

**HARNETT COUNTY PLAN REVIEW APPLICATION
PUBLIC, PRIVATE AND RELIGIOUS SCHOOLS**

* Plans which are submitted for educational establishments require plan review to assure compliance with the North Carolina's *Rules Governing the Sanitation of Public, Private and Religious Schools* (15A NCAC 18A .2400), which is necessary to obtain approval once construction is completed.

All items are to be submitted through the Central Permitting Office at 108 East Front St., Lillington, NC 27546 or by mail at PO Box 65, Lillington, NC 27546. You may contact the Central Permitting Office at 910-893-7525, Ext. 2. However, please contact our office with questions regarding the contents of this application.

If you have questions, contact one of the following Food and Lodging staff listed below at 910-893-7547:

Gale Violette Greene, RS
Food and Lodging Program Specialist

Jamie Turlington, RS
Environmental Health Specialist

William Heath Cain, RS
Environmental Health Specialist

Cindy Pierce, RS
Environmental Health Specialist

Plans must be submitted with the following supporting documentation:

- ✓ Plans which include food service facilities must also complete the Food Service Establishment Plan Review Application to provide information on this aspect of the operation.
- ✓ Plans must include drawings showing the layout of the facility, including any storage areas, toilets facilities, sinks, closets, rooms, can wash facilities, along with general plumbing, electrical, and mechanical and lighting drawings.
- ✓ Plans must include a room finish schedule.
- ✓ Plans must include a site plan locating exterior equipment such as dumpsters or compactors, and indicating the proposed connections to approved sewer and water connections.

Applicant: Scottie J. Vanhook, MSW, LCSW/Sierra's Residential Services, Inc.

Address: 1995 US 421 North
Lillington, NC 27546-7436

Phone: 910-814-4243 Fax: 910-814-4245 Email: stscare@aol.com

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9/08

MEMORANDUM

To: All Architects, Owners and/or Managers of a Food Service Establishment

From: Food and Lodging Staff
Harnett County Health Department
Environmental Health Section

Subject: Food Service Establishment **Plan Review Application**

This application is intended to provide this office with the set up of your proposed facility and its operational procedures when the facility opens. It is important that all questions be answered to the best of your ability. Plan review applications are required to be filled out by new and transitioning establishments. You must also include a copy of your **proposed menu, site plan of facility drawn to scale, and a complete set of manufacturer equipment specification sheets.** There is a \$200.00 fee that must be paid when submitting the application to the Central Permitting Office. Catered elderly nutrition sites are exempt from this fee. Checks should be made payable to Harnett County Environmental Health. All items are to be submitted through the Central Permitting Office at 108 East Front St., Lillington, NC 27546 or by mail at PO Box 65, Lillington, NC 27546. You may contact the Central Permitting Office at 910-893-7525, Ext. 2. However, please contact our office with questions regarding the contents of this application.

Franchised, chain, and prototypical type facilities plans are required to be submitted to:
Environmental Health Services Section
Facility and Plan review Unit
Parker Lincoln Building
Room 1A109
2728 Capital Blvd.
Raleigh, NC 27604

The fee must be paid to their Department and made payable to DENR/EHSS Plan Review.

Plans are reviewed using North Carolina's "Rule's Governing the Sanitation of Food Service Establishments," 15A NCAC 18A .2600. You may view these rules at www.deh.enr.state.nc.us/ehs/rules.htm or obtain a copy from our office at 307 Cornelius Harnett Boulevard, Lillington, NC 27546. For additional information regarding facility design and layout, you can access the "Guidelines for the design, installation and construction of food establishments in North Carolina" by going to the web page: <http://www.deh.enr.state.nc.us/ehs/food/plan2.htm> .

Please contact me at 910-893-7547 with any questions or concerns regarding this application or matters concerning about your facility.

8/08
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PLAN REVIEW CHECKLIST

1. The plans should be a minimum of 11 X 14 inches with the layout of the floor plan accurately drawn to a minimum scale of 1/4 inches = 1 foot.
2. **The plans and specifications should include:**
 - (a) Location of all food service equipment with each piece of equipment clearly labeled with its common name.
 - (b) Refrigeration and hot-holding equipment for potentially hazardous food (PHF) clearly designated.
 - (c) Separate food preparation sinks, when menu dictates, labeled and located to prevent cross-contamination of raw and ready to eat foods.
 - (d) Hand washing facilities designated for food preparation areas, dishwashing area and toilet facilities.
 - (e) Auxiliary areas such as storage rooms, garbage rooms, toilets, basements and/or cellars used for storage or food preparation.
 - (f) Finish schedule for each room, including floors, walls, ceilings and coved juncture bases.
 - (g) Plumbing schedule including:
 1. floor drains/floor sinks
 2. waste supply lines
 3. waste water lines
 4. hot water generating equipment
 5. water heater manufacturer, model, and recovery rate
 6. grease trap and/or grease interceptor location
 - (h) Electrical layout and location of electrical panels.
 - (i) Site plan including:
 1. dumpster pad location
 2. grease storage container location
 3. entrances and exits
 4. loading and unloading areas
 - (j) Ventilation schedule for each room.
 - (k) Cabinets/shelves for storing toxic chemicals.
 - (l) Employee dressing room or locker area.

3. **Information accompanying the plans should include:**
 - (a) proposed menu
 - (b) manufacturer specification sheets for each piece of equipment
 - (c) completed Food Establishment Plan Review Application (Basic or Educational version)

4. **Lighting Requirements:**
 - (a) food contact surfaces = 50 foot-candles (540 lux)
 - (b) food preparation and utensil washing areas = 50 foot-candles (540 lux) (lighting in utensil washing area and on food contact surfaces measured at 30 inches above the floor and/or at the work levels)
 - (c) all other areas = 10 foot-candles (110 lux)

5. All food service/kitchen equipment should be NSF International (NSF) listed, Underwriters Laboratories Inc. (UL) classified for sanitation, or if not NSF or UL listed/classified, be constructed to meet NSF/ANSI standards.

6. Facilities shall be provided for the washing and storage of all garbage cans and mops. The cleaning facility shall include a combination faucet, hot and cold water, a threaded nozzle and a curbed impervious pad. The minimum recommended size is 36 x 36 inches, with walls that are easily cleanable and non-absorbent.

7. All items in rooms where food or single-service items are stored shall be at least 12 inches above the floor when placed on stationary storage units or at least 6 inches above the floor when placed on portable storage units, or otherwise arranged to permit thorough cleaning.

HARNETT COUNTY WATER SUPPLY AND WASTEWATER SYSTEM
APPLICATION

No application will be processed if this form is not completely filled out.

Water Supply:

Type of water supply: (check one)

- Non-public
- Community/Municipal
- Non-transient, non-community
- Transient, non-community

Is an annual water sample required of your establishment? (check one)

- Yes
- No

Wastewater System:

Type of wastewater system: (check one)

- Public sewer
- On-site septic system

Number of current seats: 25

Number of seats applying for: 25

**N.C. Department of Environment and Natural Resources
Division of Environmental Health
Plan Review Unit**

Food Establishment Plan Review Application

Type of Construction: NEW _____ REMODEL
Name of Establishment: Sierra's Residential Services, Inc.
Address: 1995 US 421 N
City: Lillington Zip Code: 27546 County: Martnett
Phone (if available): 910 - 814 - 4243 Fax: 910 - 814 - 4245

Owner or Owner's Representative: Scottie J. VanHook
Address: 1995 US 421 N
City & State: Lillington, NC Zip Code: 27546
Telephone: 910 - 814 - 4243 Fax: 910 - 814 - 4245
E-mail Address: SRSCARE@aol.com

Applicant: Scottie J. VanHook
Address: 286 Crystal Spring Drive
City & State: Sanford, NC Zip Code: 27330
Telephone: 910 - 257 - 1156 Fax: 919 - 498 - 6289
E-mail Address: SRSCARE@aol.com
Title (owner, manager, architect, etc.): owner

I hereby certify that the information in this application is correct, and I understand that any deviation without prior approval from this Health Regulatory Office may nullify plan approval.

Signature: Scottie J. VanHook, MSW, LCSW
(Owner or Responsible Representative)

Hours of Operation:

Sun _____ Mon / Tue / Wed / Thu / Fri / Sat /

Projected number of meals to be served: Breakfast / Lunch / Dinner /

Number of seats: 25

Facility total square feet: 12,000 plus

Projected start date of construction: 7/09

Projected completion date: 9/09

TYPE OF FOOD SERVICE:

Restaurant

Food Stand

Drink Stand

Commissary

Meat Market

Other (explain): Cafeteria

CHECK ALL THAT APPLY

Sit-down meals

Take-out meals

Catering

Single-service (disposable):

Plates

Glassware

Silverware

Multi-use (reusable):

Plates

Glassware

Silverware

Check categories of Potentially Hazardous Food (PHF) to be prepared and served:

1. Meat

2. Seafood

3. Poultry

4. Other (explain): _____

COLD STORAGE

Provide the method used to determine cold storage requirements: utilization of refrigeration and freezer

Provide total square-foot of space dedicated to walk-in cold storage:

a) Walk-in Refrigeration storage 33 x 56

b) Walk-in freezer storage 33 x 56

Provide total square-foot of space dedicated to reach-in cold storage:

a) Reach-in refrigeration storage 33 x 56

b) Reach-in freezer storage 33 x 56

Number of refrigeration units: 1

Number of freezer units: 1

THAWING

Indicate by checking the appropriate boxes how potentially hazardous food (PHF) in each category will be thawed. If "Other" is checked indicate type of food: _____

Thawing Process	Meat	Seafood	Poultry	Other
Refrigeration	✓	✓	✓	
Running Water less than 70°F (21°C)				
Cooked Frozen				
Microwave				

HOLDING

How will hot potentially hazardous food (PHF) be maintained at 140°F (60°C) or above during holding for service? Indicate type and number of hot holding units.

There will be one stainless steel tables to maintain the food at 140°F

How will cold potentially hazardous food (PHF) be maintained at 45°F (7°C) or below during holding for service? Indicate type and number of cold holding units.

Cold food will be maintained in 33x56 roll in refrigerator at 45°F or below

List any food that will be held between 45°F (7°C) and 140°F (60°C) for any of the following that apply, and indicate how long the food will be held in each category.

STORAGE: All Potentially Hazardous Foods to include meat, seafood, Poultry will be maintained between 45°F - 135°F except Roast Beef

DISPLAY: same

SERVICE: same

COOLING

Indicate by checking the appropriate boxes how potentially hazardous food (PHF) will be cooled to 45°F (7°C) within 6 hours. If "Other" is checked indicate type of food: _____

Cooling Process	Meat	Seafood	Poultry	Other
Shallow Pans	✓	✓	✓	✓
Ice Baths				
Rapid Chill				

How will ingredients for cold ready-to-eat foods such as tuna, mayonnaise and eggs for salads and sandwiches be pre-chilled before being mixed and/or assembled?

Tuna, mayonnaise and eggs will be prechilled to 45°F or less within 4 hours.

FOOD PREPARATION PROCEDURES

The food preparation procedures should include:

- Types of food prepared or handled
- Time of day food is prepared or handled
- Equipment used for preparation or handling

If your company has developed food preparation procedures, they should be submitted.

1. PRODUCE PREPARATION PROCEDURE

- a. Will produce be washed, rinsed or otherwise handled prior to use? Yes No
- b. Is there a location used for washing or rinsing produce? Yes No
- c. Will it be used for other operations? Yes No

Indicate location of produce washing or handling equipment and describe the procedure. Include time of day and frequency of produce preparation, and menu items that contain produce.

Location of produce washing will occur in a clean activity area where sinks in the cafeteria area are used for washing produce. All persons who preparing or serving food or washing equipment or utensils shall wear clean outer garments conform to proper hygiene practices. Food preparation will occur up to 2x daily during business hours between 6:00am - 9:00pm. Please refer to Attachment IV for details.

2. SEAFOOD PREPARATION PROCEDURE

- a. Will seafood be washed, rinsed or otherwise handled prior to use? Yes No
- b. Is there a location used for washing or rinsing seafood? Yes No
- c. Will it be used for other operations? Yes No

Indicate location of seafood washing or handling (cutting, marinating, shelling, shucking, etc.) equipment and describe the procedure. Include time of day and frequency of seafood preparation, and menu items that contain seafood.

Location of seafood washing & handling will occur in a clean activity area where sinks in the cafeteria are used for washing produce. All persons preparing or serving food or washing equipment or utensils shall wear clean outer garments and conform to proper hygiene practices. Potentially hazardous Frozen Foods will be thawed at 45°F or below, assembled/mixed chilled on clean kitchen counters late morning & stored in refrigerator at 43°F or below until ready for service. Please refer to Attachment I for details.

3. POULTRY PREPARATION PROCEDURE

- a. Will poultry be washed, rinsed or otherwise handled prior to use? Yes No
- b. Is there a location used for washing or rinsing poultry? Yes No
- c. Will it be used for other operations? Yes No

Indicate location of poultry washing or handling (cutting, marinating, etc.) equipment and describe the procedure. Include time of day and frequency of poultry preparation, and menu items that contain poultry.

Location of poultry washing or handling will occur in a clean activity area where sinks in the cafeteria are used for washing produce. All persons preparing or serving food or washing equipment or utensils shall wear clean outer garments and conform to proper hygiene practices. Poultry will be thawed in the refrigerator before use, prepared on a cleaned kitchen counter, and handled mid morning to be cooked for lunch. Please refer to Attachment III for details.

4. PORK and/or RED MEAT PREPARATION PROCEDURE

- a. Will meat be washed, rinsed or otherwise handled prior to use? Yes No
- b. Is there a location used for washing or rinsing pork and/or red meat? Yes No
- c. Will it be used for other operations? Yes No

Indicate location of pork/red meat washing or handling (cutting, marinating, aging, etc.) equipment and describe the procedure. Include time of day and frequency of pork and/or red meat preparation, and menu items that contain pork/red meat.

Location of produce washing will occur in a clean activity area where sinks in the cafeteria area are used for washing produce. All persons preparing or serving foods will wash equipment or utensils shall wear clean outer garments confined to top hygiene practice. The produce will be thawed in the refrigerator before use and prepared in a cleaned kitchen counter, and handled mid morning to be cooked for lunch. Please refer to Attachment III **DRY STORAGE** for details.

Provide information on the frequency of deliveries and the expected gross volume that is to be delivered each time: 100 lbs - 150 lbs of Dry produce at least every three (3) to four (4) months or as needed.

Provide total square feet of shelf space dedicated to dry storage: 5 x 10

Where will dry goods be stored? on top of the shelves

FINISH SCHEDULE

Indicate floor, wall and ceiling finishes (i.e., quarry tile, stainless steel, vinyl coated acoustic tile)

Area	Floor	Base	Walls	Ceiling
Kitchen	/	/	/	/
Bar				
Food Storage	/	/	/	/
Dry Storage	/	/	/	/
Toilet Rooms	/	/	/	/
Dressing Rooms	/	/	/	/
Garbage & Refuse Storage	/	/	/	/
Mop Service Basin Area	/	/	/	/
Other				
Other				

WATER SUPPLY- SEWAGE

1. Is water supply: Municipal Well Is sewer: Municipal Septic
2. Will ice: be made on premises or purchased
3. Water heater make and model: Whirlpool Model # EE3280HD055V
4. Water heater storage capacity: 89 gallons.
5. Water heater recovery rate (gallons per hour at 100°F temperature rise): _____ gallons per hour.
(See Water Heater Calculation Worksheet – Page 9 to calculate recovery rate needed)
6. Check the appropriate box for indicating equipment drains:

Plumbing Fixtures	Indirect Waste			Direct Waste
	Floor sink	Hub Drain	Floor Drain	
Dishwasher			<input checked="" type="checkbox"/>	
Garbage Grinder				
Ice Machine				
Ice Storage Bins				
Food Prep Sinks	<input checked="" type="checkbox"/>			
Utensil/Pot Wash Sinks				
Steam Tables				
Dipper Wells				
Refrigeration	<input checked="" type="checkbox"/>			
Potato Peeler				
Other				
Other				
Other				

DISHWASHING FACILITIES

a. Hand dishwashing

1. Number of sink compartments: 2
Size of sink compartments (inches): Length: 89" Width: 28" Depth: 1"
Length of drainboards (inches): Right: 25" Left: 25"

2. What type of sanitizer will be used?

Chlorine: Iodine: Quaternary Ammonium: Hot Water: Other (specify):

b. Mechanical dishwashing

1. Will a Dishmachine be used? Yes No

Dishmachine manufacturer and model: Low Energy Dish machine Diversey Wyandotte Serial # - 2567
AH-2X-model#
Voltage# - 120
Amp# - 13

2. Type of sanitization: Hot water (180°F) Chemical

c. General

1. Describe the procedure of how cooking equipment, cutting boards, counter tops and other food contact surfaces that cannot be submerged in sinks or put through a dishwasher will be cleaned and sanitized?

Wash, Rinse and sanitize cooking equipment, cutting boards, counter tops etc. by using sanitizing mix of one (1) Teal-Spoon to two (2) cups of bleach to one (1) gallon of H₂O. (Will be purchased commercially).

2. Describe location and type (drainboards, wall-mounted or overhead shelves, stationary or portable racks) of air drying space

28" x 89" Stainless Steel Two-compartment sink with 25" Drain Board at each side.

Provide total square feet of air drying space: 72 square feet

HANDWASHING/TOILET FACILITIES

Is there a hand washing sink (with soap and hand-drying device) in each food preparation and warewashing area? Yes No

EMPLOYEE AREA

Is space provided for employee's personal items? Yes No

If so, describe location: Storage room (interior) or closets are designated for employee's personal items.

GARBAGE AND REFUSE

1. Will refuse be stored inside? Yes No
If so, where _____
2. Provision for garbage disposal: Dumpster Compactor
3. Provision for cleaning dumpster/compactor: On-site Off-site
If off-site cleaning, provide name of cleaning contractor: _____
4. Describe location for storage of recyclables: (cooking grease, cardboard, glass, etc.)
Exterior Securable Enclosed area adjacent to the Cafeteria

CLEANING FACILITIES

1. Specify location and size of area for washing of garbage cans and storage of mops:
The washing area for garbage cans and storage of mops will be located in a bricked outside cleaning area (3x6 area)
2. Is a separate mop basin provided? Yes No
If so, describe type and location: Janitorial Room with floor constructed of concrete and sloped to a drain.
3. Indicate location of cleaning chemical system and chemical storage:
Storage room (Interior) is designated for chemical supplies

INSECT AND RODENT

1. Are all outside doors self-closing with rodent-proof flashing? Yes No
2. How is fly protection provided on all outside doors?
Self-closing door Fly Fan Screen Door
3. How is fly protection provided on windows?
Self-closing Fly Fan Screening
4. Indicate location of insecticide/rodenticide storage:
Storage room (Interior) is designated for insecticide/rodenticide in secured storage area
5. Location of clean linen storage:
Storage room (Interior) is designated for clean linen in secured storage area
6. Location of dirty linen storage:
Storage room (Interior) is designated for dirty linen in secured storage area

WATER HEATER SIZING

Water Heater Calculation Worksheet					
Equipment	Quantity	Times	Size		GPH
One-Comp. Sink (See Note)	1	X	14 x ___ x ___	=	5
Two-Comp. Sink (See Note)	2	X	14 x 14 x ___	=	13
Three-Comp. Sink (See Note)	3	X	14 x 14 x 14	=	27
Four-Comp. Sink (See Note)		X	___ x ___ x ___	=	
One-Comp. Prep Sink		X	5 GPH	=	
Two-Comp. Prep Sink		X	10 GPH	=	
Three-Comp. Prep Sink		X	15 GPH	=	
Three Comp. Bar Sink (See Note)		X	___ x ___ x ___	=	
Four Comp. Bar Sink (See Note)		X	___ x ___ x ___	=	
Hand Sink	1	X	5 GPH	=	5
Pre-Rinse		X	45 GPH	=	
Can Wash		X	10 GPH	=	
Mop Sink		X	5 GPH	=	
Dishmachine	1	X	^{87 x 70} GPH = 70% of "Final Rinse Usage"	=	62
Cloth Washer		X	15 GPH	=	
Hose Reel		X	5 GPH	=	
Other Equipment		X		=	
Other Equipment		X		=	
Gallons per hour (GPH) Recovery Rate needed (based on 100°F temperature rise)				Total	112

Note:	GPH = (Sink size in cu. in.) x (7.5 gal./cu. ft.) x (# compartments x .75 capacity) / 1,728 cu. in./cu. ft.
GPH Calculation for Sinks	
Short version for above	GPH = (Sink size in cu. in.) x (# compartments) x (.003255/cu. in.) Example: (24" x 24" x 14") x (3 compartments) x (.003255) = 79 GPH



The following questions will test how much you already know about food safety. Please answer to the best of your ability and as clearly as possible in order that the EHS understands what you are trying to say. ph: 910-893-7547
fax: 910-893-9371

1. What are the final cook temperatures for the following foods?
 - a. Chicken - 180 F (whole), 170°F (Well Done Breast)
 - b. Hamburger - 160°F
 - c. Ground Sausage - 160°F
 - d. Pork - 160°F
 - e. Eggs - 160°F
 - f. Steaks - 145°F

2. In the following list, place in order from bottom to top how the following will be stored in a cooler and/or freezer. (Foods-Raw Chicken, Eggs, Vegetables, Cooling foods from the previous day, and Hamburger Meat)

Top Cooling foods from previous day.
Cooked Hamburger Meat

Bottom Raw Chicken, Raw Eggs and Raw Vegetables

3. Describe how you would cool hot foods for the next day's usage. Explain specific examples, stating temps, time of cooling process, and size of containers. - Please review Attachment for Question 3

4. If any foods are reheated, what must the product be reheated to in order to ensure it has been reheated properly? Reheat to the initial cooking temperature for prescribed time.

5. Describe how you will be washing dishes, whether it be with a dishwasher or with a 2 or 3-compartment sink. Be specific.

Automatic/Mechanical Dishwashing Machine. H2O Temperature for sanitizing will be set and maintain @ 180°F. Three Compartment Sink as a Back up.

6. Describe how you will clean the cutting boards, prep area, and knives when switching from one food to another. Describe what products will be used to clean this area and the contact time for the chemicals used.

Wash Utensils, Prep Surfaces, Cutting boards after each use.
Wash, rinse and sanitize prep tables prior to use.
Use of the sanitizing mix in # 11 Below.

7. Please list the hot holding and cold holding temperatures of foods that are held on a buffet bar or held in the walk-in cooler.

Hot Holding 140 °F

Cold Holding 40F

8. Describe how you will require you and your staff to wash their hands.

Wash finger nails, wash up to the wrist and any exposed areas beyond the wrist for a minimum of 20 seconds.
No Jewelry except for medical Alert Bracelets.

9. Explain how to use and calibrate a thermometer.

Bimetallic thermometer. To calibrate, calibrate to 0 °F in crushed ice bath.

10. Explain the policy if there are cuts or burns on the hands of an employee.

Employee will wash hands (refer to #8) bandage damage area and then glove the hand.

11. Explain the procedure for making up a sanitizing mixture.

2 caps of bleach to 1 gallon of H₂O (will be purchased commercially) One (1) Teaspoon to

12. Will staff be allowed to smoke? Where will they be allowed to smoke?

NO

13. What distributors will be used to purchase the food being sold?

Will find 4 commercial distributors.

14. Where will personal drinks be stored and how will they be stored?

In the Break Room or Designated employee refrigerator.

These questions once answered will help determine whether the restaurant is knowledgeable enough to receive a Permit/Transitional Permit from this office.

Gale Ann Greene
Environmental Health Program Specialist

Jamie Turlington
Environmental Health Specialist

William H. Cain
Environmental Health Specialist

Cynthia Pierce
Environmental Health Specialist



SIERRA'S RESIDENTIAL SERVICES, INC.
P. O. Box 655
Lillington, NC 27546



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Leadership for the Journey

Question # 3

Chicken Noodle Soup

Wash/Dry whole chicken and place in refrigerator.

Bring five (5) gallons of stock to a boil at 212 Degrees Fahrenheit.

Add ancillary ingredients i.e. vegetables, juices, egg noodles every 15 minutes until rapid boil is achieved to 212 Degrees Fahrenheit.

Add cut-up chicken parts, return to rapid boil, then simmer over medium Heat for 80 minutes.

Mix one level of Teaspoon of corn starch to one cup of cold water, add to soup while in the last 20 minutes of cooking, stir and return brisk boil.

After 80-85 minutes of total cooking time, (from the beginning to the end), turn off soup, pour soup into shallow, large square pans. Cool per 135 Degrees Fahrenheit to 70 Degrees Fahrenheit in 2 hours, then 40-41 Degrees Fahrenheit in a total of 6 hours from 135 Degrees Fahrenheit.



SIERRA'S RESIDENTIAL SERVICES, INC.
P. O. Box 655
Lillington, NC 27546



Attachment 1

Policy:

Food Preparation and Procedure

Potentially Hazardous Foods (PHFs)

Potentially Hazardous Foods (PHFs) such as eggs, salads, sandwiches, mayonnaise, fish and pork while being stored, prepared, served, and during transportation, shall be protected from contamination. All persons, while preparing or serving food or washing equipment or utensils, shall wear clean outer garments and conform to proper hygienic practices. They shall wash their hands thoroughly before starting work and as often as necessary to remove soil and contamination. After visiting a toilet room, such persons shall wash their hands thoroughly in the restroom, where there is a sign with cleaning instructions. In addition, there is a hand washing sink located by the activity areas. In this area, there is soap and a paper towel dispenser along with hand washing signs. All employees are told exactly when, where, and how to wash their hands during preparation, cooking, service, including clean up procedures. No use of tobacco is allowed in any form while preparing or serving food.

Upon arrival/delivery all PHFs will be examined and stored in a refrigerator set at 43° F. All potentially hazardous foods will remain at safe temperatures (45° F. or below for cold PHFs, or 140° F. or above for hot PHFs) except during necessary periods of preparation and serving. For example, potentially hazardous frozen food will be thawed at refrigerator temperatures of 45° F. or below. Cold PHFs will be assembled/mixed chilled on clean kitchen counters late morning and stored in a refrigerator with a temperature of 43° F. or below, until ready for service. When preparing hot PHFs (i.e. Eggs, Fish, and Pork, etc.) an internal temperature of 145°F is reached for at least 15 seconds before being serviced. Once the food is cooked thoroughly and ready for consumption, it will be held in the appropriate food service equipment along with serving utensils and all preparation areas are thoroughly sanitized to reduce cross contamination.



SIERRA'S RESIDENTIAL SERVICES, INC.
P. O. Box 655
Lillington, NC 27546



Attachment 2

Policy:

Food Preparation and Procedure

Beef

All frozen beef while being stored, prepared, served, and during transportation, shall be protected from contamination. All persons, while preparing or serving food or washing equipment or utensils, shall wear clean outer garments and conform to proper hygienic practices. They shall wash their hands thoroughly before starting work and as often as necessary to remove soil and contamination. After visiting a toilet room, such persons shall wash their hands thoroughly in the restroom, where there is a sign with cleaning instruction. In addition, there is a washing sink located by the activity areas. In this area, there is soap and paper towel dispensers at every hand sink in the facility and hand washing signs are posted by all hand sinks. All employees are told exactly when, where, and how to wash their hands during preparation, cooking, service, including clean up procedures. No use of tobacco is allowed in any form while preparing or serving food.

Upon arrival/delivery all frozen beef will be examined and stored in a freezer and kept frozen until ready for use. An indicating thermometer is located in each refrigerator and freezer to monitor temperatures. All frozen beef will be kept at such temperatures as to remain frozen, except when being thawed for preparation or use. A meat thermometer is used as a reliable way to ensure safety and to determine the "doneness" of meat and to destroy harmful bacteria such as *Salmonella* and *E. coli*. The beef is then thawed in the refrigerator before use and is prepared on a cleaned kitchen counter. The beef will be handled mid morning to be cooked for lunch. Ground beef and foods containing ground beef is then cooked to an internal temperature of at least 155° F (68° C) before servicing. Once the food is cooked thoroughly and ready for consumption, it will be held in the appropriate food service equipment along with serving utensils and all preparation areas are thoroughly sanitized to reduce cross contamination.



SIERRA'S RESIDENTIAL SERVICES, INC.
P. O. Box 655
Lillington, NC 27546



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Attachment 3

Policy:

Food Preparation and Procedure

Poultry

All frozen poultry while being stored, prepared, served, and during transportation, shall be protected from contamination. All persons, while preparing or serving food or washing equipment or utensils, shall wear clean outer garments and conform to proper hygienic practices. They shall wash their hands thoroughly before starting work and as often as necessary to remove soil and contamination. After visiting a toilet room, such persons shall wash their hands thoroughly in the restroom, where there is a sign with cleaning instruction. In addition, there is a washing sink located by the activity areas. In this area, there is soap and a paper towel dispenser at every hand sink in the facility and hand washing signs are posted by all hand sinks. All employees are told exactly when, where, and how to wash their hands during preparation, cooking, service, including clean up procedures. No use of tobacco is allowed in any form while preparing or serving food.

Upon arrival/delivery all frozen poultry will be examined and stored in a freezer and kept frozen until ready for use. An indicating thermometer is located in each refrigerator and freezer to monitor temperatures. All frozen poultry will be kept at such temperatures as to remain frozen, except when being thawed for preparation or use. A meat thermometer is used as a reliable way to ensure safety and to determine the "doneness" of meat and to destroy harmful bacteria such as *Salmonella* and *E. coli*. The poultry is then thawed in the refrigerator before use and is prepared on a cleaned kitchen counter. The poultry will be handled mid morning to be cooked for lunch. The poultry is then cooked to an internal temperature of at least 165° F before servicing. Once the food is cooked thoroughly and ready for consumption, it will be held in the appropriate food service equipment along with serving utensils and all preparation areas are thoroughly sanitized to reduce cross contamination.



SIERRA'S RESIDENTIAL SERVICES, INC.
P. O. Box 655
Lillington, NC 27546



The Council on Quality
and Leadership
Partners in Excellence;
Leadership for the Journey

Attachment 4

Policy:

Food Preparation and Procedure

Perishable Foods

All perishable foods being stored, prepared, served, and during transportation, shall be protected from contamination. All persons, while preparing or serving food or washing equipment or utensils, shall wear clean outer garments and conform to proper hygienic practices. They shall wash their hands thoroughly before starting work and as often as necessary to remove soil and contamination. After visiting a toilet room, such persons shall wash their hands thoroughly in the restroom, where there is a sign with cleaning instruction. In addition, there is a washing sink located by the activity areas. In this area, there is soap and a paper towel dispenser at every hand sink in the facility and hand washing signs are posted by all hand sinks. All employees are told exactly when, where, and how to wash their hands during preparation, cooking, service, including clean up procedures. No use of tobacco is allowed in any form while preparing or serving food.

Upon arrival/delivery all perishable foods will be examined (washed thoroughly...ie fruits and vegetables) and stored in a refrigerator (80 – 110° F) and/or cool pantry above the floor, on clean racks, shelves, or other clean surfaces, in such a manner as to be protected from splash and other contamination. These foods will also be stored at such temperatures to protect against spoilage. Perishable foods will be handled the same day in which it will be served to consumers. Once the food is cooked thoroughly and ready for consumption, it will be held in the appropriate food service equipment/containers along with serving utensils and all preparation areas are thoroughly sanitized to reduce cross contamination.