

# Scaled Drawing Tool

This tool is a resource to assist applicants in providing a detailed scaled drawing of your food facility floor plan. Below are steps that could be taken to create a scaled drawing.

## Relevant areas of facility:

Areas that should be considered for the steps below include all areas that are involved in the storage, preparation, or service of food; and areas that are involved in the cleaning and sanitization of equipment and the facility:

- |   |                                     |
|---|-------------------------------------|
| 1. receiving areas  | 10. customer areas                  |
| 2. food preparation areas   | 11. basement                        |
| 3. dry storage (food, single-use items)   | 12. restrooms (employee and public) |
| 4. refrigerated storage   | 13. garbage area                    |
| 5. utensil and dish washing areas   | 14. chemical storage area           |
| 6. grease trap/interceptor(s) (indicate on the site map if located outside of the building) | 15. utility area (water heater)     |
| 7. wait stations  | 16. locker and break rooms          |
| 8. bars, including outdoor/seasonal areas   | 17. cleaning area (mop sink)        |
| 9. food display areas (salad bar, serving line)   | 18. laundry areas                   |

## Step 1) Measurements

- a) Facility & Equipment
  - i) Obtain measurements of all areas above
  - ii) Obtain measurement of all equipment to be used in the facility areas, such as coolers, cooking equipment, sinks, ware washing fixtures, grease trap, shelving, preparation tables, ventilation hood or hood canopy.
- b) Establish scale and indicate on the floor plan. For example, 1 block = 1 foot.
- a) If facility cannot be drawn on a single page, indicate page number and room or area shown on additional sheets.

## Step 2) Draw Your Floor Plan

- a) On [graph paper](#) (Page 2), use symbols that most accurately represent the equipment or features to be present in your food facility. For the graph paper below, each box is 1/8 inch. An [example](#) of a floor plan is available.

## Step 4) Create a Legend or Key

- a) All equipment, sink fixtures, and areas of the food facility should be labeled on the floor plan. Numbers or symbols in a legend or key should correspond to the name of the equipment.
- b) The Equipment List on Page 3 below provides space to number equipment that would correspond to the appropriate number for a symbol on the floor plan.

## Step 5) Double Check Your Drawing

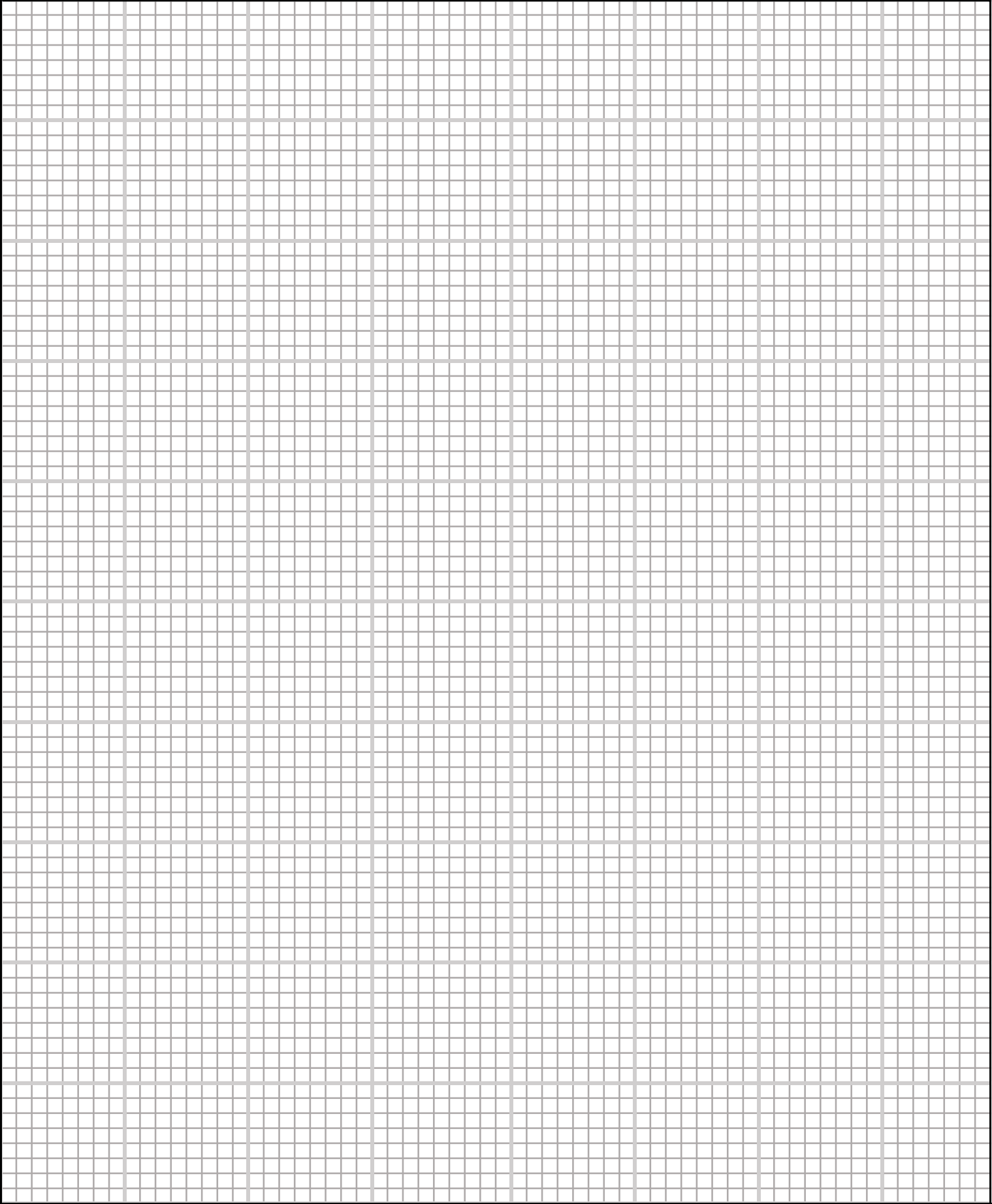
- a) Is the drawing big enough and easily understood?
- b) Were above areas identified in Step 2 included if present in your food facility?



## Allegheny County Health Department Food Safety Program

2121 Noblestown Road, Suite 210, Pittsburgh, PA 15205-3956  
phone: 412.578.8044 • fax: 412.578.8190 • [AlleghenyCounty.us/FoodSafety](http://AlleghenyCounty.us/FoodSafety)

Facility Name:					Please use a consistent scale on all pages, such as one (1) square is equal to one (1) foot.					
Facility Address:										
City, State ZIP:					Municipality:					
Area Shown:					Page (x of y):		of		Scale:	



## Equipment List

This chart may be used as your legend or key by numbering each piece of equipment in the "Item #" column and placing the corresponding number on the piece of equipment in your drawing.

List the type, make, and model number for all food service equipment. If manufacturer and/or model number is unknown, then list the location of the equipment. It will be evaluated during the inspection.

Attach an additional sheet or a separate list of equipment if needed.

**Please list equipment:**

	Equipment	Location	Commercial?	Description	
Item #	List (include how many)	Example: Kitchen, Basement	Yes / No	Manufacturer	Model number
	<b>PLUMBING</b>				
	3-compartment sink				
	Dishwasher				
	Hand washing sinks				
	Food preparation sink				
	Utility sink				
	<b>REFRIGERATION</b>				
	<b>COOKING</b>				
	<b>HOT-HOLDING</b>				
	<b>OTHER</b>				

We recognize NSF, ETL Sanitation, UL EPH, or equivalent American National Standards Institute (ANSI) accredited program certifications that comply under ACHD Food Safety Rules & Regulations, Article III, Sections 307 and 308.

Facility Address: 1234 Diner Way

Municipality: Pittsburgh Ward-28

Room: All

Page: 1 of 1

Scale:

Please use a consistent scale throughout, for example,  
one (1) square is equal to one (1) foot.

Eric Lindgren 2022  
REHS

## Floor Plan Example

