Disclosures noted on menu: **“The Consumption of Raw or Undercooked Meats, Shellfish, Poultry or Eggs may increase the risks of Food Borne Illness” and “Before placing your order Please inform your server if a person in your party has a Food Allergy”**