



# City of Cleburne

## FOOD ESTABLISHMENT GUIDELINES



Food establishments will be maintained and operated in accordance with the City of Cleburne Food Establishment Ordinances, Chapter 94 and the Texas Food Establishment Rules. Listed below is general information, please consult the State of Texas Food Establishment Rules (TFER) for complete standards. TFER is available on the Retail Foods Division website at: <http://www.dshs.state.tx.us.bfds.retail/rfdmain.htm>

**New and existing food service facilities that undergo a change of ownership or when extensive remodeling takes place, shall meet current food standards. Prior to any remodeling, visit with the Cleburne Building Official and Fire Marshal regarding building and fire code requirements. Asbestos Law must be considered prior to any remodels or additions.**

### LOCATION & CONSTRUCTION

- Zoning: The location of a food establishment must be located in a commercial zone. Verify zoning with the City Planning & Zoning Dept. before construction or leasing a building.
- Parking: All food establishments must provide at least 1 off-street parking space for every 2 seats. Parking spaces must comply with the parking ordinance regarding dimensions and required handicap spaces.
- Dumpsters: All dumpsters must be enclosed within a 3-sided enclosure. Dumpsters must be obtained through the City of Cleburne Utilities Dept. (817)645-0920.
- Landscape: The parking areas and property must meet the Landscape Ordinance requirements. Obtain requirements from the Zoning Dept.
- Certificate of Occupancy: Must obtain a Certificate of Occupancy from the Building Inspection Department.

### HEALTH CODE REQUIREMENTS

- Health Permit: Must obtain a Health permit from the City of Cleburne Health Department prior to opening for business. An inspection on the facility will be done prior to issuance of the permit.
- Food Manager's Certification: Must obtain a Food Managers' Certification from the Department of State Health Services. Each establishment must provide at least one certified Manager on duty at all times.
- Floors, Walls, Ceilings: Must be in good repair, installed using good construction standards, properly sealed with no cracks or seams and constructed of smooth durable materials to withstand repeated sanitizing. Protective shielding over light bulbs in food prep, utensil and unprotected food storage areas are required.
- Surfaces: All floors, walls, ceilings, and counter tops located in the food prep areas must be constructed to a smooth washable surface. Carpet is only allowed in the dining areas.
- Restrooms: Must provide restroom facilities. One co-ed restroom is allowed when feeding fewer than 15 people. Two restrooms (men / women) must be provided when feeding more than 15 people. Entrance doors must be self-closing when opening into dining area. Restrooms used by females must contain a covered trash receptacle for sanitary napkins.
- Consumer Protection: Food shall be offered in a way that it does not mislead or misinform the consumer. Inspect all merchandise upon receipt to insure items have not been tampered or damaged. Report immediately any tampered merchandise.

- Alcohol Sales: Food establishments desiring to sell alcohol must contact TABC to obtain requirements and an alcohol license; A Cleburne Alcohol Sales Permit must also be obtained from the City Secretary's office at (817)645-0908.
- Hand Wash Sink: A separate sink designated for *hand washing only* shall be provided. Enough hand washing sinks are required to be readily accessible to each food preparation area and accessible to employees at all times. Hot water, soap, disposable towels, and trash containers are required at each sink.
- Utility/Mop Sink: Utility sink or curbed floor sink used for the cleaning of mops and other janitorial equipment as well as the proper disposal of dirty mop water are required. This sink shall not be used as a hand washing sink and should not be closer than 18 inches to any food preparation, food, or utensil storage area, to prevent potential splash contamination.
- Three Compartment Sink: Required to wash, rinse and sanitize. Compartments should be large enough to submerge the largest piece of portable equipment, utensils, pots or pans. Automatic dishwashers are recommended, especially when multi-use utensils and tableware are utilized.
- Proper Temperature Control: All equipment shall be in good working order and be able to maintain temperature requirements. All potentially hazardous foods (PHFs) shall be maintained at proper temperatures. Cold storage units shall be maintained at 41 degrees or lower. Hot PHFs display/holding units shall be at 135 degrees or higher. Reserved foods shall be reheated to a minimum of 165 degrees before serving.
- Tobacco, Hair Restraints, Jewelry: Smoking or use of any tobacco product is prohibited at all times in food prep areas. No children are allowed in food prep areas. Cooks and food prep workers shall use hair restraints such as hats, caps, visors, hair coverings or nets, to effectively control and keep hair from contacting exposed food, cooking equipment, utensils, etc. Hair restraints keep food workers from touching hair and contaminating hands. Food prep workers shall not wear jewelry on arms or hands other than a plain ring such as a band style.
- Food Protection: Foods shall be covered and protected at all times. This includes inside coolers and freezers. Meat products shall be stored on lower shelves to prevent cross contamination from juices on to other foods or products. Keep foods and products six inches off the floor to prevent contamination while mopping.
- Disposable utensils: Single service utensils shall be presented to the public with handles up. Toothpicks must be individually wrapped or available from a dispenser.
- Sanitizing: All food contact surfaces of utensils and equipment shall be washed, rinsed and sanitized after use and on a continual basis. If used, then clean a minimum of every 24 hours. Chlorine bleach sanitizing: 1) wash in hot soapy water; 2) rinse in hot water; and 3) sanitize using mixture of 1 tablespoon of bleach to one gallon of moderately warm water. Use standard bleach--not scented bleaches. If equipment is immersed in hot water for sanitizing, the temperature shall be 171 degrees or higher.
- Food Safety: Separate and store cleaning products away from food products. All bulk foods once opened shall be labeled by its common name and stored in a container with a lid, such as sugar, salt and flour.
- Date Markings. When keeping longer than 24 hours, potentially hazardous foods (PHFs – meats/cheeses) prepared, defrosted or when the original container is opened, shall be date marked. These PHFs shall be consumed or destroyed within seven days or less if temperature was maintained at 41 degrees or lower.
- Employee Health: Managers/supervisors shall be aware of the health of their employees and not permit employees who have acute gastrointestinal illness (diarrhea, fever) to work near food. Refer to Texas Food Establishment Rules, S229.163(d), regarding employees who have been diagnosed with or have symptoms of specific infectious diseases.
- Pesticides: Pesticides shall only be used when applied by a **Certified Pest Control Applicator**. You should always keep receipts from pesticide applications.
- Grease Traps. Grease traps are required to prevent blockage of sewage lines. City ordinance requires a 1,000 gallon grease trap. All 3-compartment sinks, dishwashers, and floor drains must be connected to the grease trap. No restroom facilities may be connected to the grease trap. Routine cleaning / pumping of the trap is required every 3 months by a TCEQ certified waste hauler. A copy of the trip ticket for each pumping must be submitted by the waste hauler to the Health Department.

## FIRE CODE REQUIREMENTS

*Please visit the Fire Marshal's office (817)645-0968 regarding the following requirements:*

- Vent-a-hoods: All commercial cooking equipment must be placed under a Type I vent-a-hood with an automatic fixed suppression system. Type 2 vent-a-hoods are allowed only over pizza and bakery ovens.
- Fire Lane: Parking lots must provide a 24' fire lane for easy access to the building in case of fire.
- Fire Extinguishers: A Class "K" fire extinguisher must be placed within the kitchen where grease vapors are produced. 5 lb ABC fire extinguishers must be placed throughout the dining area. Number and placement will be accessed by the Fire Marshal.
- Exits: Ensure that all exit doors open outwardly; no dead bolts are allowed on secondary exits; panic hardware is required. The public is not allowed to exit through a kitchen.
- Exits signs: Must be over all secondary exit doors; exit signs must be electrical wired with battery backup.
- Emergency lighting, fire alarm systems, and internal sprinkler systems may be required according to the use of the building.

**City Codes and food standards assist you in keeping your customers safe and healthy. Thank you for your efforts to maintain your establishment in a clean and sanitary manner. Please contact me anytime if I can be of help. Thank you,**

*Teresa Richardson*

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