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<Name of Agency>

Nutrition Services
Physical Facility
Policies and Procedures

< Additional agency information>

<Date created/last updated>

<Agency disclaimer, if applicable>

The physical facility must be maintained in accordance with all applicable federal, state, and local health, fire, safety, building, zoning, and sanitation laws, ordinances, and codes. This includes the requirements of Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act.

# General Facility Requirements

* 1. [Americans with Disabilities Act (ADA) Accessibility Standards](https://www.access-board.gov/ada/) must be followed.
	2. Facilities must be free of architectural barriers that limit participation.
	3. The facility must provide safe, [accessible parking](https://www.ada.gov/topics/parking/).
	4. Wheelchair ramps must be available where needed.
	5. Hallways and aisles must be wide enough to accommodate people with walkers, canes, crutches, and wheelchairs.
	6. Equipment must be sturdy and appropriate for older individuals; this includes tables and chairs.
	7. Animals are not allowed in the building, with the exception of [service animals](https://www.ada.gov/topics/service-animals/).
	8. The facility should be cleaned daily.

# Floors, Walls, and Ceilings

* 1. The floors, walls, and ceilings shall be designed, constructed, and installed so they are smooth and easily cleanable, except anti-slip floor coverings or applications, which are used for safety reasons.
	2. Sidewalks, steps, ramps, floors, walls, and ceilings shall be kept clean, in good repair, and free of grease and debris.
	3. For temporary hazards such as wet floors, portable hazard signs must be used.
	4. Mats shall be removable and easily cleaned.
	5. Any holes or gaps along the floors, walls, or ceiling shall be filled in.
	6. Attachments to walls or ceilings such as light fixtures, vent covers, wall mounted fans, decorative items, and other attachments shall be easily cleanable and kept clean and free of debris.

# Lighting

* 1. Light bulbs shall be shielded, coated, or otherwise shatter-resistant in areas where there is exposed food, equipment, utensils, or linens.
	2. Lighting shall be adequate in all food production areas or equipment areas as a safety factor. This includes emergency lighting in areas of the facility without sufficient natural light.

# Heating, Ventilating, and Air Conditioning System Vents

* 1. Heating, ventilating, and air conditioning systems shall be designed and installed so that air intake and exhaust vents do not cause contamination of food, food-contact surfaces, equipment, or utensils.
	2. Hood filters and fans shall be clean and free from grease and contamination.

# Windows and Doors

* 1. Windows shall be closed and tight-fitting.
	2. Doors shall be solid, self-closing, and tight-fitting.
	3. Screens shall be used on any window open for ventilation, and air curtains can be installed at heavily used doors to prevent entry of insects and rodents.
	4. Exits must be clearly marked and kept free of obstacles and obstructions.
	5. Lighted exit signs must be checked regularly and in proper working order.

# Insect Control Devices

* 1. Insect control devices used to electrocute or stun flying insects shall be designed to retain the insect within the device.
	2. Insect control devices shall be installed so that the devices are not located over food production areas and dead insects and insect fragments are prevented from falling on exposed food, equipment, utensils, or linens.

# Restrooms

* 1. Restroom facilities shall not open directly into food preparation or dishwashing areas.
	2. Toilet facilities shall be accessible to food service employees.
	3. Restroom facilities shall have running hot and cold water, a supply of toilet tissue, hand-washing soap, sanitary towels or a hand-drying device, and at least one waste receptacle with lid or sanitary container.
	4. A sign or poster that notifies food employees to wash their hands shall be clearly visible and provided at all lavatories used by food employees.
	5. At least one toilet stall must comply with ADA requirements and standards.
	6. Bathroom stall locks must be easy to manipulate and in proper working order.
	7. Participants with disabilities must be able to access soap dispensers and disposable towels or air-drying devices.
	8. Restrooms must be thoroughly cleaned daily.

# Hand-Washing Sink in Production Area

* 1. At least one handwashing sink shall be available in the production area. This sink shall be used exclusively for handwashing, not for cleaning or preparing food.
	2. A sign or poster showing the proper hand-washing technique shall be posted at the hand-washing sink.

# Trash

* 1. The trashcan shall have a lid on it and trash shall be removed from sites daily.

# Posting Requirements

The center must post all state and federally required documents including, but not limited to:

* 1. Participant grievance procedures.
	2. Emergency procedures.
	3. Evacuation routes.
	4. Proof of quarterly fire drill.
	5. Proof of annual fire and building inspection.
	6. Proof of annual fire extinguisher inspection.
	7. Title VI civil rights notice.
	8. Equal Employment Opportunity Poster.
	9. OSHA Safety and Health Poster.
	10. Fair Labor Standards Act Poster.
	11. Telephone numbers of fire department, police, physicians, ambulance, hospital, emergency room and local emergency management offices.
	12. Steps to be taken in each type of emergency.
	13. Location of first aid kits, fire extinguishers and other supplies.
	14. Monthly calendar of events.