

# General Maintenance

## Food service establishments must practice good sanitary conditions inside and outside.

\***Sewage** systems must be operating properly at all times. Sewage back-up is an imminent health hazard and must be remedied **immediately**.

-Contact a licensed plumber and close area of back-up until repaired (i.e. kitchen, restroom, etc.)

\***Restrooms** shall be clean and stocked at all times with toilet paper, soap, hand drying provisions, and proper plumbing.

\***Plumbing** shall be maintained in good repair, free of leaks (NO duct-tape, plastic wrap, or other unapproved materials), and meet applicable Indiana plumbing code (i.e. prevent backsiphonage)

\***Mop sinks** shall be provided at retail facilities, maintained, and clean. (NOT for dishwashing, food preparation, or handwashing) Disposal includes mop water, expired sanitizer water, and chemicals.

\***Grease traps** shall be accessible, kept clean, and operating properly.

\***Garbage and refuse** containers shall be kept clean and protected against rodents, insects, or other pests.

\***Lighting** shall be maintained and provide levels of at least:

A. 70 foot-candles on all food preparation surfaces; and at equipment or utensil-washing work levels

B. 20 foot-candles in reach-in coolers, buffets, and at a distance of 30 inches above floor in:

-Utensil and equipment storage areas

-Sink and toilet areas

-Walk-in refrigeration units

-Dry food storage areas, ETC.

\* **Floors, walls and ceilings** shall be maintained clean and in good repair.

*Smooth, easily cleanable, and non-absorbent materials are required!*



## Hendricks County Health Department Environmental Health Division

**Public Health**  
Prevent. Promote. Protect.

**Hendricks County Government Center**  
355 South Washington Street, #G30  
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# Person-In-Charge (PIC) Responsibilities

**\*The owner or operator of a retail food establishment shall have a person-in-charge present at establishment during all hours of operation.\***

**PIC** must ensure the following:

- Have and demonstrate knowledge of food safety.
- Employees effectively clean their hands.
- Employees and others, such as delivery, maintenance, and pest control operators, entering the establishment practice safe habits.
- Work with employees to verify proper receiving is practiced.
- Operations are not conducted in a private home or in a room used as living or sleeping quarters.
- Prohibit unnecessary persons into the operation, except for brief visits/tours with precautions taken to protect items from contamination.
- Proper cooking of potentially hazardous foods.
- Proper cooling of potentially hazardous foods.
- Consumers who order raw or partially cooked foods of animal origin are informed that the food is not cooked sufficiently to ensure its safety.
- Employees are properly cleaning and sanitizing multiuse equipment before reuse.
- Consumers are aware that clean tableware is to be used when returning to self-service areas; such as salad bars and buffets.
- Employees are preventing cross-contamination of ready-to-eat foods, such as using deli tissue, spatulas, tongs, single-use gloves, or dispensing equipment.
- Employees are properly trained in food safety as it relates to their assigned duties.

\*Immediately discontinue operations and notify Health Department if an imminent health hazard may exist because of an emergency:

*Fire, flood, extended interruption of electrical/waste service, sewage backup, misuse of poisonous/toxic materials, apparent foodborne illness outbreak, etc.*



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