



## Public Information

County of Ventura • Resource Management Agency • Environmental Health  
800 S. Victoria Ave, Ventura, CA. 93009 • 805 654-2813 • [www.vcrma.org/envhealth](http://www.vcrma.org/envhealth)

### **Mobile Food Facility (MFF), Type 3** *Plan Check Guidelines to a Coffee Cart/Truck/Trailer*

#### **Limitations:**

- Operators are limited to the sale of prepackaged potentially hazardous foods (PHF), prepackaged nonPHFs, dispensing of nonPHFs (e.g. open pastries), coffee, coffee-based beverages, and smoothies. No cutting or slicing allowed on the MFF.

#### **Foods Items Allowed:**

- Coffee, espresso and milk-based drinks such as mocha, latte, cappuccino and macchiato
- Puree or powder-based smoothies that are nonpotentially hazardous and do not require refrigeration
- Lemonade and iced tea
- Prepackaged nonpotentially hazardous foods such as chips, candies and bottled or canned beverages
- Pastries from an approved source
- Prepackaged half & half or milk used in preparing beverages that are for immediate service in response to an individual consumer order

#### **Restricted Food Items:**

- Smoothies that require the use of frozen dairy products (such as frozen yogurt or ice cream) or cut potentially hazardous fruits.

#### **Operation:**

- If the MFF is at a location for more than one hour, ensure that it is located within 200 feet of an approved restroom. A Toilet Facilities Authorization Form must be completed and provided to the Environmental Health Division.
- Coffee carts/trucks must return to a commissary at the end of each operating day.
- A Mobile Support Unit (MSU) that services a stationary coffee cart/truck must return to a commissary at the end of each operating day.
- Maintain a copy of the inspection report in the MFF.

## Plan Check Requirements:

1. The name of the facility, as well as the city, state, zip code, and name of the permittee, if different from the name of the facility, shall be permanently affixed to the customer side of the mobile food facility. The facility name shall be in letters at least 3 inches high and in a contrasting color to the exterior of the facility. Letters and numbers for the city, state, zip code, and the name of the permittee shall be at least one inch high.
2. All food-related equipment shall be certified for sanitation by an American National Standards Institute (ANSI) accredited certification program (i.e., NSF, ULS, ETL). All refrigeration units shall be self-evaporative.
3. Surface materials of the mobile food facility shall be durable, easily cleanable, smooth and shall not be unfinished wood. Construction joints shall be tightly fitted and sealed with no gaps or voids. All sealant, solder, weld joints located in the food contact areas shall be approved for food contact surfaces. Spaces around pipes, conduits, or hoses that extend through cabinets, floors, or outer walls shall be sealed to be smooth and easily cleanable.
4. All food-related fixtures, tanks, equipment, plumbing, pumps, and filters must meet standards referenced in the plumbing code. Plumbing fixtures, pumps, and filters must be installed according to the manufacturer's specifications.
5. All equipment shall be installed so as to be easily cleaned, prevent vermin harborage, and provide adequate access for service and maintenance. Threads, nuts, or rivets shall not be exposed where they interfere with cleaning. Threads, nuts, or rivets, which interfere with cleaning, shall be sealed or capped.
6. Potable water tanks and plumbing shall be constructed of food grade material approved for potable water distribution.
7. Potable water tanks shall be sufficient in volume to fulfill the required 5 gallon minimum for hand washing. Facilities with limited food preparation must provide at least 15 additional gallons of water for warewashing.
8. Wastewater tanks shall be of sufficient capacity to hold 150% or 1.5 times that of the potable handwashing and warewashing water supply, 15% of product water, and 33% of the total ice bin volume.
9. Water and wastewater storage tanks shall be installed so as to be easily drained, flushed, and cleaned with an easily accessible outlet. Breather tubes or overflow pipe openings shall be protected from the entrance of dust, insects, and other contamination. All waste lines shall be connected to the waste tank with watertight seals.
10. Soap and paper towel dispensers at the hand wash station shall be provided.
11. A hand wash sink shall be provided and equipped with warm water of at least 100°F but not greater than 108°F if not readily adjustable.
12. A warewashing sink shall be provided and supplied with hot (at least 120°F) and cold water from a mixing faucet.
13. A separate cabinet or drawer shall be provided for the storage of insecticides or other poisonous substances or chemicals. All poisonous chemicals shall be kept in this cabinet or drawer in their original containers and in a manner that offers no contamination hazard to food or utensils. Only pesticides specifically approved for use in a food facility may be used.

14. Adequate facilities shall be provided for the storage of linens, uniforms, and other related linens. Facilities shall be provided for the storage of personal belongings. All personal belongings shall be kept in the space provided.
15. Electrical appliances shall meet applicable Underwriter's Laboratory standards.
16. Adequate and suitable space shall be provided for the orderly storage of food and food service materials.
17. Equipment, including the interior of cabinet units or compartments shall be constructed so as to have smooth, easily accessible, and easily cleanable surfaces that are free from channels, crevices, flanges, ledges, sharp or jagged edges, or other cleaning or safety obstructions. Unfinished wooden surfaces are not permitted.
18. Light bulbs and tubes shall be covered with a completely enclosed plastic safety shield or its equivalent and installed so as not to constitute a hazard to personnel or food materials.
19. A first-aid kit shall be provided and located in a convenient area in an enclosed case.
20. MFFs that prepare, handle, or serve nonprepackaged potentially hazardous food shall have an owner or employee who has successfully passed an approved and accredited Manager's Food Safety Certification exam. No person can act as the certified person for more than one food facility.
21. All Food Handlers, without the above Manager's Food Safety Certificate, shall provide a valid Food Handler's Card.

*Other requirements if the MFF Type 3 is **OCCUPIABLE**:*

22. The State Department of Housing and Community Development (HCD) shall initially certify or recertify each MFF. Contact HCD at 951/782-4420 for the requirements to obtain certification.
23. All floor-mounted equipment shall be sealed to the floor to prevent moisture from getting under the equipment, or it shall be raised at least six inches off the floor by means of an easily cleanable leg and foot.
24. There shall be a clean, unobstructed height over the aisle of at least 74 inches from the floor to the ceiling, and a minimum of 30 inches of unobstructed horizontal aisle space.
25. Pass-through window service openings shall be limited to 216 square inches each. The service openings may not be closer together than 18 inches. Each opening shall be provided with a solid or screened window, equipped with a self-closing device. Screening shall be at least 16 mesh per square inch. With the exception of the service openings, the entire food preparation and food storage area shall be enclosed with a solid, easily cleanable material.
26. Spare tires, related automotive equipment, or special tools relating to the mechanical operation of the MFF shall not be stored in the food preparation or food storage area.
27. The entrance door to the food preparation area shall be self-closing.

## **Plan Submittal:**

- Two sets of plans shall be submitted for new or remodeled MFF.
- Plans must be complete, drawn to scale, easily readable, showing all four sides, including the top view of the MFF and a plumbing diagram.
- Provide a list of menu items to be sold.
- Standard Operational Procedure

### ***Other Operational Requirements:***

- The following must be submitted within thirty days after the health permit has been issued:
  1. Route Sheet Information
  2. Toilet Facilities Authorization (if you are operating at a location for more than one hour)
- A valid Food Safety Certificate. To download the list of providers, go to: [www.vcrma.org/envhealth](http://www.vcrma.org/envhealth). *Click on Community Services < Consumer Food /Restaurants<Consumer Food Protection < Food Safety Information < Food Safety Certification Provider List*
- Commissary Letter

## Plan Submittal Check List:

The items highlighted in red are requirements that must be illustrated on the plans. The items highlighted in blue will be checked during the construction inspection.

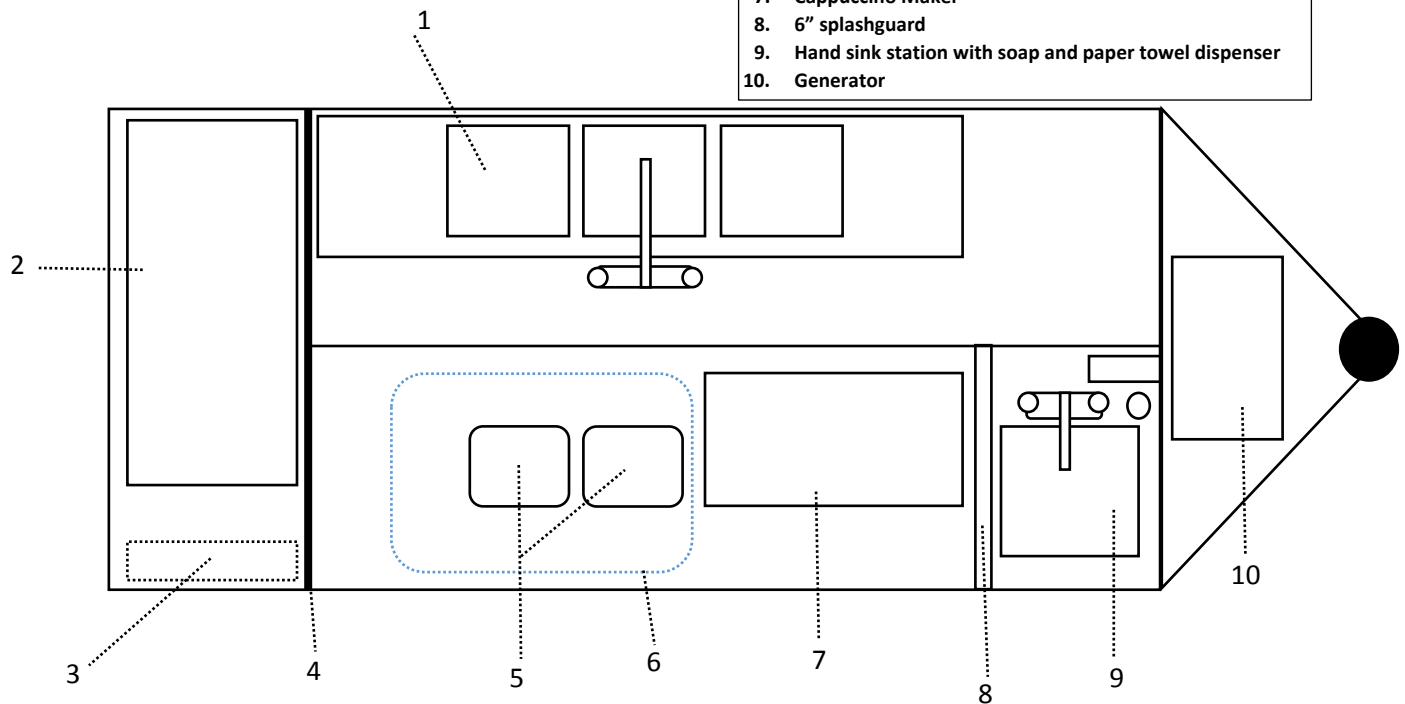
Y	N	N/A	Item
			Menu
			Standard Operational Procedure
			Potable water tank (Dimensions: L__ x W__ x D__)
			Potable water inlets
			Overflow lines (for tanks) <input type="checkbox"/> potable <input type="checkbox"/> waste
			Waste water tank (Dimensions: L__ x W__ x D__)
			Waste tank drain valve
			Water heater: Type _____, Gallons ____g <i>Coffee carts/trucks/trailers - 4 gallons minimum</i>
			Utensil Sink (Dimensions: L__ x W__ x D__) w/ dual drainboards <i>Acceptable: (12x12x10 or 10x14x10)</i>
			Hand Sink (L__ x W__ x D__) <i>Acceptable: (9x9x5)</i> <input type="checkbox"/> (6" splash guard, if necessary) <i>*hand sink of unenclosed MFF 3 shall be located on the operator side or auxiliary conveyance</i>
			All associated plumbing
			Each piece of food service equipment and placement
			Specifications of equipment indicating manufacturer make & model #
			Ice bins, if any (Dimensions: L__ x W__ x D__)
			Finish schedule of food contact surfaces, countertops, food compartments _____
			Finish schedule of floor surfaces- Type _____
			Emergency Exit Door <i>must be located on opposite side of main exit door; at least 24" x 36"</i>
			All other component details- <input type="checkbox"/> utensils, <input type="checkbox"/> tray insets, <input type="checkbox"/> insulations, <input type="checkbox"/> counters, <input type="checkbox"/> shelves, <input type="checkbox"/> storage areas, <input type="checkbox"/> food prep areas
			Self-closing door; service doors
			Unobstructed height requirement (if occupiable: <input type="checkbox"/> 74"Height <input type="checkbox"/> 30"Width)
			Power Source _____
			Size and location of any pass through window ____ x ____ = ____ <i>Size: 16-mesh per sq inch, no more than 216 sq inch and no less than 18 inches apart</i>
			First aid kit
			Fire Extinguisher <i>10 BC-rated</i>
			Identification - name of facility, city, state, zip code of the permit holder <i>Lettering of name: 3 inches high in contrasting color with MFF Lettering of city/state/zip code &amp; permit holder: 1 inch high</i>
			HCD (if occupiable)
			Commissary Letter
			Manager's Food Safety Certificate

## SAMPLE OF DRAWN PLANS FOR A COFFEE CART:

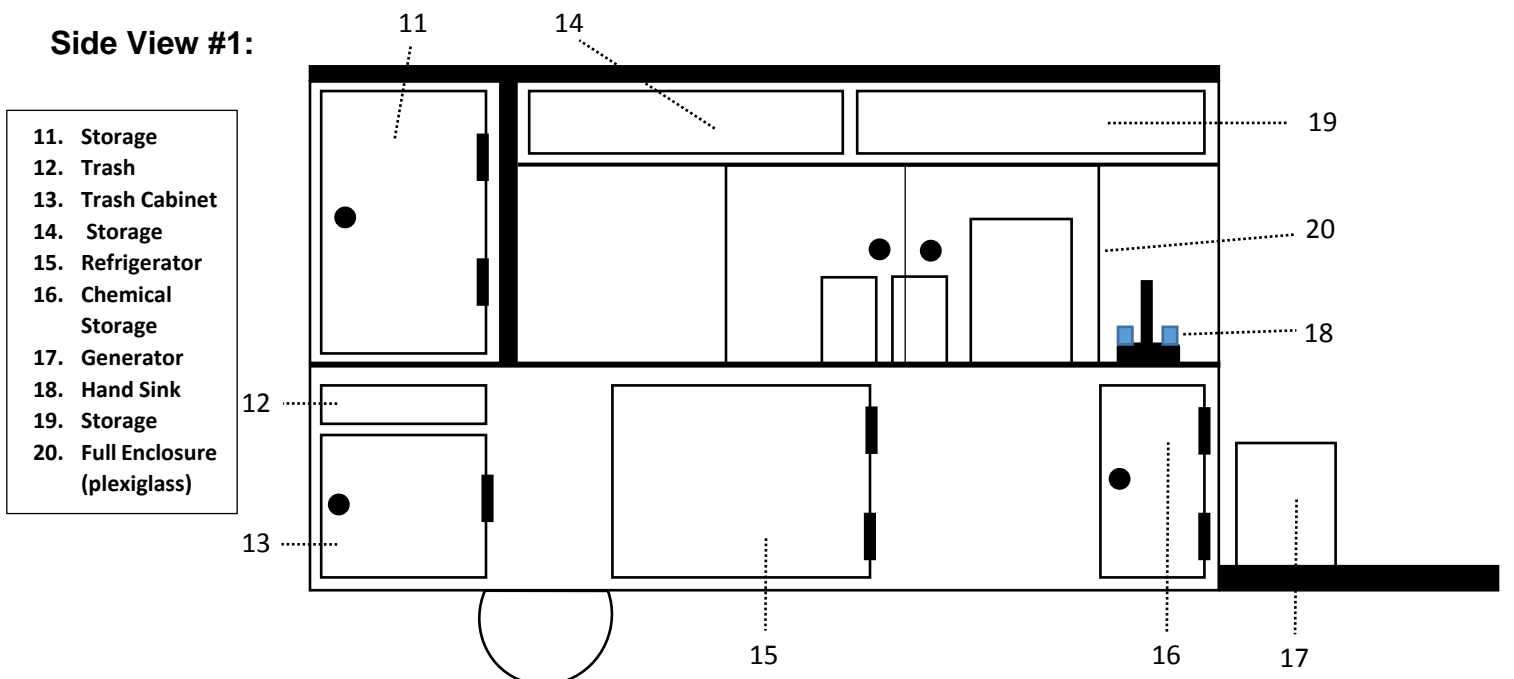
- Include dimensions of hand sink, 3-compartment sink, ice bin, potable and waste tanks (Length x Width x Depth)
- Provide specifications including make and model number of all equipment
- Hand Sink must be on the operator side

1. 3-compartment sink w/ dual drainboards (Include make/model #)
2. Ice bin
3. Trash Bin
4. Wall Divider
5. Blenders
6. Under-counter Refrigerator (Include make/model #)
7. Cappuccino Maker
8. 6" splashguard
9. Hand sink station with soap and paper towel dispenser
10. Generator

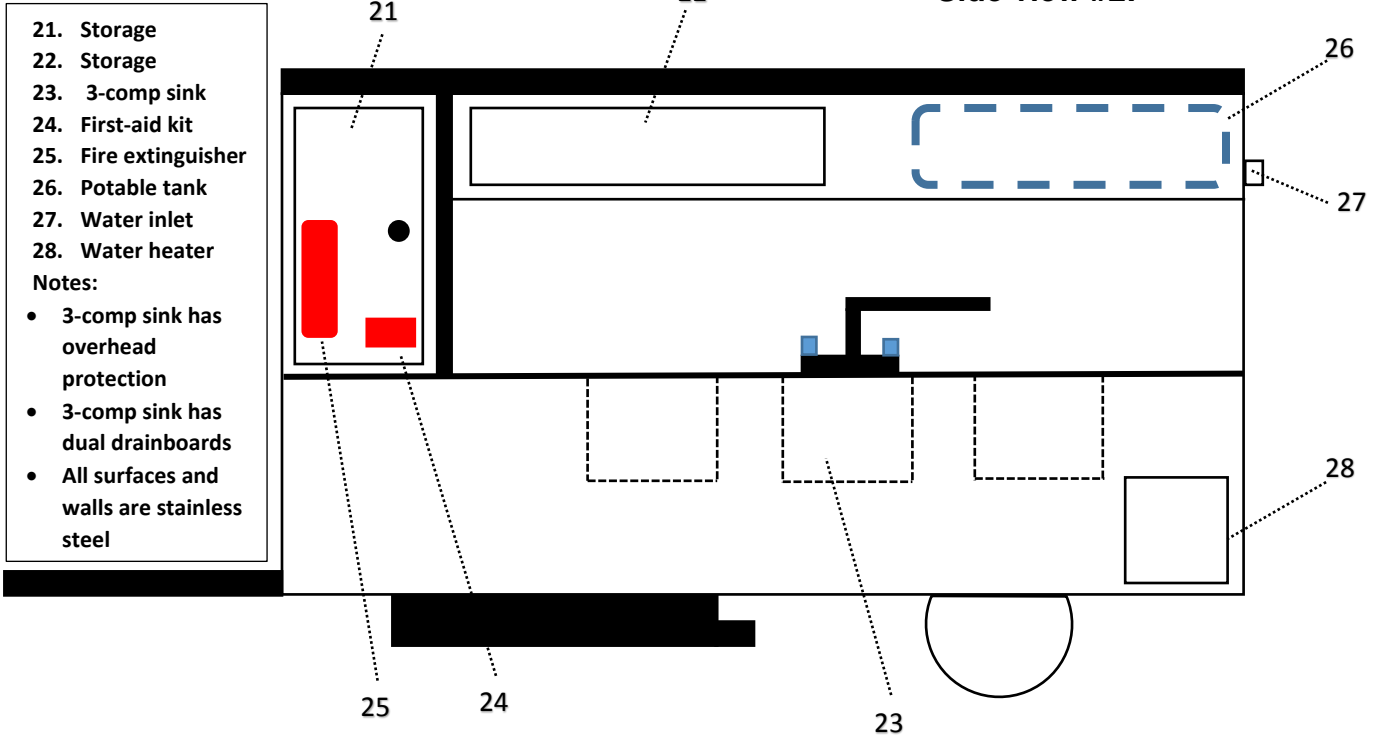
### Top View:



### Side View #1:



**Side view #2:**



**Plumbing Diagram:**

