

Date: July 10, 2001

To: Local Health Departments  
Attn: Health Officer/Director of Environmental Health/Chief Sanitarian

From: Kevin Besey, Plan Review Specialist  
Food Service Sanitation Section  
Food and Dairy Division

Subject: Food Service Plan Review Training Sessions

Registration materials, along with an agenda are enclosed for upcoming plan review training sessions. The four scheduled sessions are located to accommodate all areas of the state. There is no fee, and registrations will be accepted until all open seats are filled. The sessions are designed so that both experienced and novice plan reviewers will find useful information.

Staff may attend one or both days. Day one is designed to cover the more basic plan review topics, and day two, the newly emerging challenges. We hope we have provided something for everyone.

This agenda includes the most requested topics from a recent survey of plan review staff, along with a current events update, and some basic information to help those new to plan review get started.

I look forward to seeing everyone there. If you have any questions, please contact me at (517) 373-2779.

## Plan Review 2001 Training Agenda

You may attend one or both days. Day one is designed to cover the more basic plan review topics, and day two, the newly emerging challenges. We hope we have provided something for everyone.

This agenda includes the most requested topics from a recent survey of plan review staff, along with a current events update, and some basic information to help those new to plan review get started.

Instructor: Kevin Besey, RS, MPA, DAAS

<b>Day 1</b>	
Start at 9:00	What's New in Plan Review?
	Plan Review Process <ul style="list-style-type: none"> <li>• How to Meet MPR's</li> <li>• Plan Review Tracking Systems</li> </ul>
	How To Begin A Plan Review <ul style="list-style-type: none"> <li>• Critical review elements</li> </ul>
	Blueprint Reading
	Formulas (hot water, refrigeration, dry storage, ventilation) Group Exercise <ul style="list-style-type: none"> <li>• Collect information needed</li> <li>• Calculate using excel spreadsheet program</li> </ul>
	How Air Balance Tests are Conducted <ul style="list-style-type: none"> <li>• Reading an air balance report</li> </ul>
	Conducting Smoke Tests
	End at 4:00
<b>Day 2 (1/2 day)</b>	
Start at 9:00	Analyzing Food Flow and Layout – Group Work
	Grocery and Convenience Store Plans – Group Work
End at 1:00	STFU Plan Review – Group Work

All attendees will receive examples of materials for reviewing and tracking plans, plus a diskette with a copy of a Microsoft Excel program for calculating formulas, a sample database tracking program, plus other sample documents.

## Plan Review 2001 Registration Form

**Please register me to attend.**

Name: \_\_\_\_\_

Agency/Office: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

**I plan to attend the following plan review session:**

Day 1 Only	Day 2 Only	Both Days	Dates	Session
			Sept. 4-5	Kellogg Community College, Rooms 106 & 109, Hastings
			Sept. 10-11	MDA, Region 7, 26400 Lahser Rd., Suite 415, Southfield
			Sept. 26-27	Steer & Stein, 3515 US 41 West Marquette
			October 8-9	Audie's Restaurant, by the bridge in Mackinaw City

Mail, e-mail or fax completed form **3 weeks prior** to session to:

Kevin Besey, Plan Review Specialist  
Michigan Department of Agriculture  
Food and Dairy Division  
PO Box 30017  
Lansing, MI. 48909

e-mail: beseyk@state.mi.us  
fax: 517-373-3333  
phone: 517-373-2779

Registration confirmation and details, including maps, will be sent prior to the training. Lunch is not included.