

MOBILE FOOD SERVICE FACILITY PLAN REVIEW CHECKLIST

- ☐ EQUIPMENT LIST (BRAND AND MODEL NUMBERS)
- ☐ SCALE FLOOR PLAN DRAWING
- ☐ PHOTOS IF AVAILABLE
- ☐ PLUMBING SCHEMATIC
- ☐ VENTILATION SCHEMATIC
- ☐ FLOOR, WALL, CEILING, COUNTER FINISHES (quarry tile, stainless steel, linoleum, etc.)
- ☐ WATER SOURCE AND FRESH WATER TANK SIZE= _____ GAL.
 - ☐ PUBLIC
 - ☐ PRIVATE
 - ☐ TESTED FOR POTABILITY (COPY OF TEST RESULTS REQUIRED PRIOR TO LICENSING)
 - ☐ WATER TEST RESULTS MUST BE SUBMITTED TO SMCHD ANNUALLY
 - ☐ PROCEDURES FOR CLEANING FRESH WATER TANK AND ALL WATER LINES
- ☐ GRAY WATER DISCHARGE PROCEDURES
 - ☐ LOCATION = _____
 - ☐ SIZE OF TANK= _____ GAL.
- ☐ TRASH DISPOSAL
- ☐ GREASE/OIL DISPOSAL
- ☐ PEST CONTROL SERVICE
- ☐ CLEANING SCHEDULE (LOCATION, FREQUENCY)
- ☐ COMMISARY AGREEMENT WITH A LICENSED FACILITY
- ☐ HACCP PLAN (INCLUDE ALL MENU ITEMS, CORRECTIVE ACTIONS, EMPLOYEE TRAINING)
- ☐ MENU
- ☐ EMPLOYEE ILLNESS POLICY
- ☐ CERTIFIED FOOD HANDLER (GOLD STAR FACILITIES)