



ARLINGTON VIRGINIA

ARLINGTON RESTAURANT INITIATIVE

Restaurant

ARI Accreditation Standards & Guide for Writing Policy

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Community Planning, Housing &
Development (CPHD)
Environmental Health (DHS)
Zoning Enforcement – Zoning Division
Code Enforcement (ISD)



In partnership with:



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Accreditation Standards:

The Arlington Restaurant Initiative (ARI) is a program that focuses on raising the effective practices of restaurants that serve alcohol and hold a **VA ABC license**. The goals of the ARI program are to decrease alcohol-related harm and build positive relationships among owners of establishments, managers, county agencies, state agencies, and community groups.

The ARI accreditation standards cover topics such as, fire safety, staff training, internal policies, customer management, security, and responsible alcohol service. The ARI accreditation standards do not replace County or State inspections. Regularly scheduled health, zoning, fire, and ABC inspections will continue to take place. The ARI standards are designed to complement existing law by providing suggested effective practices.

ALL applicable standards must be met to achieve accreditation. ARI restaurant accreditation is subject to revocation for code violations involving public health, fire safety, VA ABC, and public safety. The ARI accreditation will be valid for one year and is subject to a yearly review. Restaurant management is responsible for ensuring that all employees receive training.

The Accreditation Standards are broken down into 3 areas:

A: WRITTEN POLICIES

- As part of the application process, a copy (electronic or hard copy) of the written policies must be submitted to the ARI assessor prior to the assessment visit.
- The restaurant's policy manual should cover all standards included in the ARI Accreditation Standards. Policies deemed appropriate or helpful to the restaurant that are not included in the ARI Accreditation Standards will also be considered.
- The restaurant's policy manual will be reviewed before the assessment. A deadline date to submit the policy manual will be given once the application for accreditation is received.

B: OPERATIONAL CHECKLISTS

- A list of operational checklists, documents, and records that are required can be found in this Accreditation Standards.
- All operational checklists, documents, and records will need to be provided (electronic or hard copy) or shown to the ARI assessor on assessment day for review and validation.
- Any additional operational checklists, documents, or records not on the checklist will be reviewed and validated by the ARI assessor on assessment day.

C: PHYSICAL VERIFICATION

- A checklist of items that will be verified and validated by the ARI assessor is provided. Please review the list and ensure all mandatory items are in place and ready for assessment day.

Guide for Writing Policy

Writing Policy:

This guide is designed to provide suggestions to assist organizers and promoters develop their own policies and procedures to meet accreditation.

More information related to VA ABC regulations can be found online at [Virginia ABC Retail Resources](#) and in the Virginia Department of Beverage Control Authority Responsibility Guide for Licensees. More information regarding Arlington County noise and fire codes can be found at [County Codes](#).

Policies and Procedures:

Developing policies and procedures that meet ARI accreditation will help your restaurant run in the safest manner possible. Written policies ensure that every employee has the same information with the goal of operating the restaurant safely.

Policy reflects the “rule” of operation. These rules are determined by the owner and/or designated agent to meet the guidelines of accreditation.

Procedure is the implementation of the policy.

To be most effective, the restaurant’s policies and procedures should be available to all employees in written or electronic form. Making these policies available and providing training will give a restaurant’s employees the greatest chance of success.

Owners and managers should be the most knowledgeable about the policies and best practices of the restaurant to provide guidance and enforce policies.

Developing Policies and Procedures:

This guide will provide the owners and managers of restaurants in Arlington County a suggested format to satisfy the accreditation standards. The wording used to write the policies will be different for every restaurant. Regardless of the format chosen, the wording for the policies should be clear, concise, and simple to follow.

Essential Elements for Writing Restaurant Policies and Procedures:

- **Policy Numbering:** Assign a unique identification number to each policy for easy reference and organization within the restaurant's operations manual.
- **Effective and Revision Dates:** Clearly state the date the policy was created and note any updates or revisions to ensure staff are following the most current procedures.
- **Policy Statement:** Define what the policy is—whether it concerns food safety, employee conduct, customer service, hygiene, or operational standards.
- **Purpose and Importance:** Explain why the policy matters. For example, does it ensure food quality, improve customer satisfaction, or support staff safety?
- **Applicability:** Indicate who the policy applies to—kitchen staff, servers, management, hosts, or all team members.
- **Timing and Situational Use:** Clarify when the policy is to be followed—during specific shifts, in emergencies, during food prep, customer interactions, etc.
- **Procedure:** Provide a clear, step-by-step process for how the policy should be carried out. Include roles, responsibilities, and any tools or checklists that should be used.

Characteristics of Effective Restaurant Policies:

- **Clearly Define the Rule:** Each policy should explicitly state what the rule or expectation is, leaving no room for misinterpretation.
- **Simple and Easy to Understand:** Policies must be written in clear, concise language that all staff can easily follow and apply in their daily work.
- **Leadership Accountability:** Restaurant owners and managers should be well-versed in all policies, serving as the go-to experts. They must be available to explain, model, and consistently enforce the policies across the team.

Characteristics of Effective Restaurant Procedures:

- **Step-by-Step Instructions:** Clearly outline the specific actions required to implement and comply with the policy.
- **Easy to Follow:** Tasks should be simple, practical, and easy for staff to understand and perform as part of their daily responsibilities.

Suggested Style for Writing Restaurant Policies and Procedures:

- **Keep It Concise and Factual:** Use clear, direct language that communicates the necessary information without unnecessary detail or jargon.

- **Use Timeless References:** Avoid including names of specific individuals; refer to roles or job titles instead (e.g., "Kitchen Manager" instead of "John Smith") to keep content relevant over time.
- **Provide Step-by-Step Guidance:** Include detailed, sequential instructions for completing tasks or filling out any required documentation, ensuring consistency and accuracy in daily operations.

Sample Policy and Procedure Format

Logo or Company Information Here

Policy Number:

Consider numbering policies to assist in organization.

Policy Date:

Date the policy was created or revised.

Policy:

State the rule and what is permitted OR what is not allowed, unacceptable, etc.

Purpose:

Why is this policy important and what is the purpose? Is the policy a best practice, meeting a state or county code, or meeting an ARI assessment guideline?

Applicable To:

Who is this policy directed to and who does it apply to?

Procedure:

What is the procedure for carrying out the policy? Provide clear, concise, and simple to follow directions.

A: WRITTEN POLICIES

1) Have a written policy to prohibit the sale, consumption, and possession of alcohol to persons less than 21 years of age.

Importance:

- Having a written policy requiring staff to request proof of age from all patrons who appear under the age of 30 attempting to enter the restaurant (when persons under 21 are prohibited from the restaurant).
- Having a policy helps staff meet expectations and outlines consequences if the law and policy are not followed.
- An Under-30 policy can be used for all staff when determining whether alcohol sales or entry can be granted.
- **State Code of Virginia - Prohibited Conduct – Responsibility Guide for Licensees**
 - **VA Code §4.1-304** prohibits the sale of “any alcoholic beverages to any individual when at the time of such sale he knows or has reason to believe that the individual to whom the sale is made is (i) less than 21 years of age, (ii) interdicted, or (iii) intoxicated.”
[§ 4.1-304. Persons to whom alcoholic beverages may not be sold; proof of legal age; penalty](#)
 - **VA Code §4.1-305** prohibits anyone under 21 years old from consuming, purchasing, or possessing alcoholic beverages, except in specific circumstances.
[§ 4.1-305. Purchasing or possessing alcoholic beverages unlawful in certain cases; venue; exceptions; penalty; forfeiture; deferred proceedings; treatment and education programs and services](#)

Sample Policy:

"To be served or consume alcohol in this restaurant, all patrons must be 21 years of age or older. If patrons appear under the age of 30, an acceptable form of identification will be requested."

Considerations:

- Servers are aware of acceptable forms of identification as identified by VA Department of Alcohol Beverage Control - [Detecting Fake IDs - Acceptable IDs](#)
- "If you are unsure whether an ID is valid, do not sell alcoholic beverages. One technique is to compare the ID to a secondary form of identification."
– VA ABC
- Having a zero-tolerance policy helps staff meet expectations and outlines consequences if the law and policy are not followed.

- Ensure staff is aware who is responsible for door duties and are aware of the Arlington County Police Department's guidance regarding collection and identification of fake identifications.
- Managers should be available to deal with disputes arising from patrons not being allowed entry.

2) Have a written policy regarding the prohibited use, possession, and sale of illegal drugs by your employees. In addition, this policy should cover alcohol consumption by employees while on duty.

Importance:

- Employees are not allowed to consume alcohol while on duty in a licensed restaurant, as prohibited by Virginia State Code and VA ABC license requirements.
- **State Code of Virginia - Prohibited Conduct – Responsibility Guide for Licensees**
 - **VA Code §4.1-325.2** states that "no retail wine or beer licensee or his agent or employee shall consume any alcoholic beverages while on duty in a position that is involved in the selling or serving of alcoholic beverages to customers."
[§ 4.1-325.2. Prohibited acts by employees of wine or beer licensees; penalty](#)
 - **VA Code §4.1-225** states that a licensee (the bar/restaurant owner) must not have "illegally possessed, distributed, sold, or used, or has knowingly allowed any employee or agent, or any other person, to illegally possess, distribute, sell, or use marijuana, controlled substances, imitation controlled substances, drug paraphernalia, or controlled paraphernalia..."
[§ 4.1-225. Grounds for which Board may suspend or revoke licenses; exception.](#)

Sample Policy:

"The sale, possession, or use of illegal drugs by patrons or staff is strictly prohibited. All offenses will be reported to the Arlington County Police Department. Offending staff will face disciplinary action, including dismissal."

"Employees or volunteers on duty are prohibited from consuming alcohol on the premises. Offending staff will face disciplinary action, including dismissal."

Considerations:

- Addressing illegal activity or offenses which can place the restaurant's VA ABC license in jeopardy should be part of an employee code of conduct.

3) Have a written policy establishing a “Safety Officer” to monitor patron intoxication levels and overcrowding.

Importance:

- Ensures staff are aware of the importance of responsible alcohol service and supervision of and safety of patrons.
- **State Code of Virginia - Prohibited Conduct – Responsibility Guide for Licensees**
 - **VA Code §4.1-306** prohibits alcoholic beverages to be sold or served to intoxicated persons, nor may anyone purchase alcohol for an intoxicated person.
[§ 4.1-306. Purchasing alcoholic beverages for one to whom they may not be sold; penalty; forfeiture](#)

Sample Policy:

"The position of the designated safety officer is to oversee the safe operation of the restaurant. The duties cover all aspects of operations that effect the restaurant's civil liability, patron, and staff safety."

Considerations:

- The person who has this responsibility should be knowledgeable in all operations of the restaurant.
- The primary function of the safety officer is to monitor safety issues and intervene by directing staff before a problem can escalate jeopardizing staff and patron safety.
- If possible, the safety officer should be someone other than a manager allowing sole focus to be on the safe operation of the restaurant.
- Knows protocol for contacting the Arlington County Police Department, particularly before disputes escalate to more dangerous situations.
- Monitor patron intoxication levels and cease alcohol service if a patron is showing signs of intoxication.
- Monitor occupancy counts to ensure the restaurant does not exceed occupancy ratings

4) Have a written policy on prevention of illegal drug sales and use, gambling, and disorderly conduct at the restaurant.

Importance:

- The policy focuses on prevention of illegal drug activity, illegal gambling, and fighting or use of weapons. This code applies to patrons and staff.

- **State Code of Virginia - Prohibited Conduct - Responsibility Guide for Licensees**
 - **VA Code §4.1-225** states that a licensee (the bar/restaurant owner) must not have “illegally possessed, distributed, sold, or used, or has knowingly allowed any employee or agent, or any other person, to illegally possess, distribute, sell, or use marijuana, controlled substances, imitation controlled substances, drug paraphernalia, or controlled paraphernalia...”
 - States that a licensee is prohibited from possessing “any illegal gambling apparatus, machine, or device upon the licensed premises” unless the premises is specifically licensed as a Casino Gaming Establishment.
 - States that a licensee must not fail “to take reasonable measures to prevent (i) the licensed premises, (ii) any premises immediately adjacent to the licensed premises that are owned or leased by the licensee, or (iii) any portion of public property immediately adjacent to the licensed premises from becoming a place where patrons of the establishment commit criminal violations...”
- [§ 4.1-225. Grounds for which Board may suspend or revoke licenses; exception](#)

Sample Policy:

"The sale, possession, or use of illegal drugs by patrons or staff is strictly prohibited. This includes gambling and disorderly conduct at the restaurant. All offenses will be reported to the Arlington County Police Department."

Considerations:

- Consider signage to notify patrons and staff of the restaurant's drug policies.
- Having a policy in place will increase staff awareness and responsibility in reporting illegal drug activity to managers.

5) Have a written policy to monitor departing patrons to keep alcohol containers from being removed from the restaurant.

Importance:

- Empty bottles can be used as weapons or become litter.
- **State Code of Virginia - Prohibited Conduct - Responsibility Guide for Licensees**
 - "Designated area" means a room or an area in which a licensee may exercise the privilege of the license, the location, equipment, and facilities of which room or area have been approved by the Virginia Alcoholic Beverage Control Authority (authority). The

facilities shall be such that patrons may purchase food prepared on the premises for consumption on the premises at substantially all times that alcoholic beverages are offered for sale."

- "An outside terrace or patio, the location, equipment, and facilities of which have been approved by the authority, may be approved as a "dining area" or as a "designated area" in the discretion of the authority."

3VAC5-50-110. Definitions and qualifications for retail on-premises and on-premises and off-premises licenses generally; mixed beverage licensee requirements; exceptions; temporary licenses.

- § 4.1-308. Drinking alcoholic beverages, or offering to another, in public place; penalty; exceptions.

Sample Policy:

"Patrons are not permitted to remove drinks or bottles (empty or full) from designated restaurant or outdoor patio areas."

Considerations:

- Patrons may not know they can't leave the premises with drinks in their hands.
- Have a receptacle available for patrons to discard their drinks or bottles as they leave.
- Allowing bottles to be brought out of the restaurant can contribute to litter or be used as weapons.
- Identify staff that are responsible for removing unattended glassware and bottles from tables promptly.
- For guidance on your restaurant's designated areas, please consult your County permits, ABC License, and applicable county codes and state laws.

6) Have a written policy and procedure for maintaining lines of patrons at the entrance of the restaurant.

Importance:

- Patrons who display unruly behavior while waiting in line often indicate the type of behavior that can be expected inside the restaurant - suggesting that disorderly conduct outside is likely to continue indoors.
- Having staff outside to monitor patrons outside the establishment allows intervention before issues occur.

Sample Policy:

"Lines in front of the restaurant must be supervised. The line must be maintained in an orderly fashion to assist with observing patrons for intoxication."

Considerations:

- Ensure occupancy ratings are being followed.
- If occupancy is nearing the limit, staff need to have a plan on how to manage crowds that begin to form in front of the business.
- Avoid "VIP" or "special treatment" with certain patrons. Allowing patrons to go inside in front of waiting patrons can cause disputes with security staff.
- Attempt to communicate with patrons in line with anticipated wait times to enter the restaurant.
- Consider issues that arise with allowing re-entry of leaving patrons.
- Patrons who display unruly behavior while waiting in line often indicate the type of behavior that can be expected inside the restaurant - suggesting that disorderly conduct outside is likely to continue indoors.
- Having staff outside to monitor patrons outside the restaurant can help avoid issues before they occur.

7) Have a written policy empowering and encouraging staff to offer free/reduced price non-alcoholic beverages to designated drivers.

Importance:

- Shows a commitment by the restaurant to safety and responsible service.
- Encourages, supports, and rewards patrons who are making responsible choices.

Sample policy:

"Staff are encouraged to offer free non-alcoholic beverages and discounted food to designated drivers."

Considerations:

- Consider having a method to identify designated drivers so they are easily identifiable (wrist band, hand stamp).
- Free or discounted non-alcoholic beverages or food encourages patrons to drink responsibly and supports their decision not to drink.
- Provide guidance to staff on how to find out if a patron is a designated driver.
- Consider advertising this policy in your restaurant and on your social media.

8) Have a written policy and/or a posted maximum drink policy prohibiting patrons from possessing (2) mixed beverages at one time.

Importance:

- **State Code of Virginia - Prohibited Conduct - Responsibility Guide for Licensees**
 - **3VAC5-50-60:**
 - Bottle Service: Spirits may not be served in their original bottles, except:
 - Soju bottles (≤ 375 ml) for at least two patrons
 - Low-alcohol bottles (≤ 12.6 oz, $\leq 15\%$ ABV)
 - Airline-size miniatures (≤ 2 oz) for on-premises use
 - Prohibited Drinks: No beverages may contain grain alcohol.
 - Purchasing & Stamps: All spirits must be purchased through Virginia ABC, kept in stamped containers, and stamps must be destroyed once empty.
 - Drink Limits: Guests may have no more than two mixed drinks at once. Flight tastings allowed:
 - Up to five samples distilled spirits (≤ 0.5 oz spirits each), or
 - Up to five small mixed drinks distilled spirits (≤ 1 oz spirits each)
 - Hotel/Motel Privilege (if applicable): All alcohol must be purchased properly through the restaurant's license and can only be delivered to a registered guest's hotel room, or private room for a scheduled event. All alcohol sales must be reported and records must be kept separate.
 - Infusions & Premixes: Infused in the original bottle or in a different container (which shall not exceed 20 liters in volume) with the infused date, brand of spirits used, and the amount of spirit used. Accurate records must be kept.
 - Pitchers: Allowed up to 32 fl oz per pitcher, served only to groups of two or more, with proper labeling of ingredients.
- [3VAC5-50-60. Mixed beverage licensees generally; sales of spirits in closed containers; suspension of purchase privileges.](#)

Sample policy:

"Staff are not permitted to serve or allow patrons to possess (2) or more mixed beverages at one time."

Considerations:

- Having a drink limit not only meets the state code but minimizes the risk of over-consumption and disorder by patrons.

- Consider expanding the policy not allowing patrons to possess more than 2 alcoholic beverages of any type.

9) Have a written policy to make staff aware of and prevent the use of “date rape” drugs and alcohol related sexual and domestic assault.

Importance:

- Alcohol and drug related assaults can occur, and they represent a very serious risk to patrons.
- Staff awareness can help prevent this from happening and protect patrons.
- A program available to raise awareness is the Bar Upstander Intervention Training which is made available through Arlington County Department of Human Services Project Peace.

Sample policy:

"Staff are aware of and attempt to prevent situations where date rape drugs could be used."

"Staff that are in regular contact with patrons are aware and trained in a program to prevent sexual and domestic violence."

Considerations:

- Common date rape drugs are GHD, Rohypnol, and Ketamine.
- Drugs can be placed in unattended beverages if someone other than the bartender or server gives the patron the drink.
- Look for signs of extreme intoxication or incapacitation in patrons especially if they are leaving with a group or another individual.
- Attempt to gain information or consider calling police/fire to ensure the patron's safety.
- The Bar Upstander Intervention Training is available from Arlington County Department of Human Services Project Peace to meet this assessment standard.
- Actively participate in the "Ask For Angela" patron safety program.

10) Have a written policy regarding weapons found on the premises or removed from patrons.

Importance:

- Private property owners have the right to prohibit weapons on their premises at any time. For purposes of this policy, a weapon includes any firearm or dangerous instrument as defined under Virginia law, including but not limited to handguns, ballistic knives, switchblades, knives with blades three inches or longer, and any object which, by its design or use,

is capable of causing serious bodily injury or death (**Va. Code §§ 18.2-307.1, 18.2-308.1, 19.2-83.3**).

- Weapons may be present in restaurants. Under Virginia law, only individuals with a valid concealed handgun permit may carry a concealed handgun into a restaurant that serves alcohol, and they may not consume alcoholic beverages while doing so (**Va. Code § 18.2-308.012**).
 - **Prohibited Conduct and Where Unlawful to Carry**
 - In Virginia, it is unlawful for any person with a concealed handgun permit to carry a concealed handgun in a public place while under the influence of alcohol or illegal drugs. Doing so is a Class 1 misdemeanor (**Va. Code § 18.2-308.012**).
 - No person with a concealed handgun may consume alcoholic beverages while on the premises of a restaurant or club licensed by the Virginia ABC to sell alcohol for on-premises consumption. Doing so is a Class 2 misdemeanor. This restriction does not apply to federal, state, or local law-enforcement officers. (**Va. Code § 18.2-308.012(B)**)
- [§ 18.2-308. Carrying concealed weapons; exceptions; penalty](#)

Sample policy:

"Staff shall be familiar with Virginia State Code regarding when it is applicable to carrying a weapon inside a restaurant that serves alcohol."

Considerations:

- Define the term, "weapons" to your staff and ensure they know what to do if a weapon is seen by staff (gun, knife, pocketknives, scissors, screwdrivers, box-cutters, etc.).
- Consider posting a sign indicating that weapons are not allowed in your restaurant. The owner of a restaurant may forbid any weapon from the premises regardless of the state law.
- Ensure staff knows the procedure to follow and when to call police if a weapon is discovered on a patron.
- Weapons found on your premises should be recorded in the incident reporting binder.

11) Have a written policy establishing when Arlington County Police Department will be called to the restaurant.

Importance:

- **Staff must be familiar with procedures for contacting police.** During emergencies, knowing their responsibilities reduces confusion and ensures authorities are notified promptly.

- **In addition to dialing 911 or the non-emergency line**, staff should also know how to reach the Arlington County Police Department Restaurant Liaison Officer.
- **Examples of incidents when police should be called include:**
 - Fights, assaults, or physical disturbances
 - Weapons observed on the premises
 - Disorderly or highly intoxicated patrons
 - Drug use or drug possession
 - Theft, robbery, or burglary
 - Vandalism or property damage
 - Suspicious activity or threats to safety
 - Medical emergencies requiring immediate assistance
 - Sexual assaults

Sample policy:

"The police must be called for any of the following reasons:

- *A patron using illegal drugs while on the property*
- *Illegal drugs seized on the property*
- *Assault and fights*
- *Overly intoxicated patrons*
- *Trespassing*
- *Crimes in progress*
- *A weapon is discovered in the establishment or on a patron*
- *Disorderly conduct*
- *Sexual assaults"*

Considerations:

- Patron and staff safety are the priority when writing this policy.
- Clearly post all emergency/non-emergency numbers and identify who will call to prevent more than one calling or no one calling police/fire.
- Ensure staff are aware of all situations in which police are to be called.
- The restaurant may consider additional situations or occurrences in which the police may be contacted by your staff.
 - Vandalism
 - Theft

12) Written policy in place that addresses the preservation of witnesses and crime scene after a crime has occurred, until police arrive on scene.

The procedure must cover at a minimum the following items:

- a) Instructions to remove patrons and staff from the area, during and after the incident**
- b) Requirement to call police and fire department immediately**
- c) Preservation of crime scene and potential evidence and witnesses**

Importance:

- It is the responsibility of staff and managers to render aid and protect evidence of a crime at their restaurant.
- Once police have been contacted, every effort should be made to keep witnesses on scene and attempt to keep evidence from being moved or destroyed. A simple plan understood by your staff will help police when they arrive at your restaurant.
- Any photos or videos captured by patrons or employees shall be preserved as best as possible.

Sample policy:

"If a crime occurs, staff and managers are required to preserve the crime scene until the police arrive."

Considerations:

- Prevent patrons from walking through the crime scene area and disrupting evidence.
- Help identify witnesses and provide information for police.
- Don't move or touch anything.
- Be observant of what is seen or heard.
- Keeping patrons away from the area where a violent incident is occurring helps security staff manage the situation until police arrive.
- There is a risk to other patrons who could get involved and aggravate the situation.

13) If the restaurant utilizes a security video system, have a written policy requiring how police will collect data.

Importance:

- Having a surveillance system in place can protect the business from fraudulent civil and criminal claims against staff and the restaurant.
- If a camera system is used, ensure staff are familiar with the operation and can assist police in collecting evidence.

Sample policy:

"Security video that captures a crime shall be preserved and made available to the Arlington County Police Department."

Considerations:

- Having a surveillance system in place can protect the business from fraudulent civil and criminal claims against staff and the business.

- If a camera system is used, ensure staff are familiar with the operation and can assist police in collecting evidence.
- Have disks or flash drives available to collect data.
- Willingness to share information increases accountability.

14) Have a written policy requiring staff to fill out an incident report if any of the following circumstances occur:

- a) A patron is evicted or refuses to leave the restaurant**
- b) Overly intoxicated patrons consuming alcohol at the restaurant**
- c) A fight, assault, or disturbance occurs**
- d) Police are called to the restaurant**
- e) A patron using illegal drugs while on the property**
- f) Illegal drugs seized on the property**
- g) Trespassing**
- h) A weapon is discovered at the restaurant or on a patron**
- i) Disorderly conduct**

Importance:

- Incident reporting conducted by businesses assist police with investigations and may protect the business in civil situations. Instead of relying on staff's memory of an incident, there would be a documented report to refer to.
- Incident reporting systems provide needed evidence and information when police, investigators, lawyers, and insurance companies are investigating an incident.
- Keeping accurate records and logs of incidents show the restaurant's commitment to meet best practices and comply with Virginia state law.

Sample policy:

"Incident reports are to be completed by staff when any of the following circumstances occur:

- Patron is evicted or refuses to leave the premises*
- Overly intoxicated patrons consuming alcohol on premises*
- A fight, assault, or disturbance occurs*
- Police are called to the establishment*
- A patron using illegal drugs while on the property*
- Illegal drugs seized on the property*
- Trespassing*
- A weapon is discovered in the restaurant or on a patron*
- Disorderly conduct"*

Considerations:

- Consider expanding the list of circumstances that will be reported in an incident report such as:
 - Threat
 - Theft
 - Removal of alcohol from the restaurant
 - Vandalism

15) Have a written glass collection policy ensuring bottles and glassware are removed from tables frequently.

Importance:

- Broken glass on the ground or patrons using empty bottles are a threat to customers and staff.

Sample policy:

"Empty bottles and glassware are to be removed from tables promptly and broken glass is to be cleared from patron areas quickly to prevent injury."

Considerations:

- Identify which staff members are responsible for clearing tables and disposing of broken glass.
- Describe the use, location, and availability of equipment used to remove hazards.
- Broken glass is to be disposed of separately from regular trash
- Emphasis on safety of staff and patrons:
 - Broken glass and bottles left unattended has resulted in them being used as weapons.
 - Empty bottles should be stored, collected, and organized in an area out of reach of guests.

16) Have a written dispersal policy.

Importance:

- Last call should be timed to ensure patrons who order alcoholic beverages are served within hours of alcohol service specified by VA ABC.
- Consider a staggered closing to avoid problems from occurring with large crowds of patrons in front of the restaurant.
- **State Code of Virginia - Prohibited Conduct - Retail Licensee Guide**
 - **3VAC5-50-30. Restricted hours; exceptions** states "the hours during which licensees shall not sell or permit to be consumed upon

their licensed premises any wine, beer, or mixed beverages shall be as follows:

- In localities where the sale of mixed beverages has been authorized:
 - For on-premises sale and consumption: 2 a.m. to 6 a.m.
 - For off-premises sale: 12 a.m. to 6 a.m.
- In all other localities: 12 a.m. to 6 a.m. for on-premises sales and consumption and off-premises sales, except that on New Year's Eve the licensees shall have an additional hour in which to exercise the on-premises privileges of their licenses."

Sample policy:

"Staff are to monitor the safety of patrons as they leave the premises at closing time."

Considerations:

- Your dispersal policy should apply to patrons as they leave the building, especially at closing time.
- Monitor patrons as they leave and contact police if disorderly conduct takes place outside of the restaurant.
- Intervene with intoxicated patrons to assist with providing safe transportation.
- Supervise the exterior of the establishment and the area around the outside of the area.
- Advise the Arlington County Police Department to assist if necessary if the crowd becomes larger than the staff can manage safely.
- Consider a "soft" or staggered closing which gives staff and patrons enough time to prepare for last call.
- Suggestions for a "Soft Closing":
 - Cease entertainment
 - Clearly announce that the evening is over, and service will stop
 - Allows more time to move patrons out of the restaurant safely

17) Have a written and posted policy for handling or cleaning up bodily fluids (blood, vomit, urine, etc.).

Importance:

CDC recommends:

- Body fluids, including blood, feces, and vomit are all considered potentially contaminated with blood borne or other germs. Therefore, spills of these fluids should be cleaned and the contaminated surfaces disinfected immediately.

- A list of other approved commercial disinfectants can be found at the [Selected EPA-Registered Disinfectants](#).
- CDC Cleaning and Disinfecting with Bleach procedure:
 - Block off the area of the spill from patrons until disinfection is complete.
 - Put on disposable gloves to prevent contamination of hands.
 - Wipe up the spill using paper towels or absorbent material and place them in a plastic garbage bag.
 - Follow the directions on the bleach bottle for preparing a diluted bleach solution. If your bottle does not have directions, you can make a bleach solution by mixing:
 - 5 tablespoons (1/3 cup) of bleach per gallon of room temperature water or
 - 4 teaspoons of bleach per quart of room temperature water.
 - Leave the diluted bleach solution on the surface for at least 1 minute before removing or wiping.
 - All non-disposable cleaning materials used such as mops and scrub brushes should be disinfected with bleach solution and dried.
 - Remove gloves and place in plastic garbage bag all soiled cleaning materials.
 - Double bag and securely tie up plastic bags and discard.
 - Thoroughly wash hands with soap and water.
 - [Cleaning and Disinfecting with Bleach | Water, Sanitation, and Environmentally Related Hygiene \(WASH\) | CDC](#)

Sample policy:

"Staff are to follow the CDC and OSHA guidelines for cleaning bodily fluids (blood, vomit, urine, etc.)."

Considerations:

- A list of other approved commercial disinfectants can be found at the Selected EPA-registered Disinfectants page. Found at:

<https://www.epa.gov/pesticide-registration/selected-epa-registered-disinfectants>

18) Have a written noise policy.

Importance:

- Shows consideration of surrounding neighborhoods
- Ensures the restaurant is less likely to be viewed as an unwelcome neighbor.

- Patrons outside the establishment act as “unofficial ambassadors”. Their behavior, appearance, and conduct reflect on your restaurant and the area.
- Be familiar with **Arlington County Code Chapter 15 – Noise Control**
[Ch15_NoiseControl.pdf](#)

Sample policy:

"Staff will be familiar with and adhere to the Arlington County noise ordinance."

"Noise generated from the restaurant shall be within the limits of the Arlington County noise ordinance."

Considerations:

- The restaurant’s noise policy should reflect the guidelines of Arlington County’s noise ordinance.
- Having staff familiar with the law will enable them to identify an issue before it generates a complaint from a neighbor.

19) Have a written policy requiring background checks and security training courses for door and restaurant security.

Importance:

- Conducting background checks on security staff helps reduce the restaurant’s liability.
- Employees may request their Virginia criminal history reports directly from the Virginia State Police.
- **State Code of Virginia - Prohibited Conduct - Responsibility Guide for Licensees**
 - Background checks for security staff reduce liability and help ensure a safe environment for patrons and employees.
 - Employees may obtain their Virginia criminal history through the Virginia State Police.
 - **Prohibited Conduct – Responsibility of Licensees (Va. Code):**
 - **VA Code §4.1-225** Licensees are prohibited from “knowingly employ[ing] in the business conducted under such license, as agent, servant, or employee, other than a busboy, cook, or other kitchen help, any person who has been convicted in any court of a felony or of any crime or offense involving moral turpitude, or who has violated the laws of the Commonwealth, of any other state, or of the United States, applicable to the manufacture, transportation, possession, use, or sale of alcoholic beverages;...”
[§ 4.1-225. Grounds for which Board may suspend or revoke licenses; exception](#)

Sample policy:

"All security staff shall have a criminal background check and have attended security training."

Considerations:

- Trained security staff are better equipped to regulate patron behavior and know what their criminal and civil liability is.
- Provide uniforms that portray a professional appearance.

20) Policy for preventing patrons from drinking and driving.

Importance:

- Restaurants that serve alcohol have a responsibility to make reasonable efforts to keep their patrons from drinking and driving.
- Ensure staff know how to request transportation, including taxis and all major rideshare services.
- Security staff can summon police to assist with patrons who are intoxicated and attempting to leave in a vehicle.
- Impaired driving can leave an establishment vulnerable to civil lawsuits.

Sample policy:

"Staff will make reasonable efforts to keep patrons from drinking and driving."

Considerations:

- Impaired driving can leave a restaurant vulnerable to civil lawsuits.
- Ensure staff know how to request transportation, including taxis and all major rideshare services.
- Contact police to intervene.

B: OPERATIONAL CHECKLISTS

1) Incident reporting binder or other filing system to document incidents.

Importance:

- Incident reporting forms are used to document actions taken to prevent or correct alcohol related issues. This should be method of collection for incident reporting for instances cover in A14. Also, included in the reporting binder should be incidents involving injury or accidents.
- A sample in-house incident report will be provided by ARI.

2) Binder to track VA ABC Responsible Sellers & Servers Training (RSVP) or TIPS training for staff.

Importance:

- Licensees having well organized records showing certifications of records shows the commitment to responsible alcohol service.
- Provide evidence that staff has read establishment policies and procedures and is aware of ARI program

3) Interior and Exterior Premises Checklist used at opening and closing.

Importance:

- Ensures there are not any intoxicated patrons or damaged property in or around your restaurant. This also ensures litter is picked up on the outside of the establishment building goodwill with the neighboring residents.

4) Binder or system for keeping track of banned patrons.

Importance:

- The notice of trespass issued by the Arlington County Police Department is valid for three (3) years. If a form is completed at the owner's or an agent of the owner's request, the document should be kept where other employees will be able to locate the paperwork.
- Bar Safe Notice, if applicable, issued by the Arlington County Police Department may result in the accused patron being banned from all participating businesses for a period of one (1) year. If a form is completed at the owner's/agent's request, the document should be kept where other employees can locate the paperwork.

5) Alcohol serving principles document, which all staff members sign and abide by who are certified to serve alcohol in your restaurant.

Importance:

- Having VA ABC certified servers is not only encouraged as part of your ABC license but can protect the business if employees act outside of the rules that are established for the business and alcohol license.

6) Maintain a list of staff who have attended general staff meetings to review policies or changes in policy.

Importance:

- Holding regular meetings allows accountability for the restaurant when employees are abiding by in house policies and ARI certification.

7) Maintain records of how you promote the ARI accreditation. This may include social media, advertisements, or other promotional events.

Importance:

- Receiving an ARI accreditation is a sign to patrons and the community that the restaurant has a commitment to safety.

8) Patron count log, binder, or other system to track occupancy loads

Importance:

- Overcrowding on a premise is unsafe and causes issues for conflict and occupancy violations.
- Keeping track of patron numbers also is used in preplanning for staff and security.

9) A list of all staff who have valid first aid and CPR certifications.

Importance:

- Having staff that are trained in first aid and CPR shows emergency preparedness and a commitment to patron health.
- In an emergency, it is important to easily identify staff that have emergency training.
- First Aid and CPR training will be made available through the Arlington County Fire Department and approved training partners, including VHC.

C: PHYSICAL VERIFICATION

1) Virginia Alcohol Beverage Control Authority License and ABC Manager Document must be clearly posted.

Importance:

- **State Code of Virginia - Prohibited Conduct - Retail Licensee Guide**
 - **COV §4.1-203(C)** "Each license shall be posted in a location conspicuous to the public at the place where the licensee carries on the business for which the license is granted."

2) Have on premises appropriate safety equipment, such as a first aid kit, flashlight, etc.

Importance:

- A first aid kit should be readily available to staff and be in a place that is easily accessible.
- Other tools such as properly charged flashlights are a necessity for checking identifications or for helping during emergency situations.

3) Virginia Department of Alcoholic Beverage Control Retail Licensee Guide is on the premises and available to all staff.

Importance:

- The VA ABC Licensee Guide should be available to all staff as a reference to the lawful operation of the establishment.

4) Support transportation programs such as "Sober Ride" and underage drinking campaigns by posing applicable posters or signage at entrances and exits.

Importance:

- Shows the community that the restaurant takes drunk driving and underage drinking seriously and is committed to working with the police department to limit offenses originating from their premises.

5) Have garbage cans near entrances and exits.

Importance:

- Providing trash cans at the entry and exit points allows patrons who are leaving to discard their alcohol containers before they can be brought outside of the establishment.

- **State Code of Virginia - Prohibited Conduct - Retail Licensee Guide**
 - **COV §4.1-225** "Has maintained the licensed premises in an unsanitary condition..."

6) Clear trash in the areas surrounding the establishment daily at closing time.

Importance:

- Shows community that the establishment is committed to being a good neighbor and shows the restaurant takes pride in portray a positive appearance.

7) Evidence of any work or measures taken to repair areas in the establishment that have been defaced or are in a state of disrepair.

Importance:

- A premise in poor condition can present safety hazards to patrons
- Maintaining the interior and exterior of the business increases business by conveying a commitment to safety

FIRE CODES

THE ARLINGTON COUNTY FIRE CODE CAN BE FOUND HERE:

<https://www.arlingtonva.us/Government/Departments/Fire/Office-of-the-Fire-Marshall>

THE VIRGINIA STATEWIDE FIRE PREVENTION CODE (SFPC) CAN BE FOUND HERE

<https://codes.iccsafe.org/content/VAFC2021P1>

1) Posting of Occupant Load.

Importance:

- **THERE SHALL BE NO OVERCROWDING**
- The number of occupants shall be disclosed to the Fire Official, Fire Marshal, or designee **at any time** upon request.
- A mechanism to count persons as they enter and exit the structure.
- Person maintaining the count needs to know the maximum capacity.
- Maximum occupant load includes staff, band members, etc., *not just customers.*
- Occupants must be distributed throughout the space based on the posted occupant load for each room or area.
- If an area is not open (rooftop or patio), the maximum capacity must be reduced by the occupant load of that area.
- Have a sign clearly showing patrons the maximum number of occupants allowed in the building.
- **Virginia Statewide Fire Prevention Code: Occupant Load 1004.9**
 - "Every room or space that is an assembly occupancy and where the occupant load of that room or space is 50 or more shall have the occupant load of the room or space posted in a conspicuous place near the main exit or exit access doorway from the room or space. Posted signs shall be of an approved legible permanent design and shall be maintained by the owner or the owner's authorized agent."

2) Have a mechanical counting device used to accurately count the number of patrons on the premises.

Importance:

- The number of occupants in the business determined by Arlington County Zoning Department and Inspection Services Division but enforced by the Arlington County Fire Marshal or designee. Exceeding the posted occupant load is a violation of The Virginia Statewide Fire Prevention Code as well as a VA ABC violation.

3) Portable Outdoor Gas-Fired Heating Appliances.

Importance:

- Establishments are required to comply with the use and storage of outdoor gas-fired heating appliances
- **A Fire Prevention Code Permit is required for the storage and/or use of LP-Gas. [F6101.2, F107.2]**

4) Maintenance of the means of egress.

Importance:

- Arlington County and Statewide Fire Prevention Codes regulate fire safety for patrons inside your establishment.
- It is vital that patrons and staff have the ability to exit quickly and safely in an emergency.
- **Virginia Statewide Fire Prevention Code F1032.2 Reliability.**
 - "Unless otherwise permitted by the applicable building code, required exit accesses, exits and exit discharges shall be continuously maintained free from obstructions or impediments to full instant use in the case of fire or other emergency when the building area served by the means of egress is occupied. An exit or exit passageway shall not be used for any purpose that interferes with a means of egress."
 - A clear path must be provided all the way to the "public way" (street or public sidewalk).
 - The path must be at least as wide as the exit doors.
 - Where multiple paths converge, add the widths together.
 - Exit discharge must be free of obstructions including environmental obstructions such as snow and ice.
- **Arlington County Fire Code 1031. Maintenance of the Means of Egress.**
 - 1031.2.1.1 Security devices.** The use or storage of chains and padlocks on panic hardware shall be prohibited whenever a building or structure is occupied.
 - 1031.3 Obstructions.** This section is retained in full with the following revision. Add the following sentence at the end of the existing section. "No person shall sit, stand or otherwise obstruct any means of egress or element of the egress system."
- **Virginia Statewide Fire Prevention Code 1032.4 Exit Signs.**
 - Exit signs shall be maintained in accordance with Sections 1013, 1203 and the *applicable building code*. Decorations, furnishings, equipment or

adjacent signage that impairs the visibility of exit signs, creates confusion or prevents identification of the exit shall not be allowed.

- **Virginia Statewide Fire Prevention Code 1032.5 Non-exit Identification**
 - "Where a door is adjacent to, constructed similar to and can be confused with a means of egress door, that door shall be identified with an approved sign that identifies the room name and the use of the room."
- **Arlington County Fire Code F1032.6 Finishes, Furnishings, and Decorations.**
 - "Means of egress doors shall be maintained in such a manner as to be distinguishable from the adjacent construction and finishes such that the doors are easily recognizable as doors. Furnishings, decorations or other objects shall not be placed so as to obstruct exits, access thereto, egress therefrom, or visibility thereof. Hangings and draperies shall not be placed over exit doors or otherwise located to conceal or obstruct an exit. Mirrors shall not be placed on exit doors. Mirrors shall not be placed in or adjacent to any exit in such a manner as to confuse the direction of exit."

5) Fire protection systems.

Importance:

- Establishments are required to maintain their fire suppression equipment is maintained as required by law.
- Questions about compliance with Arlington County Fire Code should be directed to the Arlington County Office of the Fire Marshal at 703-228-4644.
- **Arlington County Fire Code 901.8 Removal of or tampering with equipment.**
 - "It shall be unlawful for any person to silence, reset, remove, tamper with, damage, destroy, use without just cause or authorization, or otherwise disturb any fire detection and alarm system, fire suppression system, or other fire appliance required by this code or installed in any building or structure within the Arlington County except for the purpose of extinguishing fire, training purposes, recharging, making necessary repairs, or when approved by the fire code official."
- **Virginia Statewide Fire Prevention Code 1032.10.1 Activation test.**
 - "Emergency lighting equipment shall be tested monthly for a duration of not less than 30 seconds. The test shall be performed manually or by an automated self-testing and self-diagnostic routine."

Where testing is performed by self-testing and self-diagnostics, a visual inspection of the emergency lighting equipment shall be conducted monthly to identify any equipment displaying a trouble indicator or that has become damaged or otherwise impaired.”

Arlington County Fire Code, Servicing and Testing

- “Kitchen hood fire extinguishing system are required to be serviced every 6 months. (Arlington County Fire Code Table 901.6.4.4)”

Statewide Fire Prevention Code 906.2

- “Fire extinguishers are required to be serviced every 12 months. (NFPA 10 7.3.1.1)”

Arlington County Fire Code F901.7 Systems out of service.

- “Where a fire protection system is out of service, the Arlington County Fire Department and the Fire Official shall be notified immediately and, where required by the Fire Official, the building shall either be evacuated or an approved fire watch shall be provided for all premises left unprotected by the shut down until the fire protection has been returned to service.
- Where utilized, fire watches shall be provided with at least one (1) approved means for notification of the Arlington County Fire Department. The only duty of fire watch personnel shall be to perform constant patrols of the protected premises and keep watch for fires.”

- **Arlington County Fire Code 901.7.7 Contact Information**

- “All premises or buildings without on-site property management shall have property emergency contact information posted in an area approved by the fire official.”

Arlington County Fire Code 901.7.7.1 Response.

- Within sixty (60) minutes of notifying the Arlington County Fire Department that a system(s) is out of service, the owner or the designated agent of the owner shall be on-site to meet or assist fire officials.

Arlington County Fire Code 901.6.4 Periodic testing.

- Periodic inspections and tests of all fire protection systems shall be performed in accordance with the respective NFPA standards and other codes as required under this Chapter. The tests shall be performed by an appropriately trained, certified/licensed, technician from a licensed and bonded fire protection systems maintenance contractor. The periodic testing and inspections shall either be: A) witnessed by the Fire Code Official or his/her designee as described in 901.6.4.1; or B) until such time as the Fire Code Official designates, non-witnessed testing as described in 901.6.4.2.

Arlington County now uses a non-witnessed testing system for fire suppression systems including commercial kitchen hoods unless witnessing is deemed needed by the fire Official. Please reference the following codes and instructions.

Arlington County Fire Code 901.6.4.2 Non-witnessed testing.

If the Fire Code Official or his/her designee elects to not witness the periodic testing of the fire protection system then the certified contractors and/or technicians, as defined in 901.6.4, who perform inspections, testing and/or maintenance services on fire and life safety systems within Arlington County are required to electronically submit all designated compliant and non-compliant reports to the Arlington County Fire Prevention Office via a method approved by the Fire Code Official. The Fire Code Official shall assess fees in accordance with this Ordinance for Non-witnessed Testing based on a fee schedule described in 901.6.4.4. The contractor, building owner, or designee shall pay all assessed fees. The Fire Code Official or his/her designee retains the right to witness such tests in the case of repeated violations, delinquency, or high hazard, and in such a case shall assess fees for witnessing according to Note E and F of Table 107.2. The Fire Code Official is authorized to suspend a contractor's ability to practice some or all tests within Arlington County in the case of the contractor's failure to report testing/inspection results or the contractor violates applicable testing standards as defined by NFPA, SFPC, or this code.

See the following QR Code and letter informational letter for further assistance.



ARLINGTON RESTAURANT INITIATIVE



Dear Service Provider,

The **Arlington County Fire Department, Office of the Fire Marshal** has instituted a new process for service providers who inspect and test fire protection systems. Effective **October 1, 2023** all compliant & non-compliant fire protection systems test reports are required to be sent to the **Arlington County Fire Department, Office of the Fire Marshal** electronically by your respective organization via The Compliance Engine's online system at www.thecomplianceengine.com.

The **Arlington County Fire Department, Office of the Fire Marshal** is dedicated to delivering 100% compliance with our adopted Fire Code. This web-based service will aggregate, track, and streamline the collection of compliance data of our jurisdiction's systems. Property owners will receive timely proactive notifications of their testing requirements, and the **Arlington County Fire Department, Office of the Fire Marshal** will gain the ability to better mitigate the risk in our community by improving public safety to our citizens.

All service providers who inspect or test fire protection systems within the **Arlington County Fire Department, Office of the Fire Marshal** jurisdiction are required to register and submit all test, inspection, and service reports via The Compliance Engine. All reports must be submitted in accordance with the testing schedule and requirements outlined in our adopted fire code.

Benefits to you:

- Increases market opportunity and demand for your fire protection services.
- Ensures all reports arrive, affording you the ability to track our department's follow up.
- Enhances maintenance revenue and timeliness of deficiency corrections.
- Improves customer retention with renewal notifications identifying you as company of record.
- Minimizes non licensed contractors from working in your market.

This proven process requires the service provider pay a nominal filing fee at the time of submittal. There is no fee to register your company with The Compliance Engine. Once registered, pricing is viewable under **Arlington County Fire Department, Office of the Fire Marshal** icon in The Compliance Engine. If you are a licensed fire protection system contractor and are not currently registered with Brycer, please do so at www.thecomplianceengine.com.

We look forward to partnering with you to better protect and serve our community. We are confident this will benefit us ALL.

Sincerely,

Matthew Cobb
Chief Fire Marshal/Fire Official
Arlington County Fire Department



ARLINGTON RESTAURANT INITIATIVE

Keys to Getting Started:

- Register at www.thecomplianceengine.com
- Sign up for training.
- Complete account set up by entering all inspectors, inspector licenses, and company licenses.
- Add Users and company logo for brand awareness.
- Add TCE link to your webpage.

Key Processes to Know: Check the TCE HELP Portal for Direction Visuals

- Select correct template for each report submitted: Fire Alarm, Sprinkler, Kitchen Hood, etc.
- Enter all test reports and type out deficiencies.
- Attach pdf version of inspection report when using short form (fire protection systems only)
- Ensure all reports entered are submitted for payment.
- Update deficiency tracking to inform AHJ that violations have been corrected.
- Check notifications icon to track sent out by AHJ.
- Open inspection reports are saved reports not yet submitted to AHJ, if not submitting these to AHJ delete
- Submit a new premises when necessary (if you cannot locate the premises in the existing database)
- View your transaction list to confirm correct payment.
- Create new users when necessary.
- Update credit card information

Systems Tracked:



ARLINGTON COUNTY (VA) PRICING MODEL

SYSTEM TYPE	SUBMITTAL REQUIREMENTS	ARLINGTON FEE	BRYCER FEE	PROCESSING FEE	PER SUBMITTAL
Mechanical Smoke Exhaust System - 909.20, 910.5 (VSFPC)	Semi-Annual	\$175	\$18	7%	\$206.51
	Annual				
Commercial Kitchen Hood Suppression System - 904.5.1 (VSFPC)	Semi-Annual	\$175	\$18	7%	\$206.51
Emergency Power Generator - 913.5.2, 913.5.3 (VSFPC)	Monthly	\$25	\$18	7%	\$46.01
Internal antenna/amplifier System - 510.2.1 (Code of Arlington-FPC 8.1) (Zoning-site Condition #37)	Annual	N/A	\$18	N/A	\$18.00
Fire Alarm System - 907.8 (VSFPC)	Semi-Annual	\$175	\$18	7%	\$206.51
	Annual				
Elevator Recall - 907.8 (VSFPC)	Semi-Annual	\$175	\$18	7%	\$206.51
	Annual				
Fire Pump - 913.5 (VSFPC) (NFPA 25)	Monthly	\$25	\$18	7%	\$46.01
	Annual	\$315			\$356.32
Paint/Spray Booth Suppression System - 2404.4 (VSFPC)	Annual	\$175	\$18	7%	\$206.51
Special Suppression System - 904.1 (VSFPC) (NFPA 25)	Annual	\$175	\$18		\$206.51
Sprinkler System (Wet, Commercial) - 901.6.1, 903.5 (VSFPC) (NFPA 25)	Electrical Water Flow Device:	Semi-Annual	\$18	7%	\$206.51
		Annual			
	Mechanical Water Flow Device:	Quarterly			\$136.96
Sprinkler System (Dry, Commercial) - 901.6.1, 903.5 (VSFPC) (NFPA 25)	Semi-Annual	\$175	\$18	7%	\$206.51
	Annual				
Standpipe System Inspection - 905.1 (VSFPC) (NFPA 25)	Annual	\$175	\$18	7%	\$206.51
Standpipe Flow Test - 905.1 (VSFPC) (NFPA 25)	5-Year	\$200	\$18	7%	\$233.26

Revised October 12, 2023

****Please reference Arlington County Code, Chapter 8.1, Fire Prevention, sections 901.6.4.2 non-witnessed testing and 901.6.4.4 non-witnessed testing fees for further details. ****

***** All fire protection systems and components shall be inspected and tested at intervals required by SFPD and NFPA. Only those records indicated above shall require submittal to TCE. *****

PUBLIC HEALTH

Arlington County Public Health Division (ACPHD) written policies.

The following policies and actions are designed to reduce the risk of foodborne illness associated with the five (5) main risk factors in food establishments. The policies meet the criteria established by the current version of the FDA Food Code and Arlington County Code, Chapter 9.2 (Food and Food Handling), and by the Arlington County Restaurant Initiative to keep patrons safe from foodborne illness.

I understand that failure to reduce the risk of foodborne illness associated with the five (5) risk factors may result in foodborne illness and subsequently repeat violations which may lead to enforcement actions by the ACPHD.

The five (5) risk factors that contribute to foodborne illness include:

1. Contaminated Equipment

Germes can be transferred from dirty surfaces to food; cleaning and sanitizing surfaces reduces germes.

2. Inadequate Cooking

Germes can multiply when foods are not cooked to the right temperatures. Examples of correct cooking temperatures include, but are not limited to:

Poultry - 165°F instantaneously.

Ground meat - 155°F for 17 sec.

Fish - 145°F for 15 sec.

Pork and beef (steaks and chops) 145°F for 15 sec.

3. Poor Personal Hygiene

Employees can transfer germes to food; hand washing and staying home when sick help prevent the spread of germes.

4. Unsafe Food Sources

Foods not made in approved kitchens are more likely to be unsafe.

5. Improper Holding Temperatures

Germes can multiply when foods are not kept at the right temperatures.

Keep hot foods at 135°F or higher

Keep cold foods at 41°F or lower

1) Contaminated Equipment

Consider having a written policy to reduce contaminated equipment.

Importance:

- **Contaminated Equipment** can contribute to Foodborne Illness Outbreaks
- Germes can be transferred from dirty surfaces to food; cleaning and sanitizing surfaces reduces germes. To reduce contaminated equipment, the following policy is in place:

Written Policy

- Develop a written procedure for which equipment should be cleaned and at what frequency including “clean in-place” equipment (such as deli slicers) that should be cleaned every four (4) hours or as needed.
- Develop a checklist of equipment to be cleaned and the frequency of cleaning required; post and adhere to cleaning schedules.
- Develop a written procedure for monitoring sanitizer levels and/or temperatures for dish machines and three compartment sinks.
- Have a method to test the dish machines and three compartment sink readily available to employees.

Operational Checklist

- Checklist of equipment to be cleaned and the frequency of cleaning required, post and adhere to cleaning schedules.
- Post signage* demonstrating how employees set up the 3-compartment sink.

Physical Verification

- Attendance logs for training conducted on cleaning and sanitizing equipment when they are hired and at least one-time yearly.
- Sanitation Logs* documenting all dish machines and three compartment sinks and including sanitizer concentrations/temperatures appropriate to the method used.
- Logs* available documenting that “clean in-place” equipment (such as deli slicers) are cleaned every four (4) hours or as needed.

2) Inadequate Cooking

Consider having a written policy regulating how food will be cooked and served.

Importance:

- **Improper Cooking Temperatures** can contribute to Foodborne Illness Outbreaks
- Germs can multiply when foods are not cooked to the right temperatures.

Written Policy

- Develop a written plan for checking temperatures during cooking.

Operational Checklist

- Post signage* reminding staff of proper cooking temperatures for raw animal foods.
- Post signage* demonstrating how employees calibrate thermometers.

Physical Verification

- Monitor employees taking temperatures during cooking.

3) Poor Personal Hygiene

Have a written policy governing employee health and hygiene.

Importance:

- **Poor personal hygiene** can contribute to Foodborne Illness Outbreaks
- Employees can transfer germs from hands to foods eaten by patrons.

Written Policy

- Develop a written plan for and train all staff on signs/symptoms of illness and the "Big 6 Food borne Illnesses" and when to exclude themselves from work. Keep a record of training attendance.
- Develop a written plan for and train all staff on cleaning up diarrheal and vomiting accidents. Keep a record of training attendance.
- Develop a written plan for and train all staff on when and how to use gloves including how often to change them. Keep a record of training attendance.

Operational Checklist

- Post signage* to remind employees of how and when to perform handwashing.
- Keep all handwashing sinks easily accessible to employees.
- Provide hand washing supplies including soap, single use paper towels and a garbage container; maintain water at a temperature of 100°F at all sinks.

Physical Verification

- All employees sign the FDA Form 1-B or its equivalent agreeing to stay home when they are ill. Keep this documentation on file for the duration of their employment.
- Provide training for all employees when they are hired and no less than every six (6) months on all elements of employee health. Keep a record of training attendance.
- Attendance log for training conducted on all elements of employee health when they are hired and no less than every 6 months.
- Attendance log for training conducted on cleaning up diarrheal and vomiting accidents.
- Attendance log for training conducted on when and how to use gloves including how often to change them.

4) Unsafe Food Sources

Consider having a written policy requiring all food to be from a regulated or commercial facility.

Importance:

- **Unsafe food sources can** contribute to Foodborne Illness Outbreaks
- Foods not made in approved kitchens are more likely to be unsafe.

Written Policy

- Develop a written plan for maintaining records for all food sources.
- Do not use foods prepared in non-commercial kitchens.

Operational Checklist

- N/A

Physical Verification

- Maintain records for all food sources. These include but are not limited to the following:
 - Invoices available for a minimum of 30 days.
 - Parasite destruction letters from current distributors/suppliers maintained for 90 days.
 - Shell stock tags maintained for 90 days.

5) Improper Holding Temperatures

Consider having a written policy to reduce improper holding temperatures.

Importance:

- **Improper holding temperatures** can contribute to Foodborne Illness Outbreaks

Written Policy

- Provide training to employees upon hire and at least every six (6) months on measuring the temperature of foods, including:
 - Using the right thermometer for the job.
 - Cleaning and sanitizing thermometers with special attention to foods containing allergens.
 - Calibrating the thermometer.

Operational Checklist

- Keep a record of training attendance.
- Have thermometers available for use.

Physical Verification

- Assure that temperatures are taken at the minimum frequencies; keep the following temperature logs*:
 - Hot holding ($\geq 135^{\circ}\text{F}$) – at least two (2) food items twice daily.
 - Cold holding ($\leq 41^{\circ}\text{F}$) – at least two (2) food items twice daily.
 - Cooling – dependent on the menu; record temperatures on ALL foods cooled.
 - Refrigerators – each refrigeration unit at least twice daily.

*Sample logs, posters, and signage will be provided by Public Health.

ZONING

Arlington County Zoning Division written policies.

Importance:

- **For All Businesses**
- Obtain a Certificate of Occupancy prior to opening a new restaurant or if there is a change of occupancy, ownership, or size of an existing restaurant space.
- You must obtain a separate Certificate of Occupancy for outdoor seating, referred to as an outdoor cafe in the Arlington County Zoning Ordinance (ACZO).
- For indoor and outdoor seating, maintain the number of seats and seating configuration as stated and shown in your approved seating chart at the time of Certificate of Occupancy Inspection.
- For outdoor cafes, maintain proper 6-foot minimum walkway for pedestrian traffic between seats/barrier and the closest structure or curb (i.e. tree pit, street sign, curb line, etc.) **Note: The required pedestrian walkway width may be larger, depending on site plan or use permit condition language.**
- Adhere to all requirements of the zoning ordinance as well as approved Use Permit and/or Site Plan conditions.

Sample Incident Report**INCIDENT REPORT**

Type of Incident: _____

Date of Incident		Employees	
Time of Incident			
Injuries	Y/N	Manager	

Describe Circumstances:

(To be completed for EVERY incident or whenever Police or Fire are called)

Insurance Company Contacted Y/N?

Insurance Contact Person: _____ Claim #: _____

Phone: _____

Police Report Filed Y/N?

Report #: _____ Officer: _____ Phone: _____

Security Cameras Y/N?

Witnesses Y/N?

Witness Name: _____ Phone: _____

Witness Name: _____ Phone: _____

Prepared By: _____

Signature: _____



ARLINGTON RESTAURANT
INITIATIVE

REDUCE ALCOHOL RELATED HARM

Security/Door Staff:

- Detect fake identifications and alert Police
- Do not allow intoxicated people inside
- Patron and staff safety is a priority
- Maintain occupancy limits & egress

Bartenders/Servers:

- Monitor Patron Behavioral Cues:
 - Judgment - Reactions
 - Coordination - Inhibitions
- Don't allow patrons to become overly intoxicated

Owners/Management:

- Intervene early by calling the Police to assist your staff
- Support staff by promoting responsible alcohol service
- Document incidents that occur on the premises
- Understand County noise ordinance and your use permits

Bar Bystander Intervention Tips

- Alcohol is the # 1 drug used to facilitate rape-keep your patrons safe by not overserving
- If you see a patron who appears to be in a difficult situation, check in with them



Community Planning, Housing
& Development (CPHD) |
Environmental Health (CHE) |
Zoning Enforcement - Zoning
Division | Code Enforcement
(302)

Arlington's
**PROJECT
PEACE**
Partnering to End Abuse in
the Community for Everyone

TIPS



Emergencies Call: **911**

Non-Emergencies Call: **703-558-2222**

Below is a list of useful numbers from Arlington County and Virginia State:

Emergency & Public Safety

- Police/Fire/Emergency: Dial 911
- Arlington County Police Non-Emergency: 703-558-2222
- Arlington County Police Restaurant Liaison Unit: 703-228-4341 | 703-650-5870
- Arlington County Fire Prevention Office: 703-228-4644
- Arlington County Fire Business & Community Engagement Liaison: 703-509-5667
- Arlington County Environmental Health: 703-228-7444, option 4
- Arlington County Zoning Office: 703-228-3883
- Arlington County Code Enforcement: 703-228-3232
- Virginia Department of Alcoholic Beverage Control Authority: 703-313-4432

Legal & Victim Support

- Arlington County Office of the Commonwealth's Attorney: 703-228-4410
- Arlington Victim-Witness Program: 703-228-4410
- Department of Human Services – Project PEACE: 703-228-1678
- Doorways – 24-Hour Domestic and Sexual Violence Hotline: 703-237-0881
- Inova Forensic Assessment and Consultation Team: 703-776-4001
- Virginia's LGBTQIA+ Helpline: 866-356-6998
- National Sexual Assault 24/7 Hotline: 800-656-4673
- National Dating Abuse 24/7 Hotline: 866-331-9474
- SAMHSA Suicide Prevention Lifeline: Call or Text: 988

Community Services & Development

- Arlington Economic Development Office: 703-228-0808
- Arlington County Community Planning, Housing and Development: 703-228-3525

In cooperation with Best Bar None UK

