

This checklist is meant as a reference guide. Please see the [Vermont Health Regulations for Food Service Establishments](https://www.healthvermont.gov/food-lodging) at [healthvermont.gov/food-lodging](https://www.healthvermont.gov/food-lodging) for the full requirements for operating a retail food service establishment.

Please complete the following requirements before your scheduled licensing inspection.

Water System

- Must be a water source (public or private) approved by the Vermont Department of Environmental Conservation (DEC), Drinking Water and Groundwater Protection Division.
- Provide enough hot and cold water under pressure to meet the peak demand of your establishment.
- A private water source test must show absence of bacteria (Total Coliform and *E. coli*). Use a [State-certified lab](https://www.healthvermont.gov/drinkingwaterlab) to analyze the sample ([healthvermont.gov/drinkingwaterlab](https://www.healthvermont.gov/drinkingwaterlab)).
- For private water sources:
 - New establishments must meet DEC's construction standards.
 - Existing facilities are exempt from DEC's construction standards, unless the water quality is no longer acceptable.

Wastewater (Sewage) Disposal System

- Must be a properly functioning system (public or private) approved by DEC.
- Check with a [DEC Permit Specialist](#) for wastewater permitting and other permitting requirements ([dec.vermont.gov](https://www.dec.vermont.gov)).

Toilet and Handwashing Facilities

- Make sure they are conveniently located and accessible.
- Handsinks must be designed for handwashing only and provided in food prep areas and toilet rooms.
- Hot and cold water must be provided under pressure. Hot water must reach at least 100°F.
- Provide hand soap, paper towels or hand-drying device, and a handwashing sign.

- Provide self-closing toilet room door(s).
- Number of toilet rooms required is based on seating capacity:
 - 25 or less, at least one toilet room
 - More than 25, at least two toilet rooms
 - No seating, one toilet room for employees

Dishwashing Facilities

- Required: stainless steel three-bay sink with attached metal/stainless steel drainboards that allows immersion of at least half of the largest piece of equipment and/or utensil.
- Optional: automatic, commercial unit with temperature gauge(s) accurate to +/- 2°F.
- Wash temperatures must be 110°F or hotter for manual washing and as specified on data plate for automatic washing.
- Sanitizing (Final Rinse) minimum requirements that apply to automatic AND manual dishwashing facilities:
 - Hot water sanitizing: 180°F or hotter, pressure gauge(s) accurate to +/- 2 psi to maintain 15 to 25 psi during Final Rinse.
 - Chemical sanitizing (use litmus paper test kit to check concentration):
 - Chlorine: 50 to 100 ppm
 - Quaternary ammonium: 200 to 400 ppm
 - Iodine: 12.5 to 25 ppm

Plumbing

Must comply with the Vermont Plumbing Rules, including:

- No cross connection between the potable water supply and other water sources that have unsatisfactory or questionable quality.

- Backflow prevention devices installed on hose bibs, soda machines, dishwashing spray hoses, and mop sink faucets.
- Ice machines and storage bins, equipment-washing/food-prep sinks, and dishmachines must drain into an indirect (air gap) drain.
- Mop sink for cleaning mops or other wet floor cleaning tools and disposal of mop water.
- Check with the Vermont Department of Public Safety (DPS) Plumbing Program for grease trap requirements.

Hot and Cold Holding

Must have adequate facilities for storage and display of all potentially hazardous foods, including:

- Ambient temperatures: refrigerators 41°F or colder, hot holding units 135°F or hotter.
- Accurate (+/- 2°F) thermometers for hot and cold food storage units and for monitoring food temperatures.

Food-Contact Equipment

- Made of proper materials with smooth, easily cleanable surfaces, and in good condition.
- Installed to allow access for cleaning or fitted with castors.

Non-Food Contact Equipment

- Made of proper materials with smooth, easily cleanable surfaces, and in good condition.
- Designed and installed to allow access for cleaning, fitted with castors, or sealed in place.

Floors

- Made of proper materials that comply with the Vermont Fire & Building Safety Code.
- Smooth, easily cleanable, and in good condition.
- Cove baseboards are needed in areas for food preparation, storage, dishwashing, and toilet rooms.

Walls and Ceilings

- Made of proper materials that comply with the Vermont Fire & Building Safety Code.
- Smooth, easily cleanable, and free of cracks, crevices, and other openings.

Lighting

- Adequate intensity in all areas.
- Protect with covers or sleeves with end caps, or use shatter-resistant bulbs.

Ventilation Systems

Must comply with DPS standards and be:

- Cleaned and maintained to prevent contamination.
- Provided in toilet rooms, dressing/locker rooms, and areas where food is prepared and equipment is washed.
- Check with DPS Fire Safety and Electrical Program for hood requirements.

Insect and Rodent Control

- Make sure all openings to the outside are tight-fitting or screened with fine-mesh screen (not less than 16-mesh to the inch).
- No insects, rodents, vermin, reptiles, birds or other animals are allowed.

Garbage, Refuse and Compost

- Enclosures must be properly constructed to prevent the presence of insects, rodents and other animals.

Toxic and Poisonous Materials and First Aid Supplies

- Must have proper labels and storage locations.

Laundry Facilities and Living/Sleeping Quarters

- Must not be located in any areas where food is prepared.

Questions? Please call the Food and Lodging Program at 802-863-7221 or email FoodLodging@vermont.gov.