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Overview

RDA Design Group

RDA Design Group is a hospitality and foodservice facility planning and design/consulting firm serving the foodservice industry since 1979. We offer a wide range of professional planning and designing. RDA's Principal Consultant, Richard Dobbs, and other members of our group are well known for their past experience in the hospitality/foodservice industry.

Our first goal is to deliver quality work to better serve the needs of our clients. We continually update our designs to meet standards and our client's expectations. RDA understands the needs for accountability, cost effectiveness, timeliness, and written documentation of the project development process.

Our commitment is to learn the needs and goals of our clients. We incorporate experience to better work with the architectural/design teams and thereby continue to improve the overall project, while at the same time keeping it simple.

Design:

- | | | |
|-------------------------|-----------------------|-----------------------|
| * Restaurants | * Fast Food | * Schools |
| * Seating Layouts | * Child Care Centers | * Convenience Stores |
| * Institutional Feeding | * Military Facilities | * Concessions |
| * Bars/Lounges | * Hotels | * Commercial Kitchens |

Planning and Programming:

- | | |
|--|------------------------------------|
| * Review Scope and Goals | * Schematic Design & Flow |
| * Review and Coordinate with Engineers | * Space Planning for Function |
| * Provide Existing Layouts | * Budgeting/Cost Estimating |
| * Write Equipment Specifications | * Provide Eqpmnt. Utility Schedule |

Development With:

- | | | |
|--------------------------|-------------------------|------------------------|
| * The design team | * Engineers | * Interior designers |
| * Contractors | * Prepare bid documents | * Write detailed specs |
| * Prepare cost estimates | * Contract Management | * Site inspections |
-

If you have a project that could use our expertise, or if you have any questions or comments about our company please feel free to call or write to us:

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Introduction

Do you have a new project with foodservice and have some questions on Planning / Design? Or, have you just completed a project that had foodservice and it did not go as well as expected, and you want clarification for the next one?

RDA's goal is not to tell you how but to assist you in planning the best foodservice facility. One that works and is successful.

Not every issue covered in this booklet applies to all foodservice operations and there are hundreds of issues that have not been addressed.

The ultimate goal in preliminary planning of a foodservice facility is to not lose sight of the client's needs and opinions.

We hope this booklet will generate thoughts and questions and that you will gain a greater knowledge of foodservice than you previously had.

A Kitchen is a Kitchen, Right?

Some of you have been involved in designing several foodservice operations that looked alike, and even looked good on paper, but they turn out very different. Two foodservice operations can be as different as night and day.

Little changes make a big difference. For example, in a school - there is a service difference between Elementary, Middle School, and High School and an open campus to a closed campus. A major change in the number of students can make some dramatic changes in the foodservice operation and the volume of food to be prepared and the seating.

How fast can you feed 300, 600, or 900 students? How many per minute? How many burgers, fries, milks, snacks and cookies do you have to have ready when the lunch bell rings?

Owners, Foodservice Director's Chef's

Opinions, Views, Values, and the way they prepare and serve their product.

A client may trust you with millions of dollars in planning and with designing massive office buildings, factories, schools, and even restaurants. But when it comes to kitchens, and how they cook, its something entirely different.

Each foodservice operation Director, Owner, Manager has a different opinion and a different set of values. They have different priorities, values, and ways they prepare, cook, and serve their product. Also in how they budget their money. In their opinion, their way is the best.

How to Avoid an Unhappy Client

If there is problems with function, management, etc., the client will blame you for it. Even if they are problems that have nothing to do with what you design and build. Owners believe in not putting everything they want in the design because they believe it will cost more. They also believe it will be less expensive to add it later. The problem with this, is there will be no plug, water, or drain where they need it.

Owners and Foodservice Operators need to make up a complete list of equipment they plan for. Whether it's part of the contract, provided by a vendor, or is an item they intend on buying and installing themselves.

Budgets

Today Commercial Kitchens costs have doubled or tripled what they cost 10-15 years ago. You are getting less for your money and need 25-50% more space to produce the same product.

The 90's had tons of inflation and caught many clients under budgeted and their projects were jeopardized.

Owners want to know: Why they have to change? What can they buy later? What can they get for free from the vendor, buy used, or lease?

This can be a design and engineering nightmare when trying to plan what might be bought later.

It's important to review National Sanitation Codes (NSF), Environmental & Health Codes, as well as ADA, and Fire & Safety Codes with your client.

Making Sense Out of All of This

This booklet should help to explain some of the principals in designing a successful Foodservice Facility. It starts out with a good preliminary assessment of what you will be designing around and what you will be programming in or out of this facility. Plan you next foodservice project by the numbers, which will give you a good idea of what the cost is going to be.

Preliminary Design (Schematic Foodservice & Kitchen Floor Plan)

- Draw each function in, with estimated square footage for each function.
- Show general site flow for customers/patrons, students in and out of facility.
- Show general flow to kitchen starting with receiving and ending with trash out.

Foodservice Equipment Specifications

Contractors are tough, as well as sub-contractors. Manufacturer representatives will tell you almost anything to get their product in. So you need to sort through the hundreds of specified and alternate manufacturers.

Your Scope of Work on Each Project will change

Chain operations with hundreds of stores have perfected how they work best and will be giving you almost complete sets of plans and asking you to look them over for pre-check engineering and permitting.

IT IS NOT THAT SIMPLE

- Plans need to be reviewed for code compliance.
- Site plans need to be drawn.
- Sometimes the client's plans do not comply with current codes.

Other Types of Projects that effect the Scope of Work

Is this project a:

- New Construction
- Remodel, Upgrade, Addition
- Retro-Fit, New Restaurant going into a shoe store?

Preliminary Planning

Preliminary planning is the first and most important phase of designing a Foodservice Facility. During this phase, the main outline of the facility and spacing is established.

The following steps are essential factors in Preliminary Planning:

1. Determine the needs of the client where the foodservice area is concerned.
2. Get to know the client's menu and how the food is prepared and served.
3. Prepare schematic layout that will be able to support the menu as well as handle the volume expected. Compare with existing layout (if any), showing recommended changes. **
Existing Buildings - prepare an existing layout.
4. Layout function and flow.
5. Begin a list of all foodservice equipment (existing and new) to be designed into the drawings, noting all utility requirements.
6. Review the budget for foodservice equipment and related items.

** NOTE: There has to be a balance between the number of seats / meals served and the kitchen.

This booklet will assist you in determining what exactly the client needs as far as the Foodservice Facility is concerned. Go through the following checklist with the client concerning their facility, so that you will know what to plan for.

General Information

(General information about the type of Foodservice operation)

DIFFERENT TYPES/CLASS OF FOODSERVICE OPERATIONS

- | | | |
|--|--|-------------------------------------|
| <input type="checkbox"/> Schools | <input type="checkbox"/> Grocery Store | <input type="checkbox"/> Restaurant |
| <input type="checkbox"/> Senior ctr/Day Care | <input type="checkbox"/> Convenience Store | <input type="checkbox"/> Fast Food |
| <input type="checkbox"/> Industrial Feeding | <input type="checkbox"/> Deli Market | <input type="checkbox"/> Bakery |
| <input type="checkbox"/> Prison/Detention | <input type="checkbox"/> Meat Market | |
| <input type="checkbox"/> Hospital | <input type="checkbox"/> Fish Market | |
| <input type="checkbox"/> Food Processing/Packaging | | |

TYPE OF SERVICE (For a Restaurant)

- | | |
|--|-------|
| 1. Waitress, (sit down-table services)
(china, glass and silverware) | _____ |
| 2. Buffet Service (sit down) (salad bar), Self-serv, Cafeteria | _____ |
| 3. Carry-Out (paper service), Take-Out | _____ |
| 4. Patio (w/china, glass & silverware)
(w/ disposable paper dishware) | _____ |
| 5. Banquet Facility | _____ |
| 6. Drive-up | _____ |
| 7. Beverages | _____ |

TYPE OF SERVICE - Continued

- | | |
|-----------------------------------|-------|
| 8. Liquor: Beer/Wine service only | _____ |
| Full Service | _____ |

with Bar/Lounge area _____
with Service Bar only _____

TYPE OF FOOD (Cuisine - Individual Type or Mix)

____ American	____ Chinese	____ Seafood
____ Mexican	____ Japanese	____ Steak House
____ French	____ German	____ Hamburgers
____ Italian	____ Pizza	____ Salad Bar

MENU (Meals types and times served)

____ Breakfast ____ Lunch ____ Dinner ____ Other

MARKET Theme of Restaurant: _____

1. Neighborhood _____
2. Sports, Movie Theater, Shopper's area _____
3. Business Area (Lunch crowd) _____
4. Tourists: seasonal _____
5. Tour Buses _____
6. General Dining Crowd _____
7. Entertainment (Night Club) _____
8. Specialty _____

Preliminary Review Planned Lay-out (Or) Existing Facility

DINING ROOM

1. Capacity (Seating) _____
Number of rooms _____
2. Number of Tables _____
3. Banquet Room (Seating) _____
4. Patio (Seating) _____

Seating capacity is only part of an assessment. What is the busiest meal?
What is the projected total meals per meal _____ and total estimated per day: _____

Example: (Breakfast 200 + Lunch 300 + Dinner 200 = Total 700)

Room Service _____, Takeout _____, Catering _____

BAR/LOUNGE AREA

1. Bar Seating _____
2. Lounge Seating _____
3. Entertainment Area (Dancing, Band stand) _____
4. Bar storage and support area _____

SUPPORT AREAS

1. Host/Cashier station _____
2. Entry/Lobby _____
3. Waiting area _____
4. Public bath rooms _____

WAIT STAFF SUPPORT STATION:

1. Beverage Equipment (Water, Coffee, Tea, Etc.) _____
2. Table settings/support (Glass & silverware, cups) _____
3. Soiled dish/trash handling (Busing cart) _____
4. Cleaning support for cleaning tables _____

Checklist

KITCHEN AREAS

RECEIVING AREA

1. Outside Back Door Area
 - Trash dumpster _____
 - Grease Trap _____
 - Grease Recycle bin _____
 - Paper, Cardboard, Alum Glass Recycle bins _____
 - Can Wash _____
2. Inside back door area
 - Stagging/Receiving _____

JANITORIAL

1. Janitorial mop sink, w/mop rack _____
2. Chemical Storage Cabinet _____

MISC. SUPPORT AND OFFICE

1. Ice Maker _____
2. Soda System _____
3. Non-food storage (paper, equipment) _____
4. Office _____

FOOD STORAGE

1. Dry Goods (Food Store Room) _____
2. Refrigerator Storage (Produce, Dairy, Meat 40°-45°) _____
3. Freezer (0°-10°) _____

FOOD PREP AREA:

It is very important to understand what kind and how much prep is required. Size and equipment will vary based on menu and type of food to be prepared. Salad bar will have more vegt. prep. washing, cutting, dicing etc. Than one who does not serve salads. Steak house may be cutting and trimming their own steaks. A foodservice operation may be doing their own baking etc.

NON-COOKING: (Type of Food Preparation)

One of the major health issues is cross contamination. If the operation is preparing several different types of foods, the issue of cross contamination needs to be addressed Prepare a list of food preparation equipment with client.

1. Produce. _____
2. Meat Prep. _____
3. Chicken _____
4. Fish _____
5. Bakery Prep _____
6. Sauces, Pastas, Stews, Soups. _____
7. Cooking Prep. _____
(Preparing to cook roast, breading product etc.)

PREP-COOKING (Example)

1. Open Burners _____
2. Ovens (Type) _____
3. Fryers _____
4. Steamers _____
5. Kettles _____

Checklist

HOLDING (Hot/Cold)

Does the Foodservice operation pre-cook for another day or in advance?
Does the Foodservice operation need to cool the product and re-heat later, or just hold until needed?

1. Quick Chill Unit (Chill food) _____
2. Hot Food Holding Cabinet or Steam Table _____

MAIN COOKING EQUIPMENT (Example)

Consult with each foodservice operator, this equipment will change based on the different types of food and method of pre-cooking, preparing, cooking and serving. Also based on the size of the foodservice operation there may be more than one cook line.

1. Open burners _____
2. Char-broilers _____
3. Griddle _____
4. Fryers _____
5. Rotisserie _____
6. Steamers _____

CHEF'S COUNTER: (ASSEMBLY) HOT/COLD FOOD HOLDING

Note: In a school application this becomes the Cafeteria Serving counter. Based on the menu the Chef will need at their immediate access everything that goes on the plate (already cut lettuce, tomatoes, onions, sauces, vegts. potatoes, gravy, garnish, etc.) Consult with each operator about what is needed

1. Hot Food Steam Table - How many wells (Wet/Dry)? _____
2. Cold make table for main course _____
3. Cold Salad Station _____
4. Desserts _____

WAIT PICKUP STAFF & SUPPORT STATION

Beverage Equipment

1. Coffee _____
2. Espresso _____
3. Hot / Cold tea _____
4. Soft Drinks _____
(A) Soda system _____
(B) Punch, Fruit Drink _____
5. Water (Tap) _____
Water (Bottled) _____
6. Ice _____
7. Other _____

Menu Support Equipment

1. Soup _____
2. Salad _____
3. Desserts _____
4. Dishes, Glass, Silverware, & Napkins _____
5. Trash handling _____

WAREWASHING AREA

Checklist

There must be a separation between soiled and clean at all times.

1. Dishwasher _____
2. Pot Rack _____
3. Clean Dish Table _____
4. Dirty Dish Table _____
5. Clean Dish Storage _____
6. Grease Trap Interceptor _____

EMPLOYEE BREAK AREA

- 1. Tables/Chairs _____
- 2. Employee Bathroom _____
- 3. Employee Lockers _____
- 4. Time Clock and Bulletin Board _____

OTHER AREAS THAT SHOULD BE ADDRESSED

SPECIAL SYSTEMS

- 1. Cooking Exhaust Hood/Canopies and Fans _____
- 2. Phone Systems/Com Line _____
- 3. Music System/PA _____
- 4. Soda Systems, CO-2 Cylinders, Soda Lines _____
- 5. Cash Register, Point of Sales Computer System (P.O.S.) _____
- 6. Waitress/Waiter Pager/Call System _____

ENVIRONMENTAL ISSUES

- 1. Sanitation Issues _____
- 2. Food Contamination _____
- 3. Health _____
- 4. Safety _____

ENGINEERING (Electrical, Mechanical)

- 1. Mechanical HVAC and Cooking Ventilation _____
- 2. Plumbing _____
- 3. Gas _____
- 4. Electrical _____

END OF PRELIMINARY ASSESSMENT

Use the example sheet that follows to draft up an example of a Foodservice Operation.

(**EXAMPLE**)

GENERAL INFORMATION:

TYPE OF FOODSERVICE OPERATION

TYPE OF SERVICE

TYPE OF FOOD

MENU

MARKET

DINING ROOM

BAR/LOUNGE AREA

SUPPORT AREAS

WAIT STAFF SUPPORT STATION

EXAMPLE (CONTINUED)

KITCHEN AREA:

RECEIVING AREA

JANITORIAL

MISC. SUPPORT AND OFFICE

EMPLOYEE BREAK AREA

FOOD STORAGE

FOOD PREP AREA--NON-COOKING

PREP-COOKING

HOLDING

MAIN COOKING EQUIPMENT

CHEF'S COUNTER

WAIT STAFF SUPPORT STATION

WAREWASHING

SPECIAL SYSTEMS

Sample Scope of Work

PHASE I: PRELIMINARY REVIEW AND ASSESSMENT OF OPERATION & CONDITION/PLANNING KITCHEN OPERATION AND SCOPE

1. Review of existing plans, operation, function, layout function with the owner/administrator. Includes site visits by RDA staff as required.
2. Review scope and type of service, menu, volume of food and beverage methods used in handling, preparing and packaging/serving menu to students, staff and/or public.
3. Prepare review list of operation areas and functions.
4. Review each operation's functions for deficiencies.
5. Evaluate existing/proposed methods of food and beverage handling, staging, storage, preparation, prep cooking, holding, chilling, thermalization, re-storage for future use, reconstituting/reheating, and method of holding, delivery, and serving.
6. Review existing plans, if available. Compare with recommendations.
7. Make recommendations on changes to meet revised service function.
8. Review budget. Prepare early budget estimate.
9. Review with developer and/or owner's representative.

PHASE II: PRELIMINARY PLANNING/SCHEMATIC LAYOUT OF KITCHEN

1. Prepare schematic layout that will be able to support the menu and handle the volume expected. Compare with existing layout, showing recommended changes.
2. Incorporate full scope and function of the operation and support areas.
3. Lay-out function and flow.
4. Begin list of new, owner-vendor, and existing equipment (to be designed into drawings).
5. Review budget for furniture, fixtures, and equipment and related items.
6. Review with developer and/or owner's representative.
7. Revise as required to create final schematic drawing and equipment list.

PHASE III: KITCHEN FURNITURE & EQUIPMENT SPECIFICATIONS AND BUDGETING

1. Begin equipment list and utility schedule for engineers.
2. Compile package of cut sheets on kitchen equipment.
3. Conduct preliminary meetings with engineers/contractors to review requirements/scope.
4. Revise budget for kitchen equipment as required.
5. Review with project owner's representative. Includes (1) site meeting by RDA staff with owner's representative.
6. Revise as required to prepare for final contract documents.

PHASE IV: FINAL FURNITURE & EQUIPMENT SPECIFICATIONS, UTILITY REQUIREMENTS AND UTILITY STUB-OUT DRAWINGS

1. Write kitchen furniture and equipment specifications for incorporation into construction documents.
2. Prepare final FS-1 kitchen layouts for incorporation into construction documents.
3. Prepare final kitchen equipment utility schedule, showing source and utility requirements for each piece of equipment for incorporation into engineering documents.
4. Final review with contractor, engineer and/or owner's representative.

Sample Scope of Work - Continued

PHASE V: PREPARE CONSTRUCTION DOCUMENTS FOR KITCHEN FURNITURE & EQUIPMENT

1. Include detailed equipment specifications on each piece of equipment to ensure required options are supplied. (To be incorporated into construction documents.)
2. Make required changes to plans to meet mechanical/structural engineering requirements.
3. Make required changes to equipment specifications to meet mechanical / structural engineering requirements.

PHASE VI: FINAL REVIEW OF CONTRACT DOCUMENTS

1. Final review of kitchen area, plans, and engineering documents.
2. Review that spacing and utilities are shown where required.
3. Final review of specifications.
4. Final review of budget. (Does not include an independent pre-bid analysis.)

PHASE VII: BIDDING

1. RDA attendance of on-site pre-bid conferences, address questions/problems that arise. Hourly rate, plus expenses.
2. Review of written requests for substitutions.
3. Attend bid opening and review bids with owners and representative.

PHASE VIII: CONTRACT MANAGEMENT (FOODSERVICE)

1. Coordinate with owner, general contractors and sub-contractors.
2. Check Submittals for compliance.
3. Attend three site progress meetings during construction.
4. Hold one pre-final inspection.
5. Final inspections by RDA Ltd., with report upon completion.

ADDITIONAL SERVICES (NOT INCLUDED IN PROPOSAL)

Additional Services are available at a hourly rate, plus expenses.

1. Major changes to accepted plans, additional site visits, meetings, unplanned on-site conferences, review of changes that arise. Hourly rate, plus expenses.
2. Bidding & negotiation with suppliers (Phases VII & VIII). Hourly rate, plus expenses.
3. On-site weekly/monthly progress meetings (Phase IX). Hourly rate, plus expenses.
4. Additional site inspections, miscellaneous report(s) on progress and compliance not listed above. Hourly rate, plus expenses.

Notes

Notes