



Phone: 816-595-4350

This mobile food establishment (MFE) checklist is provided as a tool to assist in determining if a new mobile unit meets the requirements of the *Clay County Food Code*. Mobile units must comply with all of the requirements of the *Clay County Food Code*. Approval to operate will not be granted, and an operating permit will not be issued, if violations are observed during a pre-operational inspection.

Please fill out this checklist and submit it with plans and application.

Mobile Food Establishment (MFE) Requirements:

Premises						
• The MFE provides overhead protection that covers all unit surfaces	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A
• The MFE is self contained and all outer openings are protected and sealed.	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A
• The floors, walls and ceiling are smooth, durable, easily cleanable and non-absorbent.	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A
• The floor/wall junctures are coved and sealed.	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A
• The MFE has the required clean ventilation system to remove excess heat, steam, condensation, vapors, smoke, and fumes.	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A
• Adequate and shielded lighting over food preparation, warewashing, and storage areas.	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A
• There is at least one hand sink provided in the MFE that is conveniently located and accessible.	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A
• Hand sink has soap, paper towels, hand washing sign, and waste receptacle.	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A
• Hand sink has hot and cold running water under pressure that reaches temperature of at least 100°F.	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A
• Waste receptacles are available and covered when not in use.	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A
• Grease is disposed of properly.	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A
• Location: _____	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A
• Storage available for personal belongings.	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A
• Toxic materials properly labeled and stored away from food, food equipment and utensils, single-service/single-use items, and linens.	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A
Equipment						
• All food contact and non-food contact surfaces are smooth, easily cleanable, non-absorbent, and durable.	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A
• Hot holding units are capable of maintaining food temperatures 135°F or above.	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A
• Cold holding units are capable of maintaining food temperatures 41°F or below, and/or freezers keep food frozen.	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A
• Refrigeration units have thermometers capable of measuring ambient temperature within ±3°F.	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A
• MFE has sufficient number of cold holding units for all TCS items	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A
• Coolers are equipped with drain plugs.	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A
• Ice used as a coolant is separate from ice used for consumption.	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A
• Hot and cold running water is available at 3 compartment sink.	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A



<ul style="list-style-type: none"> MFE has a 3 compartment sink sufficient in size to fully submerge largest piece of cooking utensil or equipment. 	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A
<ul style="list-style-type: none"> Drain boards are provided at 3 compartment sink. 	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A
<ul style="list-style-type: none"> Appropriate sanitizer strips are available. 	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A
Water Supply, Capacity, and Wastewater Disposal						
<ul style="list-style-type: none"> Water source and system are sufficient in capacity. 	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A
<ul style="list-style-type: none"> Waste water retention tank is 15% larger than supply water. 	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A
<ul style="list-style-type: none"> Size of Waste Water Tank: _____ 	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A
<ul style="list-style-type: none"> Size of Supply Water Tank: _____ 	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A
<ul style="list-style-type: none"> Water tank is enclosed from the filling inlet to discharge outlet and in good repair. 	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A
<ul style="list-style-type: none"> Wastewater disposed of at an approved servicing area. 	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A
<ul style="list-style-type: none"> Location: _____ 	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A
Food Source and Temperature Control						
<ul style="list-style-type: none"> All foods come from an approved source. 	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A
<ul style="list-style-type: none"> List Sources: _____ 	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A
<ul style="list-style-type: none"> Calibrated temperature measuring device available, ranging 0°F-220°F. 	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A
<ul style="list-style-type: none"> Necessary internal cooking temperatures can and will be met as specified in Clay County Food Code 3-401.11. 	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A
Food Storage and Handling						
<ul style="list-style-type: none"> Food will be protected from cross contamination. 	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A
<ul style="list-style-type: none"> All food, equipment, utensils, and single-service items stored 6 inches off the ground. 	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A
Certifications						
<ul style="list-style-type: none"> Person in charge has approved food manager certification. 	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A
<ul style="list-style-type: none"> All other food workers have food handler certification. 	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A
Commissary Area						
<ul style="list-style-type: none"> MFE's commissary has valid health permit/license in good status. 	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A
<ul style="list-style-type: none"> Operator has access to the commissary when needed. 	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A
<ul style="list-style-type: none"> MFE has sufficient facilities to store food when not in use. 	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A

In addition to this checklist and permit application, the MFE owner must provide the following prior to the pre-operational inspection:

- Signed Commissary Agreement
- Copy of the Commissary's Permit and last inspection (within 12 months)
- Copy of the proposed menu