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General Considerations During a Retail Food Establishment Remodel

Plans need to be submitted to our office for major renovations. If a facility is upgrading finishes or equipment but will have the same layout, plans may not need to be submitted.

A major renovation would include any of the following:

1. Extensive alteration of an existing facility that significantly changes the function and purpose, even if the renovation does not include structural changes. Example #1: A fast food ice cream restaurant will now be a Mexican restaurant. Example #2: A carry out pizza restaurant is now a sit-down deli.
2. Removing, adding or relocating key equipment or areas. Example #1: An existing bar and grill adds the tenant space next door and moves the bar 30 feet to the south of where it is now. Example #2: A new bakery area is added to a restaurant in the rear of the kitchen. Example #3: A restaurant is closing their store for 2 weeks, moving all the equipment out, replacing all the floors, walls, ceilings and reinstalling some new equipment and some existing equipment.

A minor renovation would include any of the following:

1. Adding or replacing one key equipment item such as a dishwasher or a walk-in cooler.
2. Remodeling the dining area or restrooms.
3. New roof, new ceiling tiles or new floor tile.

NOTE: Minor renovations would not require a plan review.

Instructions for submission of plans for review can be found on

<https://marionhealth.org/programs/environmental-health/food-and-consumer-safety-2/>

The food establishment needs to notify the Department of Food and Consumer Safety prior to construction to determine requirements. Most remodels of food preparation areas would require temporary closure of that area. A facility may be able to operate during construction based on the size and scope of a remodel, time of day the work will occur, location of the remodel and layout of the facility. This approval to operate may be rescinded if it is observed that public health and food safety are at risk or if precautions are not being taken. The following are general considerations and does not encompass all requirements or scenarios:

- Construction areas must be sectioned off to prevent dust and debris from getting into operational areas. Effective means must be used as a barrier between the two areas. The material used would be based on the dust and debris generated in construction. Plastic covering or temporary walls could be used.
- All equipment must be accessible during the operation.

- Facilities may limit their menu or operation in consideration of the project. For example, operating drive through only or eliminating some menu items.
- There must be limitation of unnecessary persons in the operational food areas. Construction crews can ideally enter the project from another entrance to prevent passage through operational areas.
- Restrooms must be available for employees at all times. If a designated employee restroom does not exist, then a restroom in the dining area must be available and easily accessible without walking through construction dust or debris.
- Short term projects may allow for portable restrooms for employees. Portable handwashing facilities need to be provided as well. Hands must be washed after using the restroom and again when returning to the food preparation areas.
- Operational areas must have utility service (water, electric) at all times.
- Equipment in renovation areas must be protected from construction dust and debris or removed during construction. (Example: soft drink machine)
- All single service or other utensils must be removed from areas under construction.
- Pest control measures would need to be in place and outer openings would need to be protected. Doors must be kept closed.