

Mobile Food Vendor Checklist



Key:

- GS – General Service Pushcart
- LS – Limited Service Pushcart
- Grocery – Grocery Truck
- Produce – Produce Truck
- Lunch – Lunch Truck
- Catering – Catering Truck
- Ice Cream – Ice Cream Truck
- Hot Trucks – Mobile Food Preparation Vehicle

Food Requirements

1. **All food must be obtained from an approved source:** GS, LS, Grocery, Produce, Lunch, Catering, Ice Cream, Hot Trucks
2. **Single service articles must be properly stored:** GS, LS, Grocery, Lunch, Ice Cream, Hot Trucks
3. **Food and food contact equipment properly stored:** GS, LS, Grocery, Produce, Lunch, Catering, Ice Cream, Hot Trucks
4. **Ice should be properly stored and drained to retention tank:** GS, Lunch, Hot Trucks
5. **All foods must be properly labeled and packaged:** LS, Lunch, Ice Cream

Equipment Requirements

1. **Food heating and cooling units must be self-contained:** GS, Lunch, Hot Truck
2. **Adequate equipment to maintain proper temperature on all PHF:** GS, LS, Lunch, Catering, Ice Cream, Hot Truck
3. **Thermometers must be provided in coolers and hot holding units:** GS, Lunch, Hot Trucks
4. **Thermometers must be provided for all enclosed freezer units:** GS, Ice Cream, Hot Truck

5. **A stem thermometer must be provided for PHF holding temperature tests:** GS, Hot Truck
6. **Floors, walls, ceilings and food contact surfaces must be easily cleanable (i.e. stainless steel, FRP):**, GS, LS, Grocery, Produce, Lunch, Catering, Ice Cream, Hot Trucks
7. **All outer openings must be screened and/or sealed:** Hot Trucks
8. **Adequate amount of shielded lighting must be provided:** Hot Trucks
9. **A handsink with hot and cold running water must be provided:** GS, Hot Trucks
10. **Five gallons of potable water must be provided:** GS, Hot Trucks
11. **A retention tank of at least 6.8 gallons (15% of potable tanks) must be provided:** GS, Hot Trucks

Miscellaneous Requirements

1. **Soap and paper towels must be provided:** GS, Hot Trucks
2. **All toxic chemicals and personal medications must be properly stored and labeled:** GS, LS, Grocery, Produce, Lunch, Catering, Ice Cream, Hot Trucks
3. **All exterior lights, including revolving amber light and caution lights must be functional:** Ice Cream
4. **Proof of vehicle registration and liability insurance must be provided:** Grocery, Produce, Lunch, Catering, Ice Cream, Hot Trucks
5. **Inspected at 7901 Goforth Road at designated times:** GS, LS, Grocery, Produce, Lunch, Catering, Ice Cream, Hot Trucks
6. **A notarized commissary letter must be provided:** GS, LS, Lunch, Catering, Ice Cream, Hot Trucks
7. **All servicing and restocking shall be done daily at the commissary:** GS, LS, Lunch, Catering, Ice Cream, Hot Trucks
8. **Must be stored at the commissary overnight:** GS, LS, Lunch, Catering, Ice Cream, Hot Trucks
9. **A Registered Food Service Manager must be provided during all operational hours of vehicle:** Hot Trucks
10. **Cart must fall within size requirements (6 feet long, 3 feet wide, 4 feet high), exclusive of wheels or removable accessories:** GS, LS