



**PERMITTING GUIDEBOOK
FOR OPENING
A FOOD ESTABLISHMENT
IN THE
TOWN OF MILFORD**

TABLE OF CONTENTS

- A. TOWN DEPARTMENTS & BOARDS CHECKLIST
- B. INTRODUCTION & GENERAL OVERVIEW
- C. HEALTH CODES AND REGULATIONS
 - 1. 105 CMR 590.000
 - 2. MILFORD BOARD OF HEALTH REGULATIONS
- D. FINISH SCHEDULE GUIDE
- E. PLUMBING FIXTURES TO CONSIDER
- F. REQUIRED CERTIFICATIONS
- G. APPLICATIONS & FORMS
 - 1. Plan Review Application
 - 2. Food Establishment Application
 - 3. Board of Health Food Establishment Inspection Policy

TOWN DEPARTMENTS & BOARDS DIRECTORY / CHECKLIST

Please see the guidebook sections following this checklist for details about each item.

I. Building Department & Zoning Officer (508-634-2313)

- ☐ Building Permit Application necessary / obtained
- ☐ Electrical Permit necessary / obtained
- ☐ Plumbing Permit necessary / obtained
 - ☐ Plumbing Plan reviewed and approved
 - ☐ Grease traps: Internal / External
- ☐ Proposed Location is in Zone _____
- ☐ This Zone ALLOWS a Food Establishment
- ☐ This Zone DOES NOT allow a Food Establishment by right
 - ☐ ZBA Application is Required/has been obtained (Hearing Date: _____)

II. Conservation Commission (508-634-2317)

- ☐ Application required Conservation Commission approval due to location of wetland

III. Planning Board (508-634-2317)

- ☐ Planning Board Site Plan Review Required for this project
- ☐ Planning Board Review is NOT required for this project

IV. Town Administrator's Office (508-634-2303)

- ☐ Liquor License Application
- ☐ Common Victualler License

V. Office of the Town Clerk (508-634-2307)

- ☐ Business Certificate Application

VI. Board of Health (508-634-2315)

- ☐ Plan Review Application has been obtained and filed with Board of Health for review.
Application Includes:
 - ☐ Plan Review Application & Fee of \$100
 - ☐ Architectural Drawings
 - ☐ Spec Sheets for ALL equipment
 - ☐ Menu (proposed)
 - ☐ Food Manager & Allergen Awareness Certifications (*if required*)

- ☐ Meeting with Health Inspector scheduled for: _____

- ☐ Application for Food Permit has been obtained

VII. Fire Department (508-473-1215)

- ☐ Fire Suppression System (if required)

VIII. Sewer Department (508-473-2054)

- ☐ Grease interceptor

B. INTRODUCTION & GENERAL OVERVIEW

This guidebook presents the necessary steps and required permits to open a food establishment in the Town of Milford.

While the primary focus of this guide is the Board of Health regulations and requirements, a brief overview of other town departments has been included for your convenience and to assist you during the permitting process.

This guidebook aims to answer commonly asked questions, provide general guidance on the permitting process, and include department contact information.

I. ZONING

The Town of Milford has several Zoning Districts: Residential, Business, Commercial, Industrial, and more. Each district has allowed uses, uses allowed by Special Permit, and uses that are not allowed at all. It is essential that you first determine whether the location you have chosen for your food establishment is in a zoning district that allows that type of business.

You should first discuss your location with the Zoning Enforcement Officer/Inspector of Buildings.

If a Special Permit is required, you may need to file an application with the Zoning Board of Appeals (ZBA). The Zoning Enforcement Officer can provide you the ZBA application and explain the application process.

New construction or alteration of an existing structure may require Site Plan review. The Inspector of Buildings will determine if your proposal requires a Site Plan review.

II. BUILDING DEPARTMENT

You should discuss any building permit requirements with the Milford Inspector of Buildings.

Only a licensed Construction Supervisor can obtain a building permit for a commercial facility.

Your licensed plumber will need to obtain a Plumbing permit for all plumbing work. Your plumbing plan will be reviewed by the Board of Health and the Plumbing Inspector to ensure the plan meets BOTH health and plumbing requirements.

Additionally, any electrical work will need to be performed by a licensed Electrician. All permit applications are available in the Building Department office.

III. PLANNING BOARD – SITE PLAN APPROVAL

In some cases, a Site Plan Approval may be necessary. The Site Plan Review provides for review of plans and structures which may have significant impact on traffic, municipal and public services and utilities, and environmental quality.

To determine if your proposed food establishment business will require Site Plan Approval, discuss your plans with the Inspector of Buildings.

If Site Plan Approval is required, you will need to contact the Town Planner. The Planner can provide additional guidance on the Site Plan application process.

IV. SELECT BOARD

The Select Board oversees the issuance of Alcohol Licenses. Any establishment that plans on serving and/or selling alcohol must first obtain a License from the Board of Selectmen.

You may also need to obtain a Common Victualler License. Common Victualler licenses are required for an establishment that prepares and/or serves food, including those that offer coffee service or self-service microwave ovens.

In addition to the above, any establishment that wants to operate Automatic Amusement Devices or offer weekday and/or Sunday entertainment are also required to obtain a license from the Board of Selectmen.

You will need to contact the office of the Town Manager for their assistance on obtaining these licenses.

V. TOWN CLERK

You may need to register your business with the Town Clerk. Business Certificates are obtained through the office of the Town Clerk.

VI. CONSERVATION COMMISSION

For new construction or additions to existing buildings, you may also be required to file with the Milford Conservation Commission in accordance with the Wetlands Protection Act.

For more information on complying with the Wetlands Protection Act, please contact the Conservation Commission office.

VII. BOARD OF HEALTH

The Board of Health oversees the licensing and semi-annual inspections of food establishments in the Town of Milford.

The first step in the Board of Health (BOH) process is the Plan Review. You will need to complete the Plan Review Application and submit it to the BOH office for a comprehensive review. The Plan Review Application should include architectural drawings of your establishment, the Finish Schedule including manufacturer specification sheets, establishment menu and hours, and personnel certifications.

Architectural drawings:

For new establishments, you will need to provide detailed architectural drawings showing the layout of your establishment including but not limited to:

- Location of all food equipment
- Food storage areas
- Hand-wash sinks
- Dishwashers
- 3-bay sink
- Food prep sinks
- Food prep tables
- Bathroom facilities
- Detailed plumbing plan

Existing establishments that have a change in ownership or modification of food service are also required to go through the plan review process. This is done to ensure that establishments are brought up to current health code requirements.

Finish Schedule:

An integral part of the plan review process is a review of your Finish Schedule. The finish schedule provides information on the materials that will be used on the floor, walls, and ceilings of your food establishment. (e.g., quarry tile for kitchen floor, stainless steel on walls behind cooking line, etc.) Typically, these are smooth, easily cleanable surfaces. Section 4 of this guide provides you with acceptable finish materials.

In addition to the above you will need to provide the manufacturer specification sheets for all equipment as it must meet **ANSI** (American National Standards Institute) or **NSF** (National Sanitation Foundation) standards.

Menu, hours, certifications:

A menu of foods you intend to serve, hours of operation, and required certifications (Food Manager and Allergen Awareness) must also be provided.

Once the Plan Review Application is received a meeting with the BOH Inspector will be scheduled to review the plans and to note any deficiencies or additional information that may be needed for approval. A plumbing plan will also be reviewed by the Milford Building Department. Your plumbing plan must include hot and cold-water lines, hot water tank (size & location), floor drains, mop sink, food prep sinks, lavatories, hand-wash sinks, 3-bay sink, grease interceptors (internal & external), waste lines, etc.

*Please note that the Massachusetts Department of Public Health (MDPH) adopted the 2013 Federal Food Code to be integrated into the Code of Massachusetts Regulations governing Minimum Sanitation Standards for Food Establishments. MEHA, the Massachusetts Environmental Health Association, has created the **Merged Food Code** document, which is a compilation of 1) the Federal Food Code; 2) the State Food Code 105 CMR 590.000; 3) the Allergen Awareness Act; and 4) the School Nutrition Bill. This document has been included with this guidebook and is also available on the MDPH web site: <https://www.mass.gov/lists/retail-food>*

After your plan is approved by the Board of Health, you will be able to obtain any necessary building, electrical or plumbing permits needed.

As you enter the construction phase of your project, the BOH will conduct several constructions checks to ensure that your project is being constructed as approved and to avoid any delays as you move forward to your opening date.

Construction checks are typically conducted:

1. At completion of walls, floors, ceiling & lighting; prior to installation of equipment;
2. After installation of equipment; and
3. Prior to opening (Pre-Opening Inspection).

After your pre-opening inspection, food products may be brought into your facility. A final inspection, the Opening Inspection, is conducted prior to your facility opening to the public.

During the construction process you will need to apply for your Food Permit. Your Food Permit will be issued when the Health Inspector has determined that your facility has been constructed according to the approved plans and you are ready to prepare, serve, and/or sell food products to the public.

C. HEALTH CODES AND REGULATIONS

In 2018, the Massachusetts Department of Public Health (MDPH) completed a major revision of its retail food and food service establishment regulation. The new document has two parts: the adoption of the federal 2013 Food Code and additional Massachusetts-specific regulations.

1. Included for your convenience, we have provided you with the regulation governing food establishments, 105 CMR 590.000, and a document entitled “The Merged Food Code” which is a compilation of the 2013 Federal Food Code AND 105 CMR 590.000.

<https://www.mass.gov/lists/retail-food>

2. Official copies of 105 CMR 590.000 and the 2013 Food Code are available for sale at THE STATE BOOK STORE. You can contact them directly at (617) 727-2834.

<https://www.sec.state.ma.us/spr/sprcat/contents.htm>

§ 201-2. Food regulations. *[Amended 10-24-2011; Effective 12-1-2011; 11-13-18, effective 12-1-2018]*

- A. 105 CMR 590.000, Chapter X of the State Sanitary Code, Food Establishment Regulations, as most recently amended, is hereby adopted as a local regulation for the Town of Milford.
- B. In addition to operations defined as “Food Establishment” under 105 CMR 590.001, a food establishment shall also include an establishment that offers only prepackaged foods regardless of whether time/temperature controls for safety are required.
- C. No person shall operate a food establishment without first obtaining a permit from the Milford Board of Health. All food permits shall expire on June 30 of the fiscal year. Permits are not transferable.
- D. Every permit holder must possess current copies of the 105 CMR 590.000, and any other regulations the Board of Health may reasonably require.
- E. A Plan Review shall be required for all new establishments, the remodeling of an existing establishment including the installation of any new equipment, and for establishments that are changing ownership. Plans and specifications for all new establishments and of all proposed and/or fixed equipment, walls, floors, ceilings, shelving, etc. are considered a part of the Plan Review application.
- F. All food equipment installed in a food establishment, including refrigeration and freezer units, cooking equipment, hot and cold holding units, and tables used for the preparation of food must be National Sanitation Foundation (NSF) approved.
- G. Hand-wash sinks shall be located in each food preparation, food dispensing and ware-washing area. Hand-wash sinks shall be limited in size to a maximum width of 20 inches and depth of eight inches and shall not be installed in any counter or with drain boards. Food preparation, serving or storage areas shall be protected from contamination from the hand-wash sink. The hand sink must be wall hung and be National Sanitation Foundation (NSF) approved.
- H. Floors in the food preparation areas of all new or remodeled food establishments shall be constructed of the following materials or their equivalent: quarry tile, ceramic tile, durable grades of vinyl or plastic tile. Floors shall be easily cleanable and maintained in good repair. Sealed concrete, sealed wooden floors or similar materials shall not be used. Anti-slip floor coverings, for use in areas where necessary for safety reasons, may be used, provided that they are easily cleanable and non-absorbent.

- I. Walls behind cooking and ware washing areas, dish machines, hand sinks and other areas generating heavy splash and/or steam, such as mop sinks and service sinks, shall be covered with Formica, mylar, stainless, fiberglass reinforced paneling (FRP) or equivalent materials.
- J. Any application for a temporary food permit shall be submitted to the Board of Health no less than 14 days before the event. No applications received within 48 hours of an event will be accepted by the Board.
- K. Existing establishments that are transferring to a new owner and there will be no modification of the type of product offered nor modification of the facility must submit a Plan Review AND Food Permit application a minimum of 30 days prior to the transfer date. Establishments previously grandfathered must be brought into compliance with these regulations.
- L. No food establishment shall add any form of food service without the written approval of the Board of Health. Application for the approval of any such additional service must be done in writing to the Board of Health.
- M. Every food service permit holder, shall employ at least one full-time equivalent person in charge who shall be an on-site manager or supervisor and is at least 18 years of age and who by being a certified food protection manager has shown proficiency of required information through passing a test that is part of an accredited program recognized by the Massachusetts Department of Public Health. Each food service establishment shall be required to have a certified food protection manager on staff at all times that food is being prepared and served. Documentation of successful completion must be on file in the Board of Health office. One approved course must be taken every five years. If the certified food protection manager is transferred, terminated or terminates employment, the owner/permit holder shall notify the Milford Board of Health in writing and shall have sixty (60) days to employ a replacement. The Board may grant an extension not to exceed an additional sixty (60) days to comply with this requirement if deemed necessary. Residential Kitchens preparing only Cottage Foods shall at a minimum possess a Food Handler's Certification.
- N. Each establishment having a seating capacity of 25 persons or more shall have one or more persons on duty when food is being served trained in choke-saving techniques as required by MGL C. 94, § 305D, and must file proof of training with the Board of Health with new and renewal applications.
- O. All caterers licensed by the Milford Board of Health must maintain a record of catered functions which include at least the following: date, person (name, address and telephone number) contracting services, menu, food preparation staff, wait staff and

approximate number of persons served. All establishments which accommodate catered functions must retain for a minimum of 90 days a record of the name and address of the caterer, date of event, person in charge of function and number of people attending.

- P. No vehicle used to transport trash, rubbish, garbage or other wastes shall be allowed to transport food intended for human consumption.

- Q. Routine inspections of food establishments shall be conducted by an agent of the Board of Health every six months. The Board may choose to adopt a risk-performance based inspection schedule prioritizing more frequent inspections based upon its assessment of a food establishment's history of compliance with 105 CMR 590.000 and the establishment's potential as a vector of foodborne illness. Whenever an inspection of a food establishment is made, the findings shall be recorded on a printed inspection report form. This inspection report shall be deemed an Official Order to Correct the violations noted therein. Time permitted for compliance shall depend upon the nature of the violation and shall be noted within the inspection report form.

- R. All food establishments shall be required to contract with a Massachusetts licensed pesticide applicator for pest control services. Said contract shall specify monthly inspection of the establishment by the contractor and elimination of any infestation, if encountered, at a minimum. Each establishment shall make available for review by the Board or its agent a copy of said contract and all receipts of pesticide application undertaken by the licensed applicator.

- S. Any request for a variance from the regulations contained in § 201-2 must be submitted in writing to the Board. The Board shall within 21 days of receipt of the request for variance hold a public meeting, at which time the applicant must demonstrate to the Board, by clear and convincing evidence, that there will be no adverse effect on the public health by the granting of the variance request. All decisions rendered by the Board shall be made in writing and shall be kept on file in the office of the Board of Health.

- T. It is the responsibility of the permit holder to renew his/her food establishment permit. As a courtesy to permit holders, permit renewal reminder notices shall be sent by the Board of Health a minimum of 15 days prior to the expiration date of the food permit.

§ 201-4. Installation and maintenance of grease traps and removal of grease from food establishments.

- A. Authority. The Milford Board of Health acting under the authority of Chapter 111, § 31 of the Massachusetts General Laws and any amendments and additions thereto, and by any other power thereto enabling, has adopted the following rules and regulations.
- B. Purpose. The purpose of this regulation is to protect the residents and business owners within the Town of Milford from blockages of the Town's sanitary sewer caused by grease discharged from food service establishments located in the Town.
- C. Definitions.

AGENT -- Any duly authorized agent of the Milford Board of Health as specified under MGL c. 111, § 30.

FOOD ESTABLISHMENT -- Any establishment issued a permit to operate a food service establishment by the Milford Board of Health and which has 10 or more seats or is equipped with a fryolator.

GREASE TRAP -- Also referred to as a "grease interceptor" by the State Plumbing Code, is a device designed to remove dissolved and/or suspended grease and waste oil from wastewater and which bears the seal of acceptance of P.D.I. (Plumbing and Drainage Institute).

PERMITTED OFFAL HAULER -- Any offal hauler that holds a current permit issued by the Milford Board of Health to remove, transport and dispose of garbage, offal or other offensive substances.

PLUMBING FIXTURE -- A fixture that introduces more than the allowable 11 mg/liter of fats, oils and grease into the sewer system, including, but not limited to, all pot sinks, rinse sinks or troughs attached to dish machines, any other sink in which fats, oils, and grease may be introduced, floor drains and/or sinks into which kettles may be indirectly wasted or poured, automatic hood wash units that connect or flow indirectly through the waste system, wok unit drains, and any other fixture or drain through which significant amounts of fats, oils, and grease may be introduced into the sewer system.

SEWER PIPE -- Any building or town sanitary sewer piping, including but not limited to interior and exterior building sanitary sewer piping, any main, or lateral sanitary sewer piping, regardless whether it is located on private or municipal land.

WASTE GREASE OR OIL -- Waste oil or grease generated by a food service establishment during the cooking process.

D. General provisions.

- (1) Grease trap installation. All grease traps and interceptors shall be installed and maintained in accordance with the Rule and Regulations of the Milford Sewer Department. Article V Section 8
- (2) Food establishment or related business. All plumbing fixtures in a food service establishment shall require grease traps and interceptor's protection.
- (3) New or remodeled food establishments. New or remodeled establishments that prepare food must install an external grease trap with a minimum capacity of 1,000 gallons, and shall have sufficient capacity to provide at least a 24-hour detention period for the kitchen flow. Kitchen flow shall be calculated in accordance with a minimum 24-inch diameter manhole frame and cover to grade over both inlet and outlet.
- (4) Grease traps shall be located on the lot so as to be accessible for servicing and cleaning and as far from the building as practical. Grease traps shall be inspected monthly and shall be cleaned when the level of grease is 25 percent of the effective depth of the trap or at least every 3 months. The owner shall provide written evidence to the Director that all traps are being cleaned and inspected at least every three months. Failure to clean or furnish evidence of such cleaning shall be considered a violation of these rules and regulations.
- (5) Grease trap maintenance.
 - (a) All internal grease traps shall be cleaned a minimum of four times per year by a licensed company that cleans grease traps or by the food service establishment using the following guidelines:
 - [1] When cake of grease equals $1/4$ of the liquid capacity of the trap.
 - [2] Point-of-use grease traps shall be cleaned a minimum of once per month or as directed by the Board of Health or its agent.
 - [3] All large in-line grease traps shall be cleaned a minimum of once quarterly or as directed by the Board of Health or its agent.
 - (b) External grease traps must be pumped by a permitted offal hauler every three months.

- (c) Service records must be maintained on forms approved by the Board of Health and in a binder readily accessible to Board of Health inspectors and agents.
- (6) Cleaning products. Only bacterial products intended for grease trap cleanings, drain maintenance, and odor control may be used for grease trap cleaning. The use of bacteria to augment the maintenance of grease traps will not eliminate the need to manually clean grease traps at the specified intervals. Detergents, bleaches or ammonias shall not be used for this purpose.
- (1) Waste grease and oil storage and removal. Waste grease and oil shall not be disposed by the sanitary sewer. All waste oil and grease must be collected in an appropriate container provided by an approved vendor, stored in an approved location on premise. The container must be stored on an impervious surface such as concrete, or pavement. All waste and grease oil shall be removed by a permitted offal hauler; said material should be removed from the premises monthly as a minimum. While being stored, all grease containers and surrounding areas must be kept in a sanitary condition at all times.

E. Enforcement and inspection.

- (1) The Board of Health shall enforce the provisions of this regulation. Any agent of the Board of Health may, according to law, enter upon any premises at any reasonable time to inspect for compliance.
- (2) All records pertaining to purchasing, storage, and removal of grease-related products, and waste products, shall be retained by the owner or operator on premise for no less than two years.
- (3) Upon request by an agent of the Board of Health, an owner or operator shall furnish all information required to enforce and monitor compliance with this regulation, including, but not limited to, a complete inventory of all food- and maintenance-related products that are purchased by the establishment, receipts from permitted offal haulers retained to remove waste grease or oil from the establishment.
- (4) The Board of Health may, after providing opportunity for a hearing, order the revocation of a permit to operate a food establishment, the termination of one or more particular operations for:
 - (a) Serious or repeated violations of the regulation.
 - (b) Interference with the Board of Health in the performance of its duty.
 - (c) Keeping or submitting any misleading or false records or documents required by the regulation.

- F. Violation. Written notice of any violation of this regulation shall be given to the owner and operator by an agent of the Board of Health, specifying the nature, time and date of the violation, any preventative measure required to avoid future violations, and a schedule of compliance.
- G. Variance. Any requests for a variance from the provisions of this regulation must be presented in writing; the request should specify if the variance is being requested due to restrictions in the amount of available space, and/or economic hardship. Variance requests regarding the size of a grease trap should be accompanied by kitchen flow calculations prepared by a Massachusetts-licensed plumber supporting an alternate size.
- H. Hearing. The person or persons to whom any order or notice issued pursuant to this regulation has been directed may request a hearing before the Board of Health. Such request shall be in writing and shall be filed in the office of the Board of Health within 10 days after receipt of the order or notice.
- I. Penalty. Any person that violates any provision of this regulation may be punished, under c. 40, § 21D of the Massachusetts General Laws, by a fine of no more than \$100 or by filing a criminal complaint at the appropriate venue. Each day or portion thereof during which a violation continues shall constitute a separate offense; if more than one, each condition violated shall constitute a separate offense. Failure to correct violations of any provision of this regulation may result in the suspension or revocation of a permit to operate a food establishment or refusal to issue a permit to operate a food establishment as provided in 105 CMR 590.012 or 105 CMR 590.014.
- J. Severability. Each provision of this regulation shall be construed as separate to the end that if any part of it shall be held invalid for any reason, the remainder shall continue in full force and effect.

D. FINISH SCHEDULE GUIDE

The following chart provides guidance for finishes for floors, walls and ceilings:

	FLOOR	WALL	CEILING
<u>KITCHEN</u>			
<u>COOKING</u>	Quarry tile; Poured seamless, sealed concrete	Stainless steel; Aluminum; Ceramic tile	Plastic coated or metal clad fiberboard; Dry- wall epoxy, Glazed surface; Plastic laminate
<u>FOOD PREP</u>	Same as above plus commercial grade vinyl composition tile.	Same as above plus approved wall panels (FRP) Fiberglass Reinforced Polyester Panel; epoxy painted drywall; filled block with epoxy paint or glazed surface	Same as above
<u>BAR</u>	Same as above	Same as above for areas behind sinks	Meets building codes
<u>FOOD STORAGE</u>	Same as above plus sealed concrete; commercial grade vinyl composition tile; or sheets	Approved wall panels (FRP) Fiberglass Reinforced Polyester Panel; epoxy painted drywall; filled block with epoxy paint or glazed surface	Acoustic tile; painted sheetrock
<u>OTHER STORAGE</u>	Same as above	Painted sheetrock	Same as above
<u>TOILET ROOM</u>	Quarry tile; poured sealed concrete; commercial grade vinyl composition tile or sheets	Approved wall panels (FRP) Fiberglass Reinforced Polyester Panel; epoxy painted drywall; filled block with epoxy paint or glazed surface	Plastic coated or metal clad fiberboard; dry- wall with epoxy; glazed surface; plastic laminate

	FLOOR	WALL	CEILING
<u>DRESSING ROOMS</u>	Same as above	Painted sheetrock	Same as above plus painted sheetrock
<u>GARBAGE & REFUSE AREAS (Interior)</u>	Quarry tile; poured seamless, sealed concrete; commercial grade vinyl composition tile or sheets	Approved wall Panels (FRP) Fiberglass Reinforced Polyester Panel; epoxy painted drywall; filled block with epoxy paint or glazed surface	Plastic coated or metal clad fiberboard; dry-wall with epoxy; glazed surface; plastic laminate
<u>MOP SERVICE AREA</u>	Quarry tile; poured seamless sealed concrete	Same as above	Same as above
<u>WAREWASHING AREA</u>	Same as above plus commercial grade vinyl composition tile	Stainless steel; aluminum; approved wall panels (FRP) Fiberglass Reinforced Polyester Panel; epoxy painted drywall; filled block with epoxy paint or glazed surface	Same as above
<u>WALK-IN REFRIGERATORS & FREEZERS</u>	Quarry tile; stainless steel; poured sealed concrete; poured synthetic	Aluminum; stainless steel; enamel coated steel (or other corrosion resistant material)	Aluminum; stainless steel; enamel coated steel (or other corrosion resistant material)

FLOORS

1. All floor coverings in food preparation, food storage, utensil-washing areas, walk-in refrigeration units, dressing rooms, locker rooms, toilet rooms and vestibules must be smooth, non-absorbent, easily cleanable and durable. Anti-slip floor covering may be used in high traffic areas only.
2. Any alternate materials not listed in the above chart must be submitted for evaluation.
3. There must be coving at base junctures that is compatible with both wall and floor coverings. The coving should provide at least 1/4-inch radius and 4" in height.
4. Properly installed, trapped floor drains shall be provided in floors that are water- flushed for

cleaning or that receive discharges of water or other fluid waste from equipment, or in areas where pressure spray methods for cleaning equipment are used. Floors should be sloped to the drain at least 1/8" per foot.

5. Grouting should be non-absorbent and impregnated with epoxy, silicone, polyurethane or equivalent compound.
6. All walk-in refrigeration units, both with prefabricated floors and without, should be installed in accordance with the manufacturers' installation requirements.

WALLS

1. The walls, including non-supporting partitions, wall coverings and ceilings of walk-in refrigeration units, food preparation areas, equipment washing and utensil washing areas, toilet rooms and vestibules shall be smooth, non-absorbent, and capable of withstanding repeated washing. Light colors are recommended for walls and ceilings. Studs, joists and rafters shall not be exposed in walk-in refrigeration units, food preparation areas, equipment washing and utensil washing areas, toilet rooms and vestibules. Where permitted, exposed studs, joists and rafters must be finished to provide an easily cleanable surface.
2. All alternate materials not listed in the above chart must be submitted for evaluation.
3. Glazed surfaces should be glazed block or brick, or ceramic tile. Grouting must be non-absorbent and impregnated with epoxy, silicone, polyurethane or an equivalent compound. Concrete block, if used, must be rendered non-porous and smooth by the application of an approved block filler followed by the application of an epoxy-type covering or equivalent. All mortar joints shall be only slightly tooled and suitably finished to render them easily cleanable.
4. Plastic laminated panels may find applications but are not recommended.
5. Joint finishes should be compatible with the wall structure. Voids should be eliminated at joints.

CEILING

Finishes shall be light-colored, smooth, non-absorbent and easily cleanable. Acoustical material free of porous cloth or sponge may be used, provided ventilation is adequate to minimize soiling.

NOTE: Milford Board of Health regulations, §201-2 (G) & (H), also provide guidance for required finishes for floors and walls in food establishments.

E. PLUMBING FIXTURES TO CONSIDER

PLUMBING CONSIDERATIONS WHEN DESIGNING / REMODELING A FOOD SERVICE ESTABLISHMENT – these fixtures are noted below for discussion purposes and should be reviewed with your plumber to determine which will be necessary for approval of your food establishment plan.

All plumbing fixtures must be shown on the plan submitted to Board of Health for approval.

- ☐ 3-Bay Sink (floor drain required when wash arm included)
- ☐ Food Prep Sink (with indirect waste line)
- ☐ Hand-Wash sinks (provide shields when necessary) (hand-wash sinks shall be conveniently located in food prep areas and ware-washing area)
- ☐ Grease Interceptors (Internal) – must be located at 3-bay sink
- ☐ Grease Interceptor (External) – required for all food establishments.
- ☐ Garbage Disposal
- ☐ Mop Sink (Shall be floor-mounted)
- ☐ Bathrooms (location, required toilets, urinals, handicap accessibility)
- ☐ Backflow prevention devices
- ☐ Ice machines (indirect waste line)
- ☐ Hot water heater (size, location, recovery rate)

IMPORTANT NOTE: For use of gas appliances, you must first determine that the gas supply line and/or meter is of sufficient size to meet the needs of your food establishment and associated equipment.

F. REQUIRED CERTIFICATIONS

FOOD MANAGER CERTIFICATION

In accordance with 105 CMR 590.003(A)(2), each food establishment shall employ at least one full-time person who shall be an on-site manager or supervisor and must be at least 18 years of age and who by being a certified food protection manager has shown proficiency required through passing a test that is part of an accredited program recognized by MDPH.

MDPH has prepared a Food Protection Manager Certification Exam and Trainer Directory to assist you in meeting this requirement. You can also check with Board of Health office staff to see if they are aware of any local classes being held that may be convenient for you to attend.

Also, the Milford Board of Health has adopted a local regulation that requires the presence of a certified food protection manager on-site whenever food is being prepared or served (See 201-2(M)).

Establishments that sell pre-packaged foods are not required to employ a food protection manager.

ALLERGEN AWARENESS CERTIFICATION

In accordance with 105 CMR 590.009(G)(3)(a), food establishments, establishments that cook, prepare, or serve food intended for immediate consumption either on or off the premises, shall have on staff a certified food protection manager who has been issued a Massachusetts certificate of allergen awareness training by an allergen awareness training verification program recognized by MDPH.

See attached memorandum of “Vendors approved by MDPH to Provide Allergen Awareness Training”. These training are completed on-line and the certifications are valid for five (5) years.

Please take note that the Allergen Awareness training must be completed by a staff person who has been certified as a food protection manager.

CHOKE-SAVING CERTIFICATION

In accordance with 105 CMR 590.011(A), pursuant to MGL Chapter 94, § 305D, each food service establishment having a seating capacity of 25 persons or more **shall have on its premises, while food is being served, an employee trained in manual procedures to remove food lodged in a person’s throat.**

Before the issuance of a food permit, any establishment with a seating capacity of 25 persons or more, must provide copies of choke-saving certifications for staff.

G. APPLICATIONS & FORMS

1. Plan Review Application
2. Food Establishment Application
3. Milford Board of Health Food Establishment Inspection Policy