

# Report to the NCS D Regarding a Proposed Commercial Kitchen Upgrade for the NCS D Community Building Kitchen

February, 20, 2024

Directors and staff of the Newberry Community Service District,

The kitchen/food serving facility at the NCS D Community Building was at one time a licensed commercial kitchen. That license was allowed to expire. NCS D Director Roberts requested that the Board consider relicensing the kitchen for community use and as a 'Shared Kitchen'.

Robert Shaw and Paul Deel volunteered to research the requirements and feasibility of this upgrade to the kitchen. We respectfully submit the following for your consideration.

## Our findings:

### A. Existing physical conditions of the kitchen

1. The building and related plumbing, electrical systems etc. are approximately 70 years old
2. The existing commercial range with griddle and oven is reported inoperative and no longer meets current code requirements and will need to be replaced..
3. The existing vent hood over the oven is constructed of galvanized sheet metal and will need to be replaced with stainless steel, a fire suppression system and electrical interconnect to the air makeup fan.(evap. cooler)
4. The 3 compartment ware wash sink is per existing code. However a grease trap and septic tank inspection and upgrade may be required.
5. The SS (stainless steel) auxiliary sink is not plumbed for food prep use and the drain is unvented. The plumbing DWV (drain, waste & vent) system will need to be brought up to code.
6. A new hand wash sink will need to be plumbed and installed
7. Existing wood cabinets and cupboards will be replaced with SS commercial kitchen equipment.
8. Required dry storage space (Minimum 100 sq. ft.) for a Shared Kitchen could be found in the vestibule of the women's rest room requiring demolition and rebuilding that area.
9. Condensate drains may be required for the refrigerators.
10. The existing 'cool room' is inoperative and not code approved.
11. Electrical service to the kitchen is inadequate to service commercial grade kitchen equipment should it be required.

### B. San Bernardino Health Dept. 'Shared Kitchen' requirements:

1. NCS D will need to provide a licensed/permitted commercial grade kitchen with ongoing inspections & fees
2. NCS D will need to have a licensed kitchen manager to supervise the shared kitchen activity
3. Participants using the shared kitchen must be licensed by the health dept.

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### **Our conclusions and recommendations:**

1. Remodeling the existing kitchen and equipping it with commercial equipment could easily cost from \$60,000.00 to \$100,000.00. We respectfully do not recommend this level of investment in a building this old with the limited space available to provide a fully functioning facility.
2. A 'Shared Kitchen' program as a service to the community is commendable. However it will require great initial expense and ongoing support, maintenance and additional staff to operate. These costs need to be carefully considered.
3. We respectfully recommend this project not be added to the existing facility but to be considered when planning for future growth

### **Moving forward from here:**

In light of the Health Department's strict requirements for food preparation facilities we are informed that:

1. Our existing kitchen may not be used for preparing foods or beverages.
2. Only prepackaged foods & beverages or foods & beverages prepared off site by licensed food preparers may be served to the public.
3. Nonpublic, private invitation only type events may serve off-site prepared foods and beverages by unlicensed preparers at their events.

Therefore, moving forward, to protect NCSD's liability for potential misuse of the kitchen, we recommend that POLICY NO. 7006, Titled: CSD Building and Facilities: Rules and Regulations, Paragraph 18 Kitchen Use, be amended to reflect these conditions. A proposed amended Policy 7006, paragraph 18 is attached for discussion and approval of the Board.

Respectfully submitted: Paul Deel and Robert Shaw

Paul Deel

Following are notes from a phone conversation on 2/2/2024 with Field Inspector Christine Sthindehette from San Bernardino Environmental Health Services, Department of Public Health, regarding legal uses for our kitchen in the NCSD Community Building. Follow up clarification is advised for disputable items.

Two (2) general classifications of use: Private or Public

1. Private is when invited guests only are present

Example: Chamber of Commerce Directors only meeting

Note: private groups are generally exempt from DHS oversight for homemade foods.

2. Public is when anyone may be present

Example: Chamber of Commerce general meeting where non-members may be present.

Note: Kitchens, preparers and food types are regulated

Packaged food and beverages from a licensed source can be served to both classifications if still in the package

Foods or beverages prepared on site must be prepared and served from a licensed kitchen by a licensed preparer for either public or private consumption. For example: hot coffee prepared on site and served to the public can only be done from a licensed facility.

Conclusion: 1. No foods or beverages can be prepared for public or private consumption in the NCSD kitchen unless it is licensed and the preparer is licensed.

2. Approved foods and beverages prepared off-site in a licensed facility by licensed preparers may be served from the kitchen area to the public during licensed events open to inspection.

3. Private groups can be served foods prepared off-site either by members or licensed preparers.