

Checklist for Submitting Adult Care Facility Plans for Environmental Public Health (EPH) Approval

Use this checklist to ensure your plans are complete. Please note that your adult care facility may not include all the areas and equipment listed below, or it may include other areas or equipment. The blueprints or plans must be drawn to scale and include all room dimensions.

Plans must include the items listed in the tables below

| Locations or Areas of Adult Care Services | |
|---|---|
| <input type="checkbox"/> exercise facilities <input type="checkbox"/> size and type of windows <input type="checkbox"/> linen storage <input type="checkbox"/> laundry areas | <input type="checkbox"/> utility rooms <input type="checkbox"/> therapeutic tubs, swimming pools, or similar facilities <input type="checkbox"/> chemical storage |

| Areas and Equipment within Food Establishment | |
|---|---|
| <input type="checkbox"/> kitchens and other food preparation stations | |
| <input type="checkbox"/> food storage areas(e.g., dry storage rooms) | |
| <input type="checkbox"/> garbage storage areas | |
| <input type="checkbox"/> location of all food preparation equipment (each must be labeled with the common name) | <input type="checkbox"/> refrigerators, coolers, and other refrigeration equipment <input type="checkbox"/> ovens, grills, fryers, and other cooking equipment <input type="checkbox"/> food preparation sinks <input type="checkbox"/> food preparation surfaces, like counters <input type="checkbox"/> handwashing sinks (stainless steel) <input type="checkbox"/> dishwashers, dishwashing sinks, and other dishwashing equipment <input type="checkbox"/> ventilation system above cooking equipment (including size) |

| Types and Placement of these Items | |
|---|---|
| <input type="checkbox"/> sewer lines | <input type="checkbox"/> light fixtures and protective covers in food preparation areas |
| <input type="checkbox"/> floor drains | <input type="checkbox"/> grease traps |
| <input type="checkbox"/> mop sinks | <input type="checkbox"/> hot water systems (including size/capacity of hot water tank) |

| Surfaces finishes of these Items | |
|---|-------------------------------------|
| <input type="checkbox"/> walls | <input type="checkbox"/> baseboards |
| <input type="checkbox"/> floors | <input type="checkbox"/> counters |
| <input type="checkbox"/> ceilings | <input type="checkbox"/> shelving |

| Other Items |
|---|
| <input type="checkbox"/> list of food items being served (e.g., menu) |

For more information, please contact your nearest Environmental Public Health office.

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 Calgary Main Office
 Lethbridge Main Office

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2EPHB-14-007
 Created: Oct/14