

# CAYUGA COUNTY HEALTH DEPARTMENT

Environmental Health Division  
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<http://cayugacounty.us/food>

## Checklist for Mobile Food Service Establishments

- \_\_\_\_\_ **Permit:** Submit application, proof of Worker's Compensation and Disability Insurance, and appropriate fee; see fee schedule
- \_\_\_\_\_ **Sketches/Plan:** Drawings must be submitted before construction along with plan review fee
- \_\_\_\_\_ **Tentative Menu:** Menu must be kept simple and no home prepared food is allowed.
- \_\_\_\_\_ **Water:** Potable hot and cold running water must be provided.  
All water must be obtained from a municipal source or a water supply approved by the Health Department
- \_\_\_\_\_ **Ice:** All ice used in food or that comes in contact with food must be made from potable water  
Ice can come from a designated commissary or purchased from a commercial retailer  
Ice must be protected from contamination
- \_\_\_\_\_ **Sinks:** Three bay sink – indirect drain on sanitizer bay. Can be located at a designated commissary.  
Handwash sink(s) – soap, paper towels, and hot water at each
- \_\_\_\_\_ **Coolers/Freezers:** Commercial cooler capable of keeping temperatures below 45°F, no home-type coolers  
Thermometers in each cooler (with 2° F Accuracy)  
Coolers must be used for their designed purpose (example: milk coolers can only keep food cold, they cannot cool hot food)
- \_\_\_\_\_ **Hot Holding Equipment:** Capable of keeping perishable food above 140°F
- \_\_\_\_\_ **Cold Holding Equipment:** Capable of keeping perishable food below 45°F
- \_\_\_\_\_ **Walls/Floors:** All surfaces in mobile rig must be smooth and easily cleanable  
For walls, stainless steel or FRP board provide excellent cleanability  
For flooring, tile or linoleum are recommended
- \_\_\_\_\_ **Exhaust hood with filters for grills**
- \_\_\_\_\_ **Lighting:** Bright in areas for washing, preparation, storage, and coolers
- \_\_\_\_\_ **Dry Goods Storage**
- \_\_\_\_\_ **Toxic chemical storage area** – Separate from food storage
- \_\_\_\_\_ **Preparation Tables/Shelves:** Metal is better than wood
- \_\_\_\_\_ **Utensil and equipment storage:** Separate for clean and dirty
- \_\_\_\_\_ **Cutting boards:** Made of a suitable, non-porous material (examples: hard maple, glass, hard plastic)
- \_\_\_\_\_ **Probe Thermometers:** (0 - 220°F) – One for each cook, calibrated frequently (with 2°F Accuracy)  
*Infrared thermometers cannot be used for measuring food temperature – they only take surface temperatures*
- \_\_\_\_\_ **Sanitizer buckets:** Must be present at all work stations whenever food is being handled.  
*Mix: ½ cap regular unscented bleach with 1 gallon of water*
- \_\_\_\_\_ **Gloves/Tongs/Deli napkins/etc.:** To be used whenever handling ready-to-eat food and changed when contaminated  
*Bare hand contact with ready-to-eat food is prohibited in New York State.*
- \_\_\_\_\_ **Ice cream cabinet:** – dipper well or method for storing scoops approved by the Health Department
- \_\_\_\_\_ **Buffet/Salad Bar:** Sneeze guards are required
- \_\_\_\_\_ **Self-serve area:** Counter over which food will be served/self-serve condiments placed.  
Adequate space for at least 2 customers standing side-by-side (one ordering, one using condiments)
- \_\_\_\_\_ **Clam/Shellfish tags:** Must be kept for 90 days
- \_\_\_\_\_ **Garbage dumpster:** Covered, leak-proof, non-absorbent, and vermin proof
- \_\_\_\_\_ **Liquid Waste Disposal:** All liquid wastes should be stored in a holding tank and disposed of in accordance with all municipal laws, in a public sanitary sewer or a septic system
- \_\_\_\_\_ **Other:** State approved CPR kit, choking poster
  
- \_\_\_\_\_ **Commissary:** All mobile food service are required to have a commissary for washing dishes and storing food  
Home kitchens cannot be used as a commissary  
A typical commissary is a permitted Health Department kitchen or NYS Agriculture and Markets Facility  
Proof of commissary will be required prior to obtaining a permit