

This checklist is meant as a reference guide. Please see the [Vermont Health Regulations for Food Service Establishments](#) at [healthvermont.gov/food-lodging](http://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](#) to analyze the sample ([healthvermont.gov/drinkingwaterlab](http://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 [Community Assistance Specialist](#) for wastewater permitting and other permitting requirements ([anr.vermont.gov](http://anr.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](mailto:FoodLodging@vermont.gov).