

## Alex Collins

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**From:** jack le <jackandjade@hotmail.com>  
**Sent:** September 27, 2016 3:24 PM  
**To:** acollins@greaseducks.com  
**Subject:** Fw: new restaurant requirements

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**From:** Mayhew, Sharon <Sharon.Mayhew@fraserhealth.ca>  
**Sent:** September 15, 2016 12:44:20 PM  
**To:** 'jack le'  
**Subject:** RE: new restaurant requirements

Hi Jack

I have some questions and requirements for you.

- The plans you have submitted are not detailed enough. The plans should be drawn to scale and I need actual measurements for all equipment to do a proper evaluation. Also I would like to know exactly which pieces of equipment have refrigerated space in them, other than the walk-in cooler and the built-in cooler. Is there only the one other sandwich cooler or are more of the prep tables refrigerated?
- I do not see a hand sink in the kitchen – you will need to install one. It will need to be conveniently located.
- From what I recall of the back hallway it was not suitable for food prep – it had very poor finishing and I believe there may have been easy access to that area by other people in the building. We can discuss that though.
- What food/drink prep are you planning at the front counter – As I recall there are no sinks in this area, and it is very poorly finished.
- Most Pho restaurants need at least an extra double sink for food prep.
- I believe much of the kitchen's surfaces need to be upgraded. I know the floor was in poor shape and I think the walls and ceiling may require upgrading as well.
- You will very likely have to upgrade your grease trap – I will consult with the city and you should as well.
- Your food safety and sanitation plans will have to be re-done. Each group of menu items will have to be addressed individually. Your sanitation plan is also too general. I want a specific cleaning schedule and clearly identified cleaning methods.
- Are all of your broths made from scratch in the restaurant? – If so, how are you planning to handle these safely?
- You are preparing a lot of noodles – do you usually soak all of your noodles first before cooking? If so, how do you plan to do this safely?
- Are all of your meat balls, wontons, fish cakes etc made from scratch in the restaurant or are these bought pre-made?

Sincerely,

*Sharon Mayhew*

Environmental Health Officer  
Health Protection, Environmental Health  
Fraser Health Authority,  
#218 - 610 Sixth Street  
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Phone: 604-777-6725

**From:** jack le [mailto:jackandjade@hotmail.com]  
**Sent:** Thursday, September 08, 2016 1:16 PM  
**To:** Mayhew, Sharon  
**Subject:** Re: new restaurant requirements

Hi Ma'am .

I just realize I'm missing something .

There will be some plumbing work when removing and installing equipment . Those will be done by the certified plumber .

Also, I forgot to fax in the business's document .I will do it tonight .

Have a nice day .

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**From:** Mayhew, Sharon <[Sharon.Mayhew@fraserhealth.ca](mailto:Sharon.Mayhew@fraserhealth.ca)>  
**Sent:** August 17, 2016 11:19:58 AM  
**To:** 'jackandjade@hotmail.com'  
**Subject:** new restaurant requirements

Hello Jack.

It was nice to speak to you this morning.

The items I require for processing your new restaurant application are:

- Proposed new floor plans including all equipment and plumbing fixtures
- Full menu
- Completed application form with incorporation documents as appropriate (if you are using a corporation for the owner we require a copy of the certificate and a current corporate summary, and any other necessary associated documentation such as name change if applicable, etc.)
- Food Safety Plans
- Sanitation Plans
- Proof of Foodsafe
- For proof of Foodsafe – our staff can process that for you if we can find you in the database – although they can only process the requests with a cheque or exact cash – they can't give change. You should be able to do this at any Health Protection office.

***Sharon Mayhew*** BTech, BSc, C.P.H.I. (C)

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