



**COUNTY OF SAN LUIS OBISPO HEALTH AGENCY
ENVIRONMENTAL HEALTH SERVICES DIVISION**

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MOBILE FOOD FACILITY CONSTRUCTION CHECKLIST

FACILITY NAME:	CHOOSE ONE: <input type="checkbox"/> NONPREPACKAGED <input type="checkbox"/> PREPACKAGED
CHOOSE ONE: <input type="checkbox"/> FULL PREPARATION <input type="checkbox"/> MODERATE PREPARATION <input type="checkbox"/> MINIMAL PREPARATION	
CHOOSE ONE: <input type="checkbox"/> UNENCLOSED <input type="checkbox"/> ENCLOSED	POTENTIALLY HAZARDOUS FOODS (PHF)? <input type="checkbox"/> YES <input type="checkbox"/> NO
REVIEWED BY:	DATE:
REVIEWER EMAIL:	REVIEWER PHONE:
PLAN REVIEW RESULT: <input type="checkbox"/> PLAN APPROVED <input type="checkbox"/> PLAN REJECTED (Resubmission or additional items are required)	

All mobile food facilities (MFF) and mobile support units (MSU) shall meet the applicable requirements of the California Retail Food Code, Chapters 1 to 8, inclusive, and Chapter 13, unless specifically exempted from any of these provisions as provided in chapter 10. [114294a]

ITEMS AND DOCUMENTS REQUIRED FOR CONSTRUCTION PERMIT APPROVAL

YES	NO	Complete and Legible Plans
		Three total sets: one set provided initially for review; two more sets provided upon plan approval. If revisions are required, inspector may request paper or electronic revision set.
		Drawn to scale, scale indicated
		All four sides of the vehicle are represented
		Floor plans include: <input type="checkbox"/> Plumbing diagram <input type="checkbox"/> Electrical diagram YES NO N/A <small>YES NO N/A</small> <input type="checkbox"/> Lighting diagram <input type="checkbox"/> Equipment placement <input type="checkbox"/> Safety exits YES NO N/A <input type="checkbox"/> Potable and wastewater tanks schematic
		Manufacturer's specification sheets for all equipment included.
		Proposed menu items and planned operation.

CONSTRUCTION AND EQUIPMENT REQUIREMENTS: APPLICABLE TO ENCLOSED AND UNENCLOSED MFFs

YES	NO	Facility Identification	
		On consumer side, if motorized, also on 2nd side.	
		Letters and numbers legible, clearly visible to consumers and contrasting color to background.	
		Business name in letters at least 3" high.	
		City, state, and zip code in letters and numbers at least 1" high.	
		Permit holder name, if different from business name, in letters at least 1" high.	
YES	NO	N/A	Facility Construction and Equipment Installation Requirements
			Adequate storage space is provided for food, utensils, linens, and other supplies
			Food preparation space is provided and adequate for operational needs; adjacent to cooking equipment.
			Equipment, interior of cabinets, and compartments are constructed to result in smooth, easily cleanable surfaces, prevents vermin harborage, and is accessible for service and maintenance.
			No unfinished wood surfaces are proposed.
			Joints and seams are tightly fitted and sealed to be easily cleanable. Sealant/equivalent waterproof compounds may be used when the gap is smaller than 1/4" and applied smooth to prevent the entrance of liquid waste or vermin.
			Equipment spacing facilitates cleaning: at least 4" of space under counter mounted equipment and in between sides of adjacent equipment; portable equipment or machinery excluded.
			Non-portable equipment , if over 80 lbs, is shown to be integral to the primary unit. Exception for open-air MFFs utilizing self-contained auxiliary conveyance for handwashing and/or warewashing sinks.
			Floor-mounted equipment is sealed to the floor, coved in place, or on 6" or taller legs.

CONSTRUCTION AND EQUIPMENT REQUIREMENTS: APPLICABLE TO ENCLOSED AND UNENCLOSED MFFs (cont.)			
YES	NO	N/A	Facility Construction and Equipment Installation Requirements (cont.)
			Space around pipes, conduits, hoses extending through cabinets, floors, or outer walls are sealed, smooth, easily cleanable.
			Equipment with likely spillage has drip tray that drains into a waste tank.
			Threads, nuts or rivets do not interfere with cleaning or are sealed or capped.
			A separate storage area is indicated for the storage of nonfood items , automotive, toxic substances, and cleaning supplies.
			An adequate electrical supply/source is indicated
			Overhead protection is provided over warewashing area if unenclosed MFF
			Generators, compressor units, auxiliary engines, and/or similar equipment , is installed in an area separate from food storage and preparation areas and is accessible from outside the unit for cleaning and maintenance.
YES	NO	N/A	Equipment Standards
			All equipment is commercially approved (ANSI/Underwriter Laboratory)
			Mechanical refrigerator/freezer provided when handling potentially hazardous foods, except for prepackaged frozen ready-to-eat, whole fish, and whole aquatic invertebrates.
			Refrigeration and gas fired appliances meet ANSI or UL standards .
			Gas fired appliances insulated to prevent excessive heat buildup and injury
			Safety latches and/or spill-proof lids are indicated on food and utensil storage equipment. (For MFFs planning to operate in more than one location during an operating day).
			Ice bins equipped with drainage.
YES	NO	N/A	Safety Equipment
			A first aid kit is indicated and will be stored in a secured and easily accessible location.
			A 10 BC rated fire extinguisher is indicated to be mounted and easily accessible.
			Pressurized cylinders are indicated and secured.
YES	NO	N/A	Handwashing Sink
			Minimum dimensions, 9" W x 9" L x 5" D and easily accessible.
			Supplied with a 100°F to 108°F potable warm water.
			A 6-inch vertical splashguard is provided if located within 24 inches of the warewashing sink drain board.
			Hand soap and paper towel dispensers are indicated.
YES	NO	N/A	Warewashing Sink
			Three compartments with dual integral drainboards. (Exceptions apply, see section 114313(c)). <input type="checkbox"/> Compartments large enough to fit largest item to be cleaned and sanitized <input type="checkbox"/> Compartments at least 12" W x 12" L x 10" D or 10" W x 14" L x 10" D <input type="checkbox"/> Drainboard size equal to or greater than compartment size installed with at least 1/8 in/ft slope toward the sink and has at least ½ inch lip or rim to prevent water spilling onto the floor.
			Alternative to 3-compartment sink indicated pursuant to section 114313(c))
			Minimum 120°F potable water provided.
YES	NO	N/A	Plumbing Fixtures
			Hot and cold water supplied through mixing valve faucets .
			Fixtures/components meet current plumbing code .
YES	NO	N/A	Water Heater
			Capacity indicated and sufficient <input type="checkbox"/> 0.5 gal. or instantaneous and provides at least 100°F water for handwashing needs only <input type="checkbox"/> 4 gal. or instantaneous and provides at least 120°F water for handwashing and warewashing needs.
			Interconnected with a potable water supply.
			Operational independent of vehicle engine .

CONSTRUCTION AND EQUIPMENT REQUIREMENTS: APPLICABLE TO ENCLOSED AND UNENCLOSED MFFs (cont.)

YES	NO	N/A	Potable Water System
			Potable water tank is indicated on plans
			Potable water tank is constructed of materials that are safe, durable, corrosion-resistant, nonabsorbent, and finished to have a smooth, easily cleanable surface.
			Potable water tank capacity meets operational needs: <ul style="list-style-type: none"> <input type="checkbox"/> 5 gal. for handwashing needs only <input type="checkbox"/> 20 gal. for handwashing and warewashing for limited prep approved food preparation units <input type="checkbox"/> 30 gal. for handwashing and warewashing for full preparation units
			Potable water tank is properly labeled
			Potable water tank is properly vented : <ul style="list-style-type: none"> <input type="checkbox"/> Vent overflow cannot flood interior of mff. <input type="checkbox"/> Terminates downward and covered with a 16 mesh per square inch screen or equivalent (protected environment) or a protective filter (unprotected environment)
			For potable water systems designed with an access port for inspection and cleaning, the port is located on the top of the tank, flanged upward at least ½”, equipped with a port cover with gasket, and device for securing the cover in place, flanged to overlap the opening, and sloped to drain.
			Potable water system is enclosed inlet to outlet , allows complete drainage .
			Potable water inlets and outlets are designed, and are shown to be: <ul style="list-style-type: none"> <input type="checkbox"/> accessible <input type="checkbox"/> protected from contamination <input type="checkbox"/> connections shall be provided with a size and type that prevents its use for any other service <input type="checkbox"/> constructed so that backflow and other contamination of the water supply is prevented, eg, quick connect or disconnect devices. <input type="checkbox"/> Without “V” type thread fittings <input type="checkbox"/> Potable tank inlet is protected with a cap and keeper chain, quick disconnect, closed cabinet, closed storage tube, or other approved protective cover or device.
			Hoses used with potable water are finished with a smooth interior surface; safe; durable; corrosion-resistant; nonabsorbent; and resistant to pitting, chipping, crazing, scratching, scoring, distortion, and decomposition.
			Potable hoses are clearly and durably identified ; different color than waste hoses.
YES	NO	N/A	Wastewater System
			Wastewater tank indicated on plans
			Wastewater tank capacity meets operational needs <ul style="list-style-type: none"> <input type="checkbox"/> 7.5 gal. for handwashing needs only <input type="checkbox"/> 30 gal. for handwashing and limited prep approved food preparation units <input type="checkbox"/> 45 gal. for handwashing and warewashing for full preparation units <input type="checkbox"/> Additional wastewater capacity provided if: <ul style="list-style-type: none"> <input type="checkbox"/> potable water will be used in food and or beverages: 15% of the total potable supply is added to the waste capacity required. <input type="checkbox"/> wastewater production is likely to exceed tank capacity <input type="checkbox"/> ice will be used in the storage, display, or service of food or beverages: an additional wastewater tank with a minimum capacity equal to 1/3rd of the volume of the ice storage container is provided.
			Drain lines indicated: all equipment with drainage drains to the wastewater tank(s).
			Wastewater tank is properly labeled .
			Wastewater tank is properly vented : <ul style="list-style-type: none"> <input type="checkbox"/> Vent overflow cannot flood interior of mff. <input type="checkbox"/> Terminates downward and covered with a 16 mesh per square inch screen or equivalent (protected environment) or a protective filter (unprotected environment)
			Wastewater tank is equipped with a shut-off valve .

CONSTRUCTION AND EQUIPMENT STANDARDS: APPLICABLE TO ENCLOSED/OCCUPIABLE MFFs ONLY			
YES	NO	N/A	Unit Enclosure
			Doors are indicated as self-closing
			MFF is vermin proof
			Window screens are at least 16 mesh per square inch
			Pass-through windows and openings are: <ul style="list-style-type: none"> <input type="checkbox"/> limited to 216 sq. in., 432 sq. in. if an air curtain is installed <input type="checkbox"/> at least 18 inches apart
			A safety exit (secondary means of exit) is indicated <ul style="list-style-type: none"> <input type="checkbox"/> Minimum dimensions of 24" by 36" <input type="checkbox"/> Latch requires no tool or key to function <input type="checkbox"/> Clearly labeled "Safety Exit"
YES	NO	N/A	Interior Finish Requirements
			Floors, walls, and ceilings are impervious, smooth, and easily cleanable
			Floor and wall juncture covered 3/8" radius and at least 4" up the wall
			Height and width meet minimum dimensions (74" floor to ceiling, 30" horizontal isle space)
YES	NO	N/A	Ventilation Systems and Lighting
			Sufficient ventilation is provided to: <ul style="list-style-type: none"> <input type="checkbox"/> ensure proper food storage. <input type="checkbox"/> provide reasonable comfort for each employee.
			A mechanical exhaust hood is provided above all cooking surfaces if cooking odors, smoke, steam, grease, heat, and/or vapors created during food preparation. <ul style="list-style-type: none"> <input type="checkbox"/> Hood is installed to facilitate thorough cleaning of all interior and exterior surfaces. <input type="checkbox"/> Hood filters are designed to be easily removable for cleaning or cleaned in place. <input type="checkbox"/> Hood is designed: <ul style="list-style-type: none"> <input type="checkbox"/> to prevent the accumulation of grease. <input type="checkbox"/> with ducts that have sufficient clean-outs. <input type="checkbox"/> with ducts properly sloped. <input type="checkbox"/> Make-up air is indicated and will be equal to the rate of air exhausted.
			Systems installed per Uniform Mechanical Code
			Sufficient lighting is indicated for operational needs
			Light bulbs and tubes are shatter-proof and/or are covered with an enclosed safety shield.
ITEMS AND DOCUMENTS REQUIRED FOR HEALTH PERMIT APPROVAL			
County of San Luis Obispo Health Permit to Operate			
<ol style="list-style-type: none"> Once plans are approved by the inspector and the MFF construction has been completed, submit the San Luis Obispo County Health permit application and payment of health permit fees prior to scheduling final inspection for approval to operate. 			
Commissary & Approved Facility Use Verification			
<ol style="list-style-type: none"> Submit a Commissary Review Form to ensure that your intended commissary will meet the needs of your proposed mobile food facility. Submit a Commissary Use Agreement form completed, signed, and approved. <ul style="list-style-type: none"> ➤ The MFF shall report to and operate in conjunction with an approved commissary facility DAILY for the following: <ul style="list-style-type: none"> • Food preparation, packaging, storage • Obtain portable water • Overnight parking • Refuse disposal • Utensil warewashing, storage • Liquid waste disposal • Electrical hook up • Waste grease removal ➤ Mff's must operate in conjunction with a commissary, mobile support unit, or other facility approved by EHS. Does not apply to MFF's operating at community events. MFF's serviced by an MSU are restricted to limited food preparation. ➤ MFF's must be cleaned and serviced at least once each operating day. ➤ All food shall be stored at the commissary or other approved facility at the end of the operating day. ➤ If the MFF is to be serviced by a Mobile Support Unit (MSU) during operation, the MSU shall also have a current SLO Co. Health permit. Submission and approval of construction plans for the MSU is required as part of the health permit approval process. Only MFFs approved as "Limited Food Preparation" may operate in conjunction with an MSU. 			

Other Agency Inspections

4. San Luis Obispo County, Fire Department inspection form.

5. For Enclosed MFFs, approval and certification by **Housing and Community Development (HCD)**, decal present.

Supplemental Forms, documentation

6. Approved **written operational procedures** for food handling, the cleaning and sanitizing of food contact surfaces and utensils, and the servicing of potable water and wastewater tanks is available.

7. Restroom **Use Agreement form** completed, if stopping to conduct business for more than 1 hour at any given location.

8. One-person to possess **food safety certification**; all other employees involved in food handling duties to have a **food handler card**.

ADDITIONAL NOTES

Changes to equipment layout, menu, or application must be submitted for approval. Changes made, after plans are stamped, without approval will null and void plan approval.

Contact your inspector at least five (5) working days in advance to schedule an inspection. A final inspection shall be conducted, and an environmental health permit shall be issued, prior to opening and operating this mobile food facility.

At the time when the final inspection is requested, the facility shall have all utilities operational, and all refrigeration shall have an ambient air temperature of 38°F or below and shall be equipped with a thermometer accurate to +/- 2°F in the warmest section of the unit. All equipment is to be in place and functional.