



Portsmouth Health Department
Division of Environmental Health
 1701 High St
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Office Records
Date Received: _____
\$40 Plan Review: _____

Mobile Food Unit Plan Review Application

**** Please fill out application entirely. ****

Application Fee \$40; Make checks payable to Portsmouth Health Department.

Purpose: New Establishment Renovation Name Change Owner/Corporation Change

Name of Mobile Food Unit: _____

Facility Address: _____ Suite # _____

Facility Phone: _____ Email address: _____

Billing Address: _____

Name of Owner: _____

Mailing Address: _____

Telephone: _____

Name of Commissary Kitchen: _____

Facility Address: _____

Telephone: _____

Projected Food Operation Start Date: _____

Please provide the following documents:

- Certified Food Manager Certificate(s)
- Proposed Menu (including seasonal, off-site and banquet menus).
- Commissary Agreement Letter
- Manufacturer specification sheets for each piece of equipment as shown on the plan.
- Employee health policy, allergen awareness policy and bodily fluid clean up policy
- Site plans drawn to scale of interior mobile food unit showing location of equipment, plumbing, electrical services (including lighting), mechanical ventilation and room finishes.

FOOD SUPPLIES

1. Are all food supplies (including ice and water) from an approved source? YES NO
 Where will food be purchased? _____
2. Will all pre-packaged foods be labeled with the name and address of manufacturer, name of product, list of ingredient(s), net weight and expiration dates? YES NO
3. Will all food items be stored on the unit during operation? YES NO
4. What additional type of equipment will be used (i.e. bins/tubs, crates, etc.)?

FOOD PREPARATION

- 1. Will **ONLY** pre-packaged food items be served? YES NO
- 2. Will any food be prepared in advance? YES NO
If yes, what food items and where?

- 3. Will food be cooked, prepared and assembled on the unit? YES NO
- 4. Will hot and cold holding of prepared food items be required? YES NO
- 5. How will hot foods be maintained at or above 135° F?

- 6. Will a metal stem or digital food thermometer (range 0° - 220° F) be used to measure the temperature of potential hazardous foods after cooking, reheating and during holding? YES NO
- 7. Will Time as Public Health Control be used? YES NO
- 8. Will leftovers be discarded at the end of each day? YES NO
If no, explain process for reheating leftovers?

- 9. Describe cooling process used, if applicable. NA

- 10. Will any self-service of bulk foods be allowed? YES NO
- 11. Are all condiments (creamers, ketchup, sugar, etc.) individually wrapped or stored in sanitary containers? YES NO
- 12. Are all single service articles individually wrapped or stored in sanitary containers? YES NO

FOOD STORAGE

- 1. Is adequate refrigeration (mechanical/ice) available to maintain TCS foods at 41° F or below? YES NO
- 2. Does the non-mechanical cold holding unit contain a drain to allow the melted ice to drain into the wastewater tank? YES NO
- 3. Are igloo type coolers used and are they equipped with a self-draining plug? YES NO
- 4. Is adequate freezer (mechanical/ice) available to maintain frozen foods at 0° F or below? YES NO
- 5. Is each refrigerating unit equipped with an ambient temperature thermometer? YES NO
- 6. Will raw TCS food be stored in the same refrigerating units with cooked/RTE food? YES NO
- 7. Are protective covers provided for unwrapped foods on display? YES NO
- 8. Describe how food will be protected from dust, road dirt, insects, etc.?

EQUIPMENT STORAGE

- 1. Is adequate space provided to store all single use items, utensils, cooking equipment and dry storage food items? YES NO
- 2. Is adequate space provided for the storage of chemicals and cleaning supplies? YES NO
- 3. How will dispensing utensils be stored?
- 4. How will utensils be cleaned and sanitized, if necessary, during use?

5. Describe how garbage will be collected, stored and disposed of.

CONSTRUCTION

1. Is the unit constructed of safe materials that are durable, smooth, non-absorbent and easily cleanable? YES NO

2. Describe the exterior/interior construction material (i.e. wood, metal, etc.).

3. Is the unit constructed and arranged so that food, drinks, equipment and supplies will not be exposed to insects, rodents, dust or other contaminants? YES NO

4. What is the power source for the mobile food unit?

WATER SUPPLY / WASTEWATER RETENTION

1. Is a sink with hot/cold running water under pressure available for hand washing? YES NO

2. Are sinks with hot/cold running water under pressure available for washing and sanitizing utensils and equipment? YES NO

3. What type of chemical sanitizing agent will be used? Chlorine Quats Other

4. Is a sanitizing test kit available? YES NO

5. Is a designated potable water hose available, sanitized prior to use and stored properly? YES NO

6. Size of water supply tank:

 gallons. Source of water:

7. Size of wastewater tank:

 gallons (**Note: shall be 15% larger than the water supply tank**)

8. Is the water inlet of the water supply tank capped when not in use and located in such a manner that it will not be contaminated by waste discharge, dust, oil or grease? YES NO

9. Is the wastewater tank connection lower than the water inlet connection? YES NO

10. How and where will the wastewater be disposed of? Mobile food units producing grease must dispose of the waste through a grease trap.

PEST CONTROL & GENERAL

1. What methods of insect and rodent control will be used in your food unit? NA

2. For push carts, what type of overhead protection will be provided? NA

Ceilings Awnings Umbrellas Other

3. Where and how will the mobile food unit be cleaned?

TRAINING:

1. How will food employees be trained in good food safety practices, including allergen awareness, as it relates to their assigned duties? Check the appropriate box where applicable.
