



## PRELIMINARY MOBILE FOOD FACILITY CHECKLIST

Complete this form and submit it to Environmental Health Services (EHS) with proposed plans. If the form is incomplete, the submitted plans will be returned to the applicant and will delay processing.

### VEHICLE INFORMATION

Name of Facility:	Contact Name:
Address:	Phone Number:
<input type="checkbox"/> New Vehicle <span style="margin-left: 200px;"><input type="checkbox"/> Remodel of Existing Vehicle</span>	

### ELECTRONIC PLANS

Initial:	Requirement:
	Plan sheets are submitted to EHS in a single PDF file.
	Plans are saved at full-size and to-scale, the scale is indicated on <u>all</u> sheets and any drawing layers or comments were flattened in the computer-aided design (CAD) program before PDF was created.
	All plan sheets are legible and in proper orientation face up ( <u>not</u> sideways or upside down).
	All sheets are labeled with sheet number and title (i.e. P2. Finish Schedule).
	Plans are not locked or password protected.
	Specification sheets are submitted separately in a single PDF file for all food related equipment.

### VERIFICATION

Complete the verification requirements checklist below. (Must include Sheet Number unless N/A.)

Yes	No	Requirement:	Sheet Number:
<input type="checkbox"/>	<input type="checkbox"/>	Three identical sets of complete paper plans or one set of complete digital plans are included.	
<input type="checkbox"/>	<input type="checkbox"/>	Name of the facility, site address, owner or contractor's mailing address, email and contact phone number is listed on the plans.	
<input type="checkbox"/>	<input type="checkbox"/>	A complete list of food and beverages to be sold including protein type (if applicable) is provided.	
<input type="checkbox"/>	<input type="checkbox"/>	The floor plan is drawn to-scale and includes both: <input type="checkbox"/> Top View (Interior and Exterior) <input type="checkbox"/> Side View (Interior and Exterior)	
<input type="checkbox"/>	<input type="checkbox"/>	Complete plumbing diagram includes: <input type="checkbox"/> Inlet <input type="checkbox"/> Fresh water tank <input type="checkbox"/> Water heater <input type="checkbox"/> Water pump or Gravity <input type="checkbox"/> Sinks <input type="checkbox"/> Wastewater tank <input type="checkbox"/> Overflow pipes <input type="checkbox"/> Tanks sloped to drain <input type="checkbox"/> Access Port <input type="checkbox"/> Drain Valve/Cap If applicable: <input type="checkbox"/> Ice Bin <input type="checkbox"/> Steam Table <input type="checkbox"/> Drink Dispensers	
<input type="checkbox"/>	<input type="checkbox"/>	Equipment Schedule includes make, manufacturer and model number of all equipment, all food equipment listed is American National Standards Institute/ National Sanitation Foundation (ANSI/NSF) approved for sanitation and all equipment is shown on the floor plan.	
<input type="checkbox"/>	<input type="checkbox"/>	Water tanks meets minimum size requirements of: <input type="checkbox"/> 30 gallons for potable water tank, and <input type="checkbox"/> 45 gallons or 1.5 times the capacity of the potable tank for wastewater tank.	
<input type="checkbox"/>	<input type="checkbox"/>	The water heater capacity is a minimum of 4 gallons.	
<input type="checkbox"/>	<input type="checkbox"/>	Aisle measurement throughout the vehicle is a minimum of 30".	
<input type="checkbox"/>	<input type="checkbox"/>	All cooking equipment is installed underneath an approved mechanical ventilation hood.	
<input type="checkbox"/>	<input type="checkbox"/>	Hand soap and paper towel dispensers are installed at the handsink(s).	
<input type="checkbox"/>	<input type="checkbox"/>	Handsink basin dimensions are a minimum of 9"x9"x5".	

**VERIFICATION** *continued*

Yes	No	Requirement:	Sheet Number:																					
<input type="checkbox"/>	<input type="checkbox"/>	<p><b>Finish Schedule:</b> The type of finish used for each area of the vehicle is listed below. (The Finish schedule <u>must</u> be provided on the plans.)</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 25%;">Vehicle Area</th> <th style="width: 25%;">Example</th> <th style="width: 50%;">Materials Used</th> </tr> </thead> <tbody> <tr> <td><b>Flooring</b></td> <td><i>Diamond plate aluminum</i></td> <td></td> </tr> <tr> <td><b>Integral cove base</b></td> <td><i>Diamond plate aluminum</i></td> <td></td> </tr> <tr> <td><b>Ceiling</b></td> <td><i>Stainless steel</i></td> <td></td> </tr> <tr> <td><b>Walls</b></td> <td><i>Stainless steel</i></td> <td></td> </tr> <tr> <td><b>Windows</b></td> <td><i>Tempered glass</i></td> <td></td> </tr> <tr> <td><b>Food contact surfaces</b></td> <td><i>Stainless steel</i></td> <td></td> </tr> </tbody> </table>	Vehicle Area	Example	Materials Used	<b>Flooring</b>	<i>Diamond plate aluminum</i>		<b>Integral cove base</b>	<i>Diamond plate aluminum</i>		<b>Ceiling</b>	<i>Stainless steel</i>		<b>Walls</b>	<i>Stainless steel</i>		<b>Windows</b>	<i>Tempered glass</i>		<b>Food contact surfaces</b>	<i>Stainless steel</i>		
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<input type="checkbox"/>	<input type="checkbox"/>	Three-compartment warewashing sink has dual integral drainboards and the basin size meets minimum dimensions of 12"x12"10" or 10"x14"x10".																						
<input type="checkbox"/>	<input type="checkbox"/>	Food preparation space is proportionate to cooking equipment.																						
<input type="checkbox"/>	<input type="checkbox"/>	Interior height measurement is at least 74".																						
<input type="checkbox"/>	<input type="checkbox"/>	Emergency exit is at least 24"x36".																						
<input type="checkbox"/>	<input type="checkbox"/>	Refrigeration is sufficient to the type of operation.																						
<input type="checkbox"/>	<input type="checkbox"/>	Service windows are 18" apart (if multiple windows), self-closing and no larger than 216 in <sup>2</sup> without an air curtain, or 432 in <sup>2</sup> with an approved air curtain.																						
<input type="checkbox"/>	<input type="checkbox"/>	Separate storage areas are designated for dry food items, chemicals and utensils.																						
<input type="checkbox"/>	<input type="checkbox"/>	Fire Extinguisher meets specification for cooking type: <input type="checkbox"/> K Class fire extinguisher is required with cooking equipment that use vegetable or animal oils for cooking, or <input type="checkbox"/> 2A:10BC fire extinguisher for cooking operations that do not use oil.																						
<input type="checkbox"/>	<input type="checkbox"/>	First Aid kit is easily accessible in the vehicle.																						
<input type="checkbox"/>	<input type="checkbox"/>	Light fixtures are shatterproof or protected with a light shield.																						
<input type="checkbox"/>	<input type="checkbox"/>	Power source for all equipment necessary for the daily operation of the vehicle is located/stored on the vehicle (i.e. generator).																						
<input type="checkbox"/>	<input type="checkbox"/>	Fryers, steam tables and utensil drawers are equipped with safety lids and latching devices.																						
<input type="checkbox"/>	<input type="checkbox"/>	Compressors for curb-mounted refrigerators are accessible for service from the exterior of the vehicle without having to remove units and have vents with a protective screen (e.g. 16" mesh).																						
<input type="checkbox"/>	<input type="checkbox"/>	All entrances to the food preparation area are equipped with self-closing devices.																						
<b>Owner/Agent Signature:</b>			<b>Date:</b>																					
<input type="checkbox"/> Electronic Signature Only: By checking this box, I confirm I am submitting this application electronically and that the information on this form is true and correct. I also acknowledge that I have read, understand and accept any terms and conditions of this form.																								
For Office Use Only																								
<input type="checkbox"/> Plans accepted for plan check		SR Number:																						
<input type="checkbox"/> Plans NOT accepted for plan check																								
<b>Environmental Health Specialist/Technician Signature:</b>			<b>Date:</b>																					