



City of Arts & Innovation

PUBLIC WORKS DEPARTMENT

**ENVIRONMENTAL COMPLIANCE SECTION
INSTRUCTIONS FOR SURVEY APPLICATION**

All questions must be answered. Do not leave BLANKS. If a question is not applicable, indicate so on the Form.

SECTION A:

1. **Company Name:** Enter the facility's official or legal name.
2. **Site Address:** Enter the street address where the facility is located. Information must provide a means to geographically locate the facility.
3. **Mailing Address:** Enter the mailing address. If the mailing address and the site address are the same, you can print "Same" on this line.
4. **Responsible Party:** A president, vice president, or CEO of the corporation in charge of a principal business function; or a duly authorized representative. (Authorization must be submitted in writing.)
5. **Contact:** Enter the name, title and business telephone number of the person who should be contacted regarding information submitted on this form.

SECTION B:

1. **Working Hours:** Circle days of operation. List hours and time of operation in one day. List the number of days operating in a year. List number of employees.
2. **Business Activity:** Describe the business activities performed on the premise. If business involves food preparation/service indicate in this section. Include washdown of equipment, floor, vehicles, etc. Attach additional sheets as necessary.

SECTION C:

1. **Seating Capacity:** Count the number of seats in the restaurant. Determine the busiest hour of the day and count the number of meals served during that hour (estimate if necessary).

2. **% Carry Out; Single Service:** Estimate the percentage of meals purchased and eaten off premise. Estimate the percentage of meals served on disposable materials.
3. **Equipment:** List the fixtures on site. Describe grease disposal method. (e.g. grease rendering, grease recycling service). List name of company performing grease disposal service.
4. **Food Preparation:** List foods prepared and method of preparation (i.e. baked, fried, broiled, etc.).
5. **Meat Cutting:** Indicate amount of meat butchered and volume of water used in clean-up.

E.C. 8/16/03