



**Public Works Utilities & Operations  
Environmental Resource Division  
Food Service Establishment Required Response**

The items listed below are requirements for Food Service Establishments (FSE) located within the City's service area. During the City's plan check process staff is providing advance notice to the FSE of these requirements.

The items listed below, are routinely checked by Public Works Environmental Resource staff (ERD) during the FSE's bi-annual environmental control review. The bi-annual reviews verify compliance with these items.

The FSE manager/owner must provide a **written response, with signature**, to the required information below.

**Facility Name:**

**Date:**

**Owner Name:**

**Facility Address:**

1. For the existing grease trap / grease interceptor, verify that the current configuration conforms to the original manufactures specifications, all the original attachments are present and that the device is correctly sized for the current application. Provide documentation of this determination and attach cut sheets as necessary. If new installation please indicate new installation and provide make and models of grease removal device. If a waiver application is planned, indicate waiver.
  2. Grease trap must be cleaned and left empty for an inspection as soon as practical. Call 757-5625 to set an inspection appointment. Depending on the inspection finding(s) the grease trap may require repair or replacement.
  3. The facility must verify that the grease trap will remain easily accessible for cleaning and has adequate room around the trap to complete the periodic cleaning/checking required. Location must be approved by Yolo County Environmental Health.
  4. Specify the cleaning service contractor used for cleaning the grease trap/grease interceptor and the initial frequency of cleaning planned - or- specify if the grease trap will be cleaned by facility staff and the frequency of that cleaning. Be prepared to provide written documentation (up to 3 years of records) in future bi-annual reviews that include the following information regarding cleaning maintenance: waste manifest from contract hauler or a written document with date, cleaned by who, how was it disposed.
  5. To prevent the leaking of liquids from solid waste collection containers, all liquids are prohibited from being disposed of into the **solid trash containers**; specify how your facility will handle the disposal of these liquids especially left over coffee, soda, soup, water etc.
  6. All floor sinks must have correctly sized strainers to capture food particles and specify strainer checking/cleaning frequency.
  7. If a rendering bin (used kitchen oil) is used, specify location of the rendering bin, the company use to pick-up the contents of the bin and the frequency of pick-up. Be prepared to provide written documentation up to 3 years of records in future bi-annual reviews.
  8. Please provide an inventory, size of the container and location (internal and external) of the following container(s) to be used for your facility and include the initial frequency of pickup planned for;  
*Comingle containers (glass, plastic, metals) Organics (food wastes, landscape material) and cardboard, general trash, paper recycle containers*
- \*Please note the City of Davis requires all customers to divert all recyclable materials (comingle recyclables, cardboard, organics, and paper) from the trash waste stream and provide adequate space for the collection of each.*
9. Copy of facility menu, including drink(s) hot or cold available for retail sale.
  10. Verify the facility will comply with the City's ban on single use plastic bags and if paper bags will be used specify the recycle paper content. Verify facility will comply with the Food Packaging Ordinance and Beverage Straw Ordinance.
  11. Specify the size of kitchen mats being used. Verify that the mop sink/mop closet is sized correctly so that it can accommodate the mat cleaning process. If the mop sink/mop closet is not correctly sized or will not be used to clean mats specify an alternate location/method to accommodate the cleaning of kitchen mats or specify kitchen mats will not be used.
  12. Verify that kitchen exhaust fan/hood is performing to original manufacture specifications and all original attachments are intact. Verify the external/internal grease collection trays are properly attached. Specify the hood-cleaning contractor and the cleaning frequency planned for the kitchen exhaust fan/hood. Be prepared to provide written documentation for up to 3 years of records for continuing maintenance of hood systems during bi-annual inspections. This can include stickers placed by authorized cleaning contractors directly on the ventilation hood. Stickers shall be marked by hole-punch for date verification purposes; those marked with markers shall also provide a receipt with matching date. Requirements above are for Type I or Type II hoods.

For question or comments, please contact Public Works Utilities & Operations - Environmental Resources Division at (530) 757-5686 or by email at [pwweb@cityofdavis.org](mailto:pwweb@cityofdavis.org)

**PUBLIC WORKS UTILITIES & OPERATIONS DEPARTMENT**

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