

Requirements for Opening, Renovating and Operating a BEH Permitted Facility

Every person who operates a business which requires a Sanitary Permit must meet the requirements of the Commonwealth Environmental Health and Sanitation Act of 2000 and subsequent regulations and policies.

BEG enforceable laws and regulations can be found at www.cnmilaw.org.

General Sanitary Requirements:

I. Toilet Facilities:

- All establishments shall be equipped with a toilet and wash basin, supplied with liquid soap (no bar soap), toilet paper, paper towels, and kept clean at all times.
- No placing, storing or keeping materials, merchandise or equipment of any kind.

II. Drainage:

- Adequate draining areas to prevent food contamination by seepage, foot-borne filth, or providing a breeding place for pests.
- Drain cover.

III. Building Maintenance:

- Each establishment shall operate and be maintained in such a manner that it does not pose a health hazard.
- Storage space for employee personal belongings must be provided and must be away from the food preparation and food serving areas.
- Floors must be constructed of materials that are tight, smooth, non-absorbent and easily cleaned.
- The walls and ceilings of rooms and passageways must be maintained in a sanitary condition.
- Adequate screening or other protection against pests (windows, drainage, entryways)
- The garbage area must be constructed and maintained in such a manner to exclude insects and vermin and to prevent odors and health hazards on the interior and exterior of the premises.
- Properly store equipment, remove litter and waste, cut overgrown weeds and grass.
- Maintain roads, yards, and parking lots.

IV. Ventilation:

- Adequate ventilation or control equipment to minimize vapors and odors (including steam and noxious fumes)
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V. Water:

- An adequate supply of potable water must be provided for the operation of the establishment. Potable water means the absence of total coliform and E. coli in the source of the water.
- Hot and cold running water must always be available in areas where food is processed, prepared or manufactured or where equipment and utensils are washed.

VI. Sinks:

- Adequate handwashing sinks available.
- Two compartment or three compartment sinks for food establishments.
- Proper sanitizing chemicals and procedures.

VII. Lighting:

- Adequate lighting must be maintained in all hand washing areas, dressing and locker rooms, toilet rooms, and all areas where food is examined, processed, and where equipment or utensils are cleaned.
- Provide safety type light bulbs, fixtures, skylights, or other glass suspended.
- Proper light shields in food preparation areas.

VIII. Equipment:

- Any article or piece of equipment used in the kitchen shall be of sound and tight construction, kept in good repair and made of such material that it can be readily cleaned and sanitized.
- Equipment and utensils that come in direct contact with food shall be corrosion-resistant, non-toxic and free from cracks, crevices and open seams
- All food shall be stored on racks, shelves or pallets no less than 6" above the floor
- All food shall be protected from contamination and adulteration. Enclosed protective containers, cabinets or shields shall be provided to protect all food displayed for sale or service. Food storage containers must be made of food grade plastic or other non-corrosive food grade material.

IX. Sanitary Practice:

- All persons working in direct contact with food, food contact surfaces, and food packing materials shall conform to good hygienic practices while on duty at all times.
- All FH's shall wear, in an effective manner, hair nets, headbands, caps, beard covers, or other effective hair restraints at all times when handling foods.

Hotels, Motels, and Other Room Accommodations

- Sufficient supply of bedding is provided for every bed.
- Clean sheets and pillow sheets supplied for each bed at least twice per week or as often as the bed is assigned to a different person.
- Single bed sheets are at least 50 inches wide and 98 inches long.
- Bedding used are kept clean and free from dirt or filth.
- Bedding worn out and/or unfit for use by human being are not permitted.
- Every part of the bed including the mattress, sheets, blankets, and bedding are kept clean, dry, and sanitary condition free from filth, urine or other foul matter, infestation of flies, bed bugs, or other insects.
- Adequate toilet facilities provided with washstand or washbowl with hot/cold running water plus sufficient supply of clean individuals towels, for use and visible and accessible to persons.
- Every room is provided with windows openable to the outside of the building at least one-half of the windows are open for ventilation.
- Windows are provided with screens to exclude insects and the building is constructed and repaired properly as to exclude rodents.
- Walls, floors, ceilings, doors, and other portions of very room kept free from dirt or filth.
- If owner does not reside in the hotel, another responsible person (manager) must be on duty at all times.
- Signs directing way to exits and stairways placed and maintained in conspicuous places in the halls of the buildings
- Outside premise must be kept clean and in good sanitary condition, free from rubbish, debris, garbage or other refuse which may promote harborage of rodent, mosquito, and other pests.

School and Childcare Facilities

- All children's and faculties Health Certificates current and readily accessible
- All rooms kept clean and neat
- Contact surfaces (i.e. toys, floor mats, desk, etc.) sanitized weekly
- Trash receptacles accessible in each room
- Door self-closing and open outward
- Light shields and protection guards provided on light fixtures
- Nonessentials (i.e. maintenance, grounds, and instructional materials) stored separately and securely
- Easily contaminated foods refrigerated or cooked to avoid the temperature danger zone (40-140 F)

- Hot running water accessible and gauged at 120 F or less
- Water reservoirs adequately provided for back use and sanitized every three (3) months
- Water reservoirs tested by qualified laboratory every 6 months. Results submitted to BEH office and readily available.
- Drinking dispensers kept cleaned and sanitized daily
- Disposable cups provided and accessible
- Hand-washing facilities equipped with liquid soap, paper towels/hot air dryer and instructional procedures provided
- Adequate toilet facilities provided for each gender and conveniently located
- Toilet facilities in food working order and kept clean daily
- Waste and garbage stored and disposed of daily.
- Vegetation maintained to eliminate vector harborage
- Wastewater properly connected to waste disposal system
- Removal of stagnant water sources

Barbershop and Beauty Parlors

- Sanitary Permit, Business License and Health Certificates for all employees valid and conspicuously posted.
- Establishment separated from other business. No cooking, living and sleeping.
- Walls, floor, ceiling, furniture, in good repair and clean at all times. Excessive accumulation of hair droppings kept in securely covered containers.
- Proper and adequate lighting and ventilation
- Adequate toilet facilities for both sexes. Liquid hand soap, paper towels, and toilet tissue provided.
- Hot and cold water provided.
- Articles of food not being sold, kept for sale or stored.
- Animal or fowl not kept or allowed in the shop
- Astringent, sponge, alum, powder puff, neck duster, shaving brush, or shaving mug must be kept in clean, sanitary condition.
- Any flow of blood stopped using powder or liquid astringent must be done in sanitary manner.
- Razors, shears, scissors, clippers, tweezers, or any articles cleaned, sanitized and properly stored. Sanitized between uses.
- Fingernails, uniforms and outer coat clean.
- Laundry properly cleaned and sanitized. Soiled linen properly stored.
- Head rest of chair covered with clean towel or paper.
- Towels stored in closed cabinet at all times
- Creams, tonics, cosmetics, etc. kept in clean closed containers
- No animals allowed inside shop.
- Trash and garbage properly stored and disposed of. Trash bins with proper lids and closed at all times. Clean and no overflow of trash.

Food and Drink Establishment

- Valid Business License, DPW Building Occupancy Certificate
- Valid Food Handler Certificates for employees (readily available and complete)
- Building structure/vehicle properly maintained daily
- Building structure/vehicle kept clean daily
- Vermin/rodent entry prevented and/or doors open outward and self-closing
- Building adequately ventilated and illuminated
- Liquid soap dispenser, paper towels, and instructional procedures provided at handwashing basins
- Toilet facilities conveniently located and clean daily
- Waste and garbage properly stored and disposed regularly
- Premise/vehicle clean and free of litter, flies, rats, mosquitoes, and other animals
- No sleeping, sitting, laying upon places where food is prepared, handled, served or kept.
- Food handlers in clean general appearance and proper working attire (apron, hat/hair net, closed toe shoes and shirts with sleeves)
- Employees with cuts and/or open wounds protected to prevent food contamination
- Food, drink, and utensils properly stored in a clean proper food storage area.
- Practice “First in, First Out (FIFO)” method
- Food, drink, and utensils stored off the floor on shelves or racks- minimum six inches (6”)
- Perishable foods stored in non-corrosive container with tight fitted lids/plastic wraps and separated.
- Readily perishable food properly protected from the “temperature danger zone” (40F-140F) & other contaminants
- Sanitizing chemicals used for utensil cleaning from approved source and properly stored.
- Hot and cold running water readily available and hot running water gauged at 120F or 110 F allowable when utilizing and approved sanitizing chemical.

Tattoo and Body Piercing Shops

- Valid Health Certificate for all employees.
- Sanitary Permit and Business License conspicuously posted.
- Studio must be maintained in a sanitary condition.
- Adequate lighting for tattooing, body piercing and sterilization area.
- Walls, floors and ceilings shall be kept in good repair.
- Unobstructed access to the tattoo and body piercing area such that the artist can work properly without having to touch anything.

- Hand-washing facility shall be equipped with hot and cold or tempered running water under pressure.
- Hand-washing facility shall be equipped with liquid germicidal soap, single-use towels/ hand-drying device, & covered trash containers.
- Operating equipment of smooth, non-absorbent, & easily cleanable surface.
- Tattooing or body piercing area provide privacy for clients.
- Single use gloves while assembling instruments and tattooing and body piercing.
- personnel shall practice good sanitary hygiene and maintain clean outer garments.
- Equipped with proper sterilization equipment.
- Packaged sterilized instruments shall be kept in a sterile condition and stored in clean dust-tight container when not in use.
- Instruments and jewelry not used within 60 days after sterilization shall no longer be considered sterile and must be re-sterilized.
- Studio must maintain sterilization records and kept for minimum of two years.
- Needles single use only!
- Animals not permitted in studio.

Massage Parlors, Bathing Houses, Spas and Gymnasiums.

- Sanitary Permit and Business License conspicuously posted.
- Health Certificate for all employees valid and posted.
- Trash and garbage properly stored and disposed of. Trash bins with fitted lids.
- Establishment separate from other business. No cooking, living or sleeping.
- Walls, floors, ceilings, furniture, clean at all times. Excessive accumulation of hair droppings kept in securely covered containers.
- Establishment properly and adequately lighted and ventilated.
- Adequate toilet facilities. Liquid soap, paper towel and toilet tissues provided. Enclosed and self-closing.
- Hot and cold running water available. Adequate water supply shall be from an approved source.
- Articles of food not being sold or kept for sale or stored.
- Animals not kept or allowed in the shop.
- All employees shall maintain personal cleanliness and conform to good hygienic practices.
- Employees' hand and other part of the body used in giving massage shall be thoroughly washed before and after attending each customer.
- Shower facilities shall be designed to be easily cleanable, shall be kept clean and in good repair.
- Facility shall be free of insect and rodent harborage, and shall provide effective measures to minimize their presence.
- All towels, washcloths, sheets, pillowcases, and other fabrics which come in contact with the hair and skin of customers shall be thoroughly cleaned and properly sanitized after each use.
- Closed cabinets shall be provided for the storage of clean linens.
- Adequate equipment provided for disinfecting and sterilizing equipment used in practicing any massage or touching techniques.

- Incorporate and cleaning and maintenance system that ensures a sanitary and safe environment.
- All walls, ceilings, floors, pools, showers, bathtubs, steam rooms, and all other physical facilities for the establishment must be in good repair and maintained in a clean and sanitary condition. Wet and dry heat rooms, steam or vapor rooms and cabinets, shower compartments and toilet rooms shall be thoroughly cleaned each day the business is in operation. Bathtubs shall be thoroughly cleaned after each use.
- Clean and sanitary towels shall be provided for each patron. The headrest of each table shall be provided with a clean and sanitary towel, paper towel or sheet for each patron.