 <p>GRAYS HARBOR COUNTY 1854</p>	<p>GRAYS HARBOR COUNTY DEPARTMENT OF PUBLIC SERVICES ENVIRONMENTAL HEALTH DIVISION</p>	<p>100 W Broadway, Suite 31 Montesano, WA 98563 360-249-4222 Phone 360-249-3203 Fax EHD@graysharbor.us</p>
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Website QR Code:



Mobile Food Unit Permit Application

A Mobile Food Unit (MFU) is defined as a readily movable self-contained food establishment that can be pushed, driven, or towed (without the removal of structural parts). Mobile food units are not limited to a fixed location, and as such, do not have permanent water, power, or sewer connections. Due to the capacity that varies with each MFU, requirements differ to support food safety while operating without fixed facilities and utilities. For additional information regarding the rules and regulations for a Mobile Food Unit, please refer to the Mobile Food Unit Information on our website.

It is highly recommended to apply prior to any construction or remodeling of your mobile food unit. This will allow Environmental Health Staff to review your plans and make changes to the facility design or layout prior to construction. Should you choose not to submit prior to construction, you will be responsible to meet the requirements in the current Washington State Retail Food Code, Washington Administrative Code (WAC) 246-215, even if materials have been purchased or installed and creates additional cost to your project. Please note the Environmental Health Division permits owners/operators of food establishments, not the facility. Permits are NOT transferable from one person to another. No person shall operate a mobile food unit who does not have a valid permit issued to him or her by the Health Officer.

MFU Plan Review and Permit Fees:

- Plan Review Fee \$255
- Permit Fee (0-25 customer seats) \$330

Mobile Food Unit Name:		
Mobile Food Unit Phone Number:		
Estimated Opening Date:		
Applicant Name:		
Applicant Phone Number:		
Applicant Mailing Address:		
City:	State:	Zip Code:
Email Address:		
Relation to Project: <input type="checkbox"/> Owner <input type="checkbox"/> Contractor <input type="checkbox"/> Architect		
Business License Name:		
Business License Type: <input type="checkbox"/> LLC <input type="checkbox"/> CORP <input type="checkbox"/> INC <input type="checkbox"/> SOLE PROPRIETOR		
Business/Establishment Owner (if different from Applicant):		
Phone Number:		
Mailing/Billing Address:		
City:	State:	Zip Code:
Email Address:		

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MFU INFORMATION

Type of Mobile Food Unit

- Food truck
 Trailer
 Pushcart

Seating Capacity

Total number of customer seats outside MFU: _____ N/A (if no customer seating will be provided)

Washington State Department of Motor Vehicles Registration

Is your MFU in the form of a trailer or pushcart? If so, you must provide proof of ownership or permission of a tow vehicle capable of towing the MFU.

- Yes
 No

Washington State Department of Labor & Industries

Written approval or a photo of your L&I insignia that indicates the electrical, plumbing, structural and mechanical systems to the MFU have been approved by L&I is required. **You must have final approval from L&I prior to our office issuing your MFU Permit.** Please understand that alterations made to the MFU after receiving approval may be subject to additional plan review and/or inspections by L&I. Therefore, it is HIGHLY recommended to submit your MFU Permit Application to our office prior to L&I review or in conjunction with.

Does the MFU have L&I approval?

- Yes
 No
 In process
 Exempt

Other Jurisdictions and Government Agencies

You may need to contact other jurisdictions and government agencies for approval to operate. Permission to operate by other government agencies is often determined by site location, size of unit or other additional requirements needing approval. Such agencies may include, but are not limited to, county and/or city officials for planning, zoning, building, fire, or permitting.

Certified Food Protection Manager (CFPM)

As of March 1, 2023 most food establishments must have at least one Certified Food Protection Manager on staff and a valid certificate must be available from an ANSI accredited program. Establishments required to obtain the CFPM certification are those that prepare raw animal products, wash raw produce, cool time/temperature control for safety (TCS) foods, use specialized processes, operate a facility that serves a highly susceptible population, or have other increased potential risk of foodborne illness. Some low-risk food establishments are exempt from the CFPM requirement, these establishments typically include espresso stands, ice cream shops, doughnut shops, movie theaters, hot dog carts, and convenience stores without food service. Please contact our office if you are unsure if your establishment meets the exemption criteria. **Indicate whether your establishment is exempt or if applicable, include a copy of your CFPM certificate with your application.**

- CFPM certificate
 Exempt

WRITTEN PLANS

Employee Illness and Hygiene Policy

Food establishments must submit a written policy that outlines how employee illness will be monitored including when to exclude from work and when employees can return to work. The plan must also include kitchen hygiene practices to prevent foodborne illness. The policy must be posted on the premises for employees to view. If you do not have a written policy prepared, you must complete the enclosed Employee Health Plan Toolkit (this document can also be found on our website). **Indicate which option will be submitted with your application:**

- Written policy Employee Health Plan Toolkit

Vomit and Diarrheal Clean Up Plan

Food establishments must have written procedures for minimizing the spread of contamination when cleaning up vomit and diarrhea. If you do not have a written policy prepared, you must complete the enclosed Vomit and Diarrhea Clean-up Plan Toolkit (this document can also be found on our website). **Indicate which option will be submitted with your application:**

- Written policy Vomit and Diarrhea Clean-up Plan Toolkit

Time as a Public Health Control

Will time as a control be used to hold TCS foods at room temperature? If yes, on a separate sheet of paper, include written procedures that align with WAC 246-215-03530.

- Yes No

STANDARD OPERATING PROCEDURES (SOPs)

The following information is required to provide an outline of the MFU's daily activities as they relate to the operation and maintenance of the MFU. Please ensure that you provide detailed procedures for each item. **Include all responses on a separate sheet of paper and number your responses according to the list below. Please note illegible responses will be returned to applicant.**

Mobile Food Unit SOPs

1. What time (example: 9:00 – 9:30am) will food and supplies be loaded each day onto the MFU at the commissary?
2. What time will the MFU return to the commissary at the end of the day?
3. Describe the source and availability of power supply for the MFU during operation.
4. What happens to leftover TCS food at the end of the day?
5. Describe how and where freshwater tanks will be filled.
6. Describe how and where wastewater tanks will be emptied.
7. Where will the MFU be parked or stored while not in service?
8. Provide where all food and beverages will be sourced (Sysco, Costco, etc.).
9. How often will food deliveries be made to the MFU (weekly, twice per week, etc.)?
10. Will any specialized processes be conducted such as vacuum packaging, sous vide, growing sprouts, etc.?
11. Will the MFU offer catering?

Commissary SOPs

1. What food preparation activities will be conducted at the commissary kitchen?
 - Cooking
 - Cooling – if checked, complete the enclosed **Cooling Table – Commissary**
 - Reheating – if checked, complete the enclosed **Reheating for Hot Holding Table – Commissary**
 - Thawing
2. Describe how foods will be thawed (i.e. refrigeration, completely submerged under cold running water, etc.).
3. Will the commissary wash/prepare raw produce or raw meat, conduct ice bath cooling, or thaw foods under cold running water?
 - Yes
 - NoIf yes, provide the number of basins in the food preparation sink: _____
4. Describe food storage at the commissary kitchen (i.e. cold storage, dry storage).
5. Does the commissary have walk-in coolers and/or freezers? If yes, circle below whether the unit is a cooler or freezer and provide the dimensions (feet) for each walk-in unit.
 - Yes No
 - Cooler Freezer Length: _____ Width: _____ Height: _____
 - Cooler Freezer Length: _____ Width: _____ Height: _____
6. Will any specialized processes be conducted such as vacuum packaging, sous vide, growing sprouts, etc.?

SANITATION STANDARD OPERATING PROCEDURES (SSOPs)

1. How often will food contact surfaces be cleaned and sanitized?
2. How often will non-food contact surfaces be cleaned and sanitized? Examples include floors, walls, exterior of refrigerators and freezers, underneath equipment, etc.
3. Will the establishment have a meat slicer? If yes, attach the cleaning and sanitizing instructions.
 - Yes No
4. Will the establishment have a soft-serve machine? If yes, attach the cleaning and sanitizing instructions.
 - Yes No
5. Which items will be cleaned and sanitized at the commissary (i.e. utensils, food storage containers, etc.)?

6. Indicate whether the water heater(s) that will serve the MFU are storage or tankless and provide the following specifications. Alternatively, you may attach the specification sheet.

Storage Tankless

Make: _____ Model number: _____

7. Provide the bowl dimensions (inches) for the three-compartment sink onboard the Mobile Food Unit.

Bowl Front to Back: _____ Bowl Left to Right: _____ Bowl Depth: _____

8. Indicate the chemical sanitizer type to be used on your MFU:

Chlorine bleach Quaternary ammonium Iodine Other: _____

9. Provide the concentration of the sanitizer solution to be maintained throughout the day:

10. Will test strips be provided to test the concentration of sanitizing solutions?

Yes No

11. Will drain boards, utensil racks or tables large enough to accommodate all soiled and cleaned items be provided?

Wall mounted or other approved shelving may be substituted for drain boards.

Yes No

12. Will running water dipper wells be provided for the storage of utensils? These are highly recommended if you will be storing utensils used for frozen desserts such as ice cream.

Yes N/A

13. Food and food service products will be stored at least six inches off the floor, dry and protected from splash and dust, as well as not exposed to water or sewer lines. If storage provided is found to be inadequate during the application review or pre-operational inspection, additional storage will be required.

Yes No

14. At least one mop sink or one curbed cleaning facility equipped with a floor drain is provided and conveniently located for the cleaning of mops and for the disposal of mop water. This can be located at your commissary.

Yes (located on MFU)
 Yes (located at commissary)
 Mop sink not available on MFU or at commissary

15. Cleaning equipment including mops, brooms, buckets, etc. will be stored in an area separate from food storage, food preparation, utensil washing and/or storage areas.

Yes No

16. Provide the size of your freshwater and wastewater tanks:

Freshwater storage tank capacity: _____ gallons

Wastewater storage tank capacity: _____ gallons

17. Provide how freshwater and wastewater tanks will be cleaned and sanitized? Include frequency.

FOOD HANDLING INFORMATION

Time/Temperature Control for Safety (TCS) food means a food that requires time/temperature control for safety to limit pathogenic microorganism growth or toxin formation. TCS foods have been frequently identified as vehicles of a foodborne illness. Examples of TCS foods include meat, poultry, seafood, shellfish, dairy products, cooked rice/potatoes/beans, soups, gravies, potato salad, and other combination salads.

1. Will all foods offered be pre-packaged? *If yes, move to MENU on the next page.*

Yes No

2. How will employees eliminate direct bare hand contact with ready-to-eat food?

Gloves

Tongs

Utensils

Other: _____

3. Provide the final cook temperature for each raw animal protein on your menu (ground beef = 158°F, chicken = 165°F, etc.).

4. Will any TCS foods be cooled onboard the MFU?

Yes No

5. Will TCS foods be reheated onboard the MFU?

Yes No

If yes, complete the enclosed **Reheating for Hot Holding Table – MFU**.

6. Provide the cold holding temperature that TCS foods must maintain in refrigeration units: _____ °F

7. Will the MFU hot hold TCS foods?

Yes No

If yes, provide the temperature that must be maintained: _____ °F

8. Provide what happens to any food that is still being hot held on the MFU at the end of the day?

9. Will raw produce or raw meat be washed and prepared on the MFU?

Yes No

If yes, provide the number of basins in the food preparation sink: _____

MENU

Submit a menu that includes all food and beverages to be offered, as well as all seasonal menu items. Any future changes to the menu must be pre-approved by the Grays Harbor County Environmental Health Division. Please note additional information such as but not limited to, food flows which consist of providing detailed preparation steps from receiving to service may be required.

Menu enclosed with application

Will any menu items be offered raw or undercooked? If yes, include a consumer advisory on your menu that aligns with WAC 246-215-03620 for menu items that are served raw or undercooked and contain (or might contain) raw or undercooked ingredients.

Yes No

FINISH SCHEDULE

- ❖ Floors, coving, walls, and ceilings must be smooth, impervious, non-absorbent, and easily cleanable.
- ❖ Coved floor-wall junctures (i.e. baseboards) with a minimum of four-inches must be provided.
- ❖ Walls and ceilings must be light in color.
- ❖ **Acoustical tiles are NOT acceptable.**
- ❖ Wooden surfaces must be sealed to provide a cleanable surface.
- ❖ Wooden pallets, solid metal shelving, and exposed wooden shelving in walk-in units are not acceptable.

Please complete the chart below and include all rooms or areas used for food preparation and storage.

Room or Food Area	Floors: Finish Material	Coving	Walls: Color and Finish/Material	Ceilings: Color and Finish/Material
<i>EXAMPLE: Restrooms</i>	<i>Ceramic Tile</i>	<i>Rubber Base 4"</i>	<i>White Fiberglass Reinforced Panels (FRP)</i>	<i>White Vinyl Clad Ceiling Tiles</i>
Inside MFU				
Commissary kitchen				
Commissary walk-in cooler/freezer				
Commissary – dishwashing area				
Commissary – dry storage				
Restrooms				
Other:				

COOLING TABLE – COMMISSARY

FOOD	COOLING METHOD	COOLING LOCATION <i>Identify refrigeration unit if applicable.</i>	FREQUENCY
<i>Example:</i> Soup	<i>Example:</i> 2-inch shallow pan, uncovered	<i>Example:</i> Top shelf of 2-door TRUE upright reach-in refrigerator	<i>Example:</i> 2 times/week

REHEATING FOR HOT HOLDING TABLE – COMMISSARY

FOOD	REHEATING EQUIPMENT	HOT HOLDING EQUIPMENT (if applicable)	ITEM PREVIOUSLY COOLED AT COMMISSARY or PURCHASED PACKAGED?	REHEAT TEMPERATURE
<i>Example:</i> Soup	<i>Example:</i> Flat-top Grill	<i>Example:</i> Steam Table	<i>Example:</i> Previously cooled at commissary kitchen	<i>Example:</i> 165°F

REHEATING FOR HOT HOLDING TABLE – MFU

FOOD	REHEATING EQUIPMENT	HOT HOLDING EQUIPMENT (if applicable)	ITEM PREVIOUSLY COOLED AT COMMISSARY or PURCHASED PACKAGED?	REHEAT TEMPERATURE
<i>Example:</i> Soup	<i>Example:</i> Flat-top Grill	<i>Example:</i> Steam Table	<i>Example:</i> Previously cooled at commissary kitchen	<i>Example:</i> 165°F

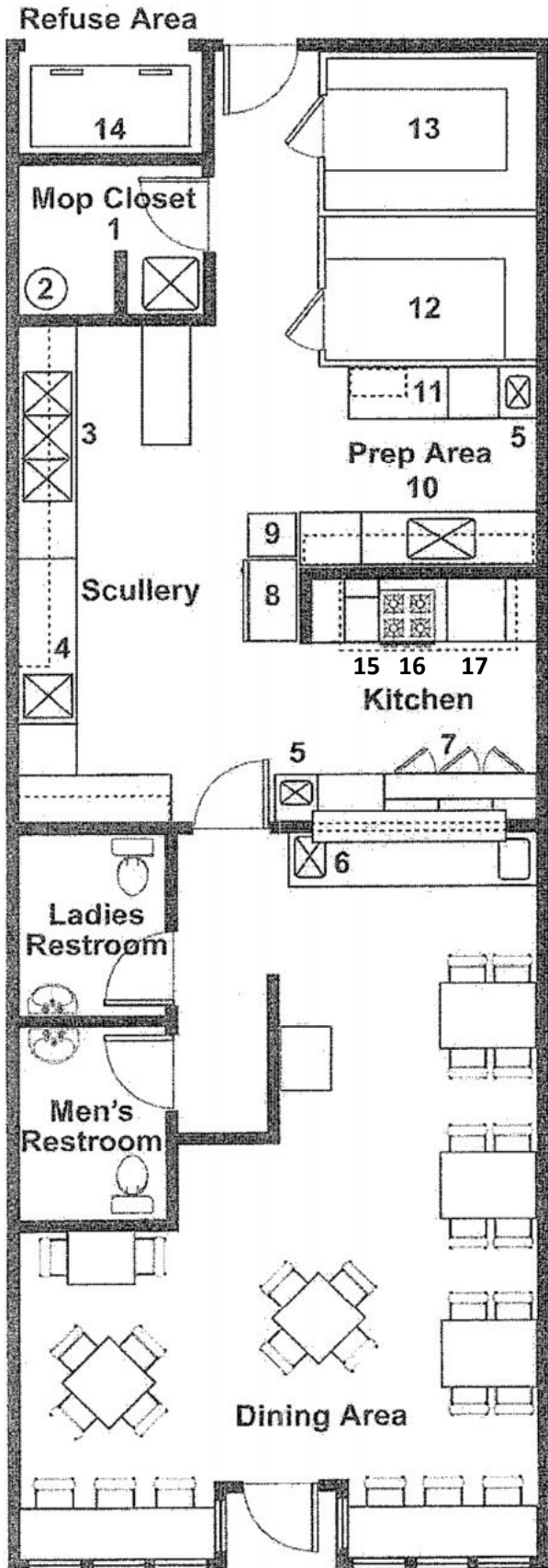
FLOOR PLAN

Provide a scaled drawing showing the entire establishment, demonstrating the location of all equipment, sinks, and facilities. An example floor plan can be found on the next page.

North Arrow

Scale:

EXAMPLE: FLOOR PLAN WITH EQUIPMENT



EQUIPMENT SCHEDULE	
1	Mop sink
2	Water heater
3	Three-compartment sink
4	Dishwasher with pre-rinse sink
5	Hand sink
6	Water fill station
7	Sandwich preparation refrigerator
8	Reach-in refrigerator
9	Ice machine
10	Food preparation sink
11	Work counter with slicer
12	Walk-in refrigerator
13	Walk-in freezer
14	Garbage area
15	Fryer
16	Range
17	Oven

FLOOR PLAN CAN BE HAND DRAWN BUT MUST BE LEGIBLE AND TO SCALE.



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MFU COMMISSARY/SERVICING AREA AGREEMENT

This form is to be completed when the owner of the commissary (i.e. food establishment) or servicing area (i.e. approved business) agrees to provide specific services to support a mobile food unit operation. Please refer to the guide to differentiate between the two types of agreements. Commissary/servicing area agreements are not transferable to other parties and become null and void upon change of ownership of either party. **Both parties understand that modification or cancellation of this agreement by either party for any reason will result in the suspension of the MFU operating permit issued by Grays Harbor County Environmental Health.** This suspension is effective until a new agreement is provided and approved.

Mobile Food Unit Name: _____

Owner Name: _____ Phone: _____

Hours and Days of Operation: _____

Time and Days at Commissary/Servicing Area: _____

This agreement between the commissary or servicing area owner and the applicant signifies that both parties agree that the following services shall be provided.

- | | | |
|---|------------------------------|-----------------------------|
| Approved Water Source | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Approved Wastewater Disposal | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Garbage/Trash Disposal | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Dry Storage Space (adequate shelving provided) | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Commercial Refrigeration (adequate shelving provided) | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Ice Machine | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Food Preparation Sink (with air gap) | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Three Compartment Sink or Dishwasher | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Mop Sink | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Restroom | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Mobile Food Unit Storage Availability | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| After-hours accessibility (entrance key provided) | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

MOBILE FOOD UNIT COMMISSARY/SERVICING AREA AGREEMENT AUTHORIZATION

Commissary/Servicing Area Name: _____

Commissary/Servicing Area Operating Hours and Days: _____

Address: _____ City: _____

Owner Name: _____ Phone: _____

Owner Signature: _____ Date: _____

 MFU Owner Signature: _____ Date: _____



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MFU RESTROOM AGREEMENT

Mobile Food Unit Name: _____

Mobile Food Unit Site Location: _____
 (Street address) (City)

Mobile Food Unit Hours and Days (at above location): _____

Signature Mobile Food Unit Owner: _____

A mobile food unit parked at the same location for more than one hour and/or one that provides seating for customers MUST have restroom facilities within 500 feet of the mobile food unit. No crossing any major intersections or multiple lanes of traffic to reach the restroom will be allowed. Restrooms shall have pressurized hot and cold water, soap, and single-use paper towels available. Both the operator and seating customers need access to restrooms during all hours of operation, including set up times. Failure to have any access may result in closure of the mobile food unit. **Please respond to the following questions below:**

- 1. Is your mobile food unit at the same location for more than one hour? Yes No
- 2. Is customer seating provided nearby the mobile food unit? Yes No

If your answer is YES to one or both of the above questions, the mobile food unit owner must obtain authorization from a nearby business to have access to their restroom(s).

Restroom Facility Information

Business Name: _____ Owner's Name: _____

Street Address and City: _____

Business Phone Number: _____ Business Hours and Days: _____

Approximate distance from mobile food unit to restroom (feet): _____

Does the mobile food unit owner/operator have access to these restroom(s) after hours? Yes No

Do customers of the mobile unit have permission to access these restrooms? Yes No

AUTHORIZATION TO USE RESTROOM FACILITIES:

 (Printed Name of Person Authorizing Mobile Food Unit to Utilize Restroom Facilities)

 (Signature of Person Authorizing Mobile Food Unit to Utilize Restroom Facilities)

 (Date)

A separate form will be needed for each restroom location or if hours of operation are covered by multiple restroom agreements.



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MFU OPERATING LOCATION(S) AND SCHEDULE

Mobile Food Unit Name: _____

Mobile Food Unit Owner: _____

Mobile food units (vehicles, trailers, and pushcarts) permitted to operate in Grays Harbor County must submit a site location/schedule where they intend to operate their mobile food unit, including days of the week and hours of operation. Include any public event(s) the mobile food unit may attend.

A RESTROOM AGREEMENT IS REQUIRED IF OPERATING AT ANY LOCATION(S) FOR MORE THAN ONE HOUR. Restrooms shall not be located across from any major intersections or multiple lanes of traffic and shall be within 500 feet of a business that is open with the same operating hours and days, or access is available after hours.

Please list below all location(s) where the mobile food unit will operate.

Operating Site Location(s) Street Address and City	Operating Hours and Days of Week Scheduled at Location (approximately)
Example: 100 W. Broadway, Montesano	Example: Monday – Friday, 8:00am – 5:00pm

NOTE: If the mobile food unit location(s) or schedule changes, you must submit an updated itinerary to our office either in-person, by mail or fax at the contact information shown above within 72 hours.

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Submit your application for review to the Environmental Health Division at least thirty (30) calendar days before the planned date of opening as required under WAC 246-215-08310. Any revision of plans must be submitted to the Environmental Health Division in writing for review and approval. Please be aware that revisions may delay the issuance of a permit. **INCOMPLETE APPLICATIONS WILL BE RETURNED TO THE APPLICANT AND MAY CAUSE A DELAY IN THE OPENING OF YOUR FOOD ESTABLISHMENT.**

I understand that any permits issued by the County consistent with the above floor plan are valid only if allowed by all applicable laws and codes. All permits issued are valid only if constructed according to this plan. This floor plan shows all existing and proposed structures. Any changes to the approved floor plan must have prior approval by the Environmental Health Division.

By signing this permit application, I hereby certify under the penalty of perjury under the laws of the State of Washington that the above information is true and correct. I am also acknowledging that I am operating the above Food and Beverage Establishment in accordance with the Rules and Regulations of the State Board of Health for Food Service (WAC 246-215).

Name: _____ Title: _____

Signature: _____ Date: _____

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MFU Pre-operational Inspection Checklist

Ensure the following are completed prior to scheduling your pre-operational inspection. Refer to “Mobile Food Unit Information” on our website for additional requirements.

- Permit fee submitted in the form of cash, check, or money order.
- Business name is displayed on the exterior of the MFU in printed letters at least four (4) inches in height in a manner easily visible during operation.
- MFU is clean and all construction materials and/or tools have been removed.
- All equipment is in place and functioning.
- Equipment installed are represented on the floor plan that was submitted for review. *Any changes to the floor plan must have prior approval by the Environmental Health Division.*
- Exposed water pipes and/or electrical conduit running along walls, ceilings or floors is not approvable. All plumbing and electrical conduit are installed within or behind walls and ceilings or below floors.
- Ventilation System – Installed according to uniform fire, mechanical, and building codes and approved by Washington State Department of Labor & Industries.
- Plumbing – Installed and approved by Washington State Department of Labor & Industries.
 - Water under pressure is supplied to all fixtures and equipment requiring water.
 - All equipment in which food, equipment or utensils are placed, are not directly connected to the sanitary sewer drainage system. Equipment examples include ice machines, ice bins, espresso machines, three-compartment sink, food preparation sink, and any other unit used to dispense food.
 - Vacuum breakers are provided for submerged/enclosed outlets, hose connections, dishwashing machines, rinse lines, etc. Vacuum breakers are located a minimum of six inches above the overflow rim and after the last valve on equipment. Approved backflow prevention devices are installed on all continuous pressure lines except hoses that are permanently mounted to hang a minimum of one inch above the overflow rim at rest.
- Handwashing facilities – Each handwashing sink or group of two adjacent handwashing sinks is provided with hot water of at least 100°F, a supply of soap, disposable paper towels (or heated-air hand-drying device), a waste receptacle, and signage.
- Restrooms – Meet local planning and building codes.
 - Public restrooms are available if the establishment offers customer seating.
 - Sanitary napkin receptacles are provided in female restrooms and in common employee restrooms. A covered trash receptacle is acceptable.
- Lighting – Protective shielding or shatterproof bulbs are installed for all light fixtures.
- Equipment:
 - All hot and cold holding and/or storage units are provided with accurate, numerically scaled thermometers.
 - Equipment placed on tables or counter tops are either readily movable, sealed to the counter surface or mounted on legs or feet at least four inches high to facilitate easy cleaning.
 - Drain boards, utensil racks or tables large enough to accommodate all soiled and cleaned items are provided. Wall mounted or other approved shelving may be substituted for drain boards.
- Chemicals – All chemicals including cleaning chemicals and sanitizers, are stored separate from food and utensils. Insecticides and rodenticides are stored separately (preferably in a locked cabinet).