

Checklist for Outdoor Food Establishments Operational Plan Requirements

Per Chapter 200 of the Regulations of the Washoe County District Board of Health Governing Food Establishments, outdoor food establishments may be eligible for a health permit to operate if the establishment is operated in conjunction with a permitted supporting food establishment that is on the same premises as the establishment and is, in the opinion of the Health Authority, capable of supporting the outdoor food establishment. The supporting food establishment must be of size and scope as to accommodate its own operation, as well as support the needs of the outdoor food establishment. The outdoor food establishment must meet the location and construction provisions in Chapter 200. All Outdoor Food Establishments must submit an Operation Plan to the Washoe County Health District (WCHD) for review and approval. Operations cannot commence until the plan is approved by the WCHD.

The following guidelines are required to ensure procedures are in place to protect the consumer from any public health hazards that are common to this operation.

- Name, address and permit number of both the outdoor food establishment and the supporting food establishment
- The Person In Charge (PIC) must ensure all employees are trained on Operational Plan AND the Plan is being followed as outlined.
- Seating capacity and hours of operation.
- A list of all materials and equipment used in the preparation of the food item and identifies the designated work area. (Must be ANSI certified/NSF approved or the equivalent).
- Description of proposed food preparation, service, transport, storage, and display process(es) for all menu items that will be prepared, served, or displayed at the outdoor food establishment.
- Required Standard Operating Procedures :
 - [Employee Handwashing SOP](#)
 - [Employee Health & Exclusion SOP](#)
 - Cleaning & Sanitization SOP– include all that apply
 - [High Temperature Dishmachine](#)
 - [Chemical Sanitizing Dishmachine](#)
 - [Three-compartment Sink](#)
 - Cooking & Reheating Potentially Hazardous Foods
 - Cooling Potentially Hazardous Foods
 - Holding Hot and Cold Potentially Hazardous Foods
 - Using Time Alone as a Public Health Control
- The estimated volume of food to be prepared per day or projected number of consumers served
- A statement as to whether or not consumers will be cooking food

- If consumers are cooking food, procedures to ensure consumers use only food items, utensils and equipment provided from the supporting food establishment or outdoor food establishment and food is only prepared for their own consumption
- If consumers are cooking food, copies of consumer warning statements to include:
 - Safe time and temperature requirements for the food items being prepared
 - Instructions on the use of calibrated temperature measuring equipment if provided
 - The physical hazards associated with using the outdoor food establishment equipment
- Any other information that may be relevant in estimating the adequacy of the supporting food establishments ability to safely accommodate the additional food processing activities of the outdoor food establishment
- Procedures to ensure the outdoor establishment is attended by a food handler from the supporting food establishment at all times of operation

Include a section for corrective actions if procedures deviate from policies outlined in the SOP