



PLAN REVIEW FOR MOBILE UNITS

City of Moline

MOBILE UNIT INFORMATION

Name of Business: _____

Name of Owner: _____

Address: _____ **City:** _____ **State:** _____ **ZIP:** _____

Email: _____ **Phone Number:** _____

FOOD OPERATION INFORMATION

Hours/Days of Operation						
Sun	Mon	Tues	Wed	Thurs	Fri	Sat

Check all that Apply:

Single-use utensils only

Single-use linen products only

Max number of employees per shift: _____

COMMISSARY INFORMAITON

Commissary: _____

Address: _____

Use of space: Storage Prep Warewashing Other: _____

Days and Time of use:

Sun	Mon	Tues	Wed	Thurs	Fri	Sat

SUBMIT THE FOLLOWING

- Proposed menu (including seasonal, catering and banquet menus) – **Standard Operating Procedures or HACCP plans may be requested.**
- Commissary Agreement
- Drawn site plan must be clearly drawn to scale, minimum 11 x 14 inches in size and include these items below:
 - Food preparation, dry storage, chemical storage, and trash areas.
 - Equipment layout and specifications.
 - Identify handwashing, warewashing and food preparation sinks.
 - Exhaust ventilation layout including location of hood, if applicable.
 - Lighting plan, indicating the exact foot candles for each area as required by the FDA Food Code (§6-303.11).

Signature: _____ **Date:** _____

FOOD PREPARATION PROCEDURES

INSTRUCTIONS: Describe the following with as much detail as possible. Indicate Not Applicable (N/A) as appropriate.

PROCESS	IDENTIFY FOOD ITEM(S)	INDICATE LOCATION AND/OR EQUIPMENT
Washing (i.e. produce washing) FDA Food Code §3-302.15	Example: Lettuce	Example: Food Prep Sink
Thawing FDA Food Code §3-501.13	Example: Chicken	Example: Food Prep Sink
Cooking FDA Food Code §3-401	Example: Beef	Example: Grill/Stove top
Hot Holding Hot food maintained at 135°F	Example: Rice	Example: Steam Table
Cooling Time/Temperature Control for Safety food will be cooled to 41°F within 6 hours; 135°F to 70° in 2 hours	Example: Rice	Example: Ice bucket- Walk in Cooler
Reheating Food must be reheated to a temperature of 165° for 15 seconds within 2 hours	Example: Rice	Example: Microwave/Steam Table

FINISH SCHEDULE

INSTRUCTIONS: Indicate which materials (quarry tile, stainless steel, fiberglass reinforced panels (FRP), ceramic tile, 4" plastic coved molding, etc.). Indicate Not Applicable (N/A) as appropriate.

ROOM/AREA	FLOOR	FLOOR/WALL JUNCTURE	WALLS	CEILING
Food Preparation	Example: Steel	Example: Vinyl	Example: FRP	Example: Steel
Dry Food Storage				
Warewashing Area				
Refuse – Waste Area				
Identify the finishes of cabinets, countertops, and shelving: Example: counter- stainless, cabinet- sealed wood, shelving- plastic				

PHYSICAL FACILITIES

INSTRUCTIONS: Explain the following with as much detail as possible. Indicate Not Applicable (N/A) as appropriate

TOPIC	MINIMUM CRITERIA
Food	<ul style="list-style-type: none"> Where the food is being purchased: _____
Handwashing Facilities	<ul style="list-style-type: none"> Identify number of the handwashing sinks in food preparation and warewashing areas: Food Preparation _____ Warewashing Area _____
Warewashing Facilities	<ul style="list-style-type: none"> Identify the length, width, and depth of the compartments of the 3-compartment sink: _____ Will the largest pot/ pan fit into each compartment of the 3-compartment sink? <input type="checkbox"/> Yes <input type="checkbox"/> No *If No, what will be the procedure for manual cleaning and sanitizing of items that will not fit into sink compartments? _____ Describe size, location and type (drain boards, wall-mounted or overhead shelves, stationary or portable racks) of air drying space: _____ What type of sanitizer will be used? <input type="checkbox"/> Chlorine <input type="checkbox"/> Quaternary <input type="checkbox"/> Iodine <input type="checkbox"/> Other: _____
Water Supply	<ul style="list-style-type: none"> Water Source: _____ Water Capacity: _____ gal. Clean Tank _____ gal. Waste Tank (15% ≥ clean tank) Is the water supply public or non-public/private? <input type="checkbox"/> Public <input type="checkbox"/> Non-public/private *Attach copy of written approval and/or permit. Is ice made on premises or purchased commercially? <input type="checkbox"/> Made on-site <input type="checkbox"/> Purchased Cleaning method for water hose: _____
Linens	<ul style="list-style-type: none"> Will disposable linens be used? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, how and where will linens be cleaned? _____ <p style="text-align: right;">*Linens cannot be washed at a home residence.</p>
Cleaning Storage	<ul style="list-style-type: none"> Location of storage for poisonous or toxic materials: _____
Pest Control	<ul style="list-style-type: none"> Will all outside doors be self-closing and rodent proof? <input type="checkbox"/> Yes <input type="checkbox"/> No Will screens be provided on all entrances left open to the outside? <input type="checkbox"/> Yes <input type="checkbox"/> No Will all openable windows have a minimum #16 mesh screening? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA Will insect control devices be used? <input type="checkbox"/> Yes <input type="checkbox"/> No Will air curtains be used? <input type="checkbox"/> Yes <input type="checkbox"/> No
Refuse	<ul style="list-style-type: none"> Will refuse/garbage be stored inside? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, where _____ Identify how and where garbage cans and floor mats will be cleaned? _____

FLOOR PLAN - EXAMPLE



