



Chelmsford Board of Health Requirements

Religious and Private Organizations

Sub-leasing kitchen space for food service

Effective 7/12/2021

Must be in Full compliance to the 2013/2015 Merged State Food Code and Chelmsford Board of Health Regulations.

1. Facility must have an outdoor grease trap.
2. Your facility will need to have a signed lease agreement with the sub lease food service company.
3. Facility must have Standard Operating Procedures (SOP) for the kitchen.
4. Facility must have Standard Sanitary Operating Procedures (SSOP) for the kitchen.
5. Facility must have a contract with a licensed Pest Control Management Company.
6. Facility must have separate refrigerated and nonrefrigerated storage areas.
7. Facility must have separate storage areas for equipment storage.
8. Facility must have a person in charge of scheduling times for kitchen use to the sub- lease company(s) as well as documenting and tracking this schedule.
9. The facility must have an inspection by the Board of Health to determine how many companies can sub-lease the facility.
10. The facility must have their own Permit to operate for themselves.