

# *Plan Check Guidelines*

## *Mobile Food Facility Commissaries*

2016



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## **I. INTRODUCTION**

Pursuant to California Health and Safety Code, Division 104, Part 7, California Retail Food Code (CRFC), Chapter 10, Section 114295, all mobile food facilities, mobile support units and vending machines are to be operated in conjunction with a commissary. Unlike the typical permanent food facilities, commissaries essentially exist to support mobile food facilities and not directly serve the public. Though considered a permanent food facility, the structural requirements, operational aspects and construction features of commissaries vastly differ from the typical restaurants and food market retail facilities.

This document is intended to provide guidance for the construction, modification and evaluation of commissaries and other types of food facilities that may substitute as a commissary. These guidelines are not all-inclusive and are strictly intended to provide local jurisdictions with requirements that are based in the California Retail Food Code and recommendations that are applicable to the construction and operation of a commissary.

It must be clearly noted that due to the obvious differences in locations, local ordinances, and varying environmental and operational conditions, creating an adoptable uniform document would be extremely difficult or arguably impossible. This committee instead focused on the creation of a document that would provide plan check standards wholly based on requirements indicated in the Retail Food Code and pertinent building codes. It is also important to note that commissary operators must be advised to contact the appropriate local enforcement agencies to submit plans as required, prior to the construction, renovation and operation of any commissary facility.

## **II. BACKGROUND**

Mobile Food Facilities (MFF) include but are not limited to: full food preparation trucks and trailers, ice cream trucks, produce trucks, prepackaged hot/cold trucks (unoccupied), coffee carts, and push carts. Mobile Support Units (MSU) are support units which service limited food preparation MFFs onsite. The required cleaning and servicing of these units in the commissaries can present a variety of concerns and these include:

- A. Wastewater management
- B. Potable Water sanitation and safety
- C. Adequate MFF handling capacity
- D. Food storage
- E. Adequate hot water supply
- F. Adequate waste storage / capacity
- G. Adequate food preparation areas
- H. Grease waste management
- I. Adequate electrical power

### III. DEFINITIONS

- A. *Assembly* means a collection of parts brought together.
- B. *Auxiliary Sink Conveyance* is hand washing sinks and warewashing sinks that are not integral to a cart, but are used in conjunction with the unenclosed MFF/cart. (CRFC Section 114314a)
- C. *Clarifier (also called Interceptor)* is a device designed and installed so as to separate and retain deleterious, hazardous or undesirable matter from normal wastes and permit normal sewage or liquid wastes to discharge into the disposal terminal by gravity.
- D. *Commissary* means a food facility that services MFFs, MSUs, or vending machines where any of the following occur:
  - 1. Food, containers, or supplies are stored.
  - 2. Food is prepared or prepackaged for sale or service at other locations.
  - 3. Utensils are cleaned.
  - 4. Liquid and solid wastes are disposed, or potable water is obtained. (CRFC Section 113751)
- E. *Food Compartment* means an enclosed space, including, but not limited to, an air pot, blender, and bulk dispensing system, covered chafing dish, and covered ice bin, with all of the following characteristics:
  - 1. The space is defined by a physical barrier from the outside environment that completely encloses all food, food-contact surfaces, and the handling of non-prepackaged food.
  - 2. All access openings are equipped with tight-fitting closures, or one or more alternative barriers that effectively protect the food from contamination, facilitate safe food handling, while minimizing exposure to the environment.
  - 3. It is constructed from materials that are nontoxic, smooth, easily cleanable, and durable and is constructed to facilitate the cleaning of the interior and exterior of the compartment. (CRFC Section 113784)
- F. *Grease Interceptor* is a plumbing appurtenance or appliance that is installed in a sanitary drainage system to intercept non-petroleum fats, oils, and grease (FOG) from wastewater discharge
- G. *Ice House* is an installed permanent structure which contains an ice maker using potable water that produces non-consumable ice for chilling of prepackaged non-potentially hazardous food products and beverages.
- H. *Industrial Waste* is a liquid or water borne waste from industrial or commercial processes, except domestic sewage (or sanitary wastes).
- I. *Juice* means the aqueous liquid expressed or extracted from one or more fruits or vegetables, purees of the edible portions of one or more fruits or vegetables,

or any concentrates of such liquid or puree. "Juice" includes juice as a beverage, or an ingredient of a beverage, and a puree as an ingredient of a beverage.

J. *Limited Food Preparation* means food preparation that is restricted to one or more of the following:

1. Heating, frying, baking, roasting, popping, shaving of ice, blending, steaming or boiling of hot dogs, or assembly of nonprepackaged food.
2. Dispensing and portioning of nonpotentially hazardous food.
3. Holding, portioning, and dispensing of any foods that are prepared for satellite food service by the onsite permanent food facility or prepackaged by another approved source.
4. Slicing and chopping of food on a heated cooking surface during the cooking process.
5. Cooking and seasoning to order.
6. Preparing beverages that are for immediate service, in response to an individual consumer order, that do not contain frozen milk products.
7. Limited Food Preparation does not include any of the following:
  - a) Slicing and chopping unless it is on the heated cooking surface.
  - b) Thawing.
  - c) Cooling of cooked, potentially hazardous food.
  - d) Grinding raw ingredients or potentially hazardous food.
  - e) Reheating of potentially hazardous foods for hot holding, except for steamed or boiled hot dogs and tamales in the original, inedible wrapper.
  - f) Hot holding of nonprepackaged, potentially hazardous food, except for roasting corn on the cob, steamed or boiled hot dogs, and tamales in the original, inedible wrapper.
  - g) Washing of foods.
  - h) Cooking of potentially hazardous foods for later use. (CRFC Section 113818)

K. *Low Impact Development (LID)* is a sustainable practice mandated by Water Board for all new construction including commissaries. LID is a practice of allowing storm water to infiltrate (groundwater recharge), be treated or reused on site instead of flowing into the public storm drain systems. The implementation of this requirement may require the installation of structures or devices on site that must be protected by industrial waste flows from commissary activities.

L. *Menu Change* means a modification of a food facility's menu that would require a change in the food facility's food preparation methods, storage equipment, or storage capacity previously approved by the local enforcement agency. These changes may include, but are not limited to, the addition of potentially hazardous foods to a menu, installation of new food preparation or storage equipment, or increasing storage capacity. (CRFC Section 113824)

- M. *Mobile Food Facility (MFF)* means any vehicle used in conjunction with a commissary or other permanent food facility upon which food is sold or distributed at retail. "Mobile food facility" does not include a "transporter" used to transport packaged food from a food facility, or other approved source to the consumer. (CRFC Section 113831)
- N. *Mobile Support Unit (MSU)* means a vehicle, used in conjunction with a commissary, or other permanent food facility, that travels to, and services, MFFs as needed to replenish supplies, including food and potable water, clean the interior of the unit, or dispose of liquid or solid wastes. MSUs shall only service MFFs conducting limited food preparation. (CRFC Section 113833 and 114295)
- O. *Occupied Mobile Food Facility (OMFF)* means an MFF that is occupied during normal business operations. All food preparation other than limited food preparation must be within a fully enclosed MFF. (CRFC Sections 113984 and 114321)
- P. *Onsite Wastewater Treatment Systems, OWTS (Private Sewage Disposal or Septic Systems)* consists of a septic tank with effluent discharging into a subsurface disposal field, into one or more seepage pits, or a combination thereof or other methods approved by the oversight agency. These systems are generally required where public sewers are not available and are often under the local environmental health oversight.
- Q. *Portable* means equipment that is capable of being lifted and moved or has utility connections that are designed to be disconnected or of sufficient length to permit the unit to be moved for cleaning, and does not exceed 80 pounds (36kg) in weight. (CRFC Section 113868)
- R. *Portioning* means dividing into smaller parts; abstracting from a whole.
- S. *Prepackaged* food means any properly labeled processed food, prepackaged to prevent any direct human contact with the food product upon distribution from the manufacturer, a food facility, or other approved source. (CRFC Section 113876)
- T. *Public Sewer* is a community or common sewer systems directly controlled by a public authority.
- U. *Rain Diversion Device* means a device that diverts storm water flows away from the waste water system during significant rain events.
- V. *Refrigeration Unit* means a mechanical unit that extracts heat from an area through liquefaction and evaporation of a fluid by a compressor, flame, or thermoelectric device, and includes a mechanical thermostatic control device that regulates refrigerated blown air into an enclosed area at or below the minimum required food storage temperature of potentially hazardous foods. (CRFC Section 113885)

- W. *Single Operating Site Mobile Food Facilities* (SOS MFF) means at least one, but not more than four, unenclosed, mobile food facilities, and their auxiliary units, that operate adjacent to each other at a single location. (CRFC Section 113831)
- X. *Tight-fitting* means fabricated so that joining members are in contact along the entire seam with no opening greater than 1/64th inch. (.04 cm). (CRFC Section 113931)
- Y. *Transporter* means any vehicle used to transport food pursuant to a prior order from a manufacturer, distributor, retail food facility, or other approved source to a retail food facility or consumer. (CRFC Section 113932)
- Z. *Vehicle* means a unit that is readily moveable with permanently installed wheels that allows the unit to be driven, pushed, pulled, peddled or towed, such as a truck, trailer or cart. A vehicle does not include units that require lifting, carrying, dragging or other forms of assistance to be transported, for example a shipping container or cargo unit.
- AA. *Vending Machine* means a self-service device that, upon insertion of money or tokens, dispenses food without the necessity of replenishing the device between each vending operation and that operates in conjunction with a commissary. "Vending machine" does not include any device dispensing exclusively peanuts, nuts, popcorn, gum, or hard candy, prepackaged candy, cookies, crackers, or similar snacks and beverages that are not potentially hazardous food, and prepackaged ice. (CRFC Section 113938)

#### **IV. PLAN SUBMISSION REQUIREMENT FOR A UNPACKAGED FOOD COMMISSARY**

- A. Three sets of construction plans shall be submitted for all new or remodeled commissaries. The plan submission includes detailed drawings of three distinct areas of the commissary as applicable for the type of MFF it will service: the food facility (warehouse or food preparation building), a site plan (top view of the property) and a plot plan (which details of the MFF cleaning and servicing area).
- B. A general overview of each area would include:
  - 1. Schematics of the food facility (interior of the building). See Figure 1
    - a) Warehouse
    - b) Utensil washing (not required for prepack food only)
    - c) Food preparation area (not required for prepack food only)
    - d) Food storage
    - e) Restrooms
    - f) All sinks
    - g) Water heater locations
    - h) Equipment schedule (with equipment specifications sheets)

- i) Ventilation system / hood system (not required for prepack food only)
  - j) Finish schedule for all areas of the facility (floor, base cove, walls, ceiling)
- 2. A site plan of the commissary property indicating the support systems located outside of the food facility/building. See Figure 2. The site plan provides an overhead view or layout of what is on the commissary property. It includes the locations for support systems such as:
  - a) Trash and food waste containers
  - b) Grease waste collection receptacles (not required for prepack food only)
  - c) MFF cleaning and servicing area (wash down area)
  - d) Liquid waste disposal
  - e) Potable water faucet to fill fresh water tanks
  - f) Hot and cold water faucets for washing the MFF
  - g) Ice house
  - h) MFF parking spaces
  - i) Electrical power outlets
- 3. Plot Plan of the proposed MFF cleaning and servicing area. See Figures 3 and 4. These drawings include detailed specifications of the:
  - a) Sloped and beamed MFF wash area
  - b) Liquid waste disposal system
  - c) Grease trap or interceptor / clarifier as required
  - d) Hot and cold water spigots for MFF cleaning
  - e) Potable water supply line for filling fresh water tanks
  - f) Backflow prevention devices
  - g) Overhead protection
  - h) Rain diversion device as needed
  - i) Finishes of the ground
- C. The plans shall be easy to read and drawn to scale (1/4 inch = 1 foot).
- D. Submit the appropriate plan check review fees (depending on jurisdictions).
- E. Submit plans indicating requirements listed in the following sections. See Appendix A and B, Unpackaged and Prepackaged MFF Commissary Plan Check Submittal Checklist to assist with a complete plan submission.

## V. PLAN SUBMISSION REQUIREMENTS FOR A PREPACKAGED COMMISSARY

- A. Three sets of construction plans shall be submitted for all new or remodeled commissaries. The plan submission includes detailed drawings of three distinct areas of the commissary as applicable for the type of MFF it will service: the food facility (warehouse or food preparation building), a site plan (top view of the property) and a plot plan (which details of the MFF cleaning and servicing area). A general overview of each area would include:
1. Schematics of the food facility (interior of the building). See Figure 1.
    - a) Warehouse
    - b) Food storage
    - c) Restrooms
    - d) All sinks
    - e) Water heater locations
    - f) Equipment schedule (with equipment specifications sheets)
    - g) Finish schedule for all areas of the facility (floor, base cove, walls, ceiling)
  2. A site plan of the commissary property indicating the support systems located outside of the food facility/building (Figures 2 and 3). The site plan provides an overhead view or layout of what is on the commissary property. It includes the locations for support systems such as:
    - a) Trash and food waste containers
    - b) MFF cleaning and servicing area (wash down area)
    - c) Liquid waste disposal
    - d) Potable water faucet to fill fresh water tanks
    - e) Hot and cold water faucets for washing the MFF
    - f) Ice house
    - g) MFF parking spaces
    - h) Electrical power outlets
  3. Plot Plan of the proposed MFF cleaning and servicing area (Figures 4 and 5). These drawings include detailed specifications of the:
    - a) Sloped and beamed MFF wash area
    - b) Liquid waste disposal system
    - c) Grease trap or interceptor / clarifier as required
    - d) Hot and cold water spigots for MFF cleaning
    - e) Potable water supply line for filling fresh water tanks
    - f) Backflow prevention devices

- g) Overhead protection
  - h) Rain diversion device as needed
  - i) Finishes of the ground
- B. The plans shall be easy to read and drawn to scale (1/4 inch = 1 foot).
  - C. Submit the appropriate plan check review fees (depending on jurisdictions).
  - D. Submit plans indicating requirements listed in the following sections. See Appendix A and B, Unpackaged and Prepackaged MFF Commissary Plan Check Submittal Checklist to assist with a complete plan submission.

## **VI. CONSTRUCTION REQUIREMENTS**

- A. Site Requirements
  - 1. The proposed commissary shall provide adequate parking spaces/storage areas for all the MFFs.
  - 2. The parking spaces/storage areas shall have adequate electrical outlets for those MFFs needing electrical power.
  - 3. The parking spaces/storage spaces shall not encroach on the required building parking spaces and the required fire department access lanes.
  - 4. The MFF parking spaces/storage areas shall be separate from the designated common trash dumpsters, grease receptacles, and wash down area so as not to create a public health hazard or nuisance. (CRFC Section 114245)
  - 5. The proposed commissary site shall meet all the required local planning and zoning requirements.
  - 6. The site or facility shall be constructed in a manner that adequately contains all incidental and accidental liquid spills within the property. Spills shall not be allowed to flow onto the public streets or storm drains.
  - 7. Parking spaces should be identified with the number of MFFs allowed to park at the commissary.
  - 8. The parking area should be secured and approved by the local authorities.
  - 9. If propane is provided at the commissary then the appropriate approvals by the local oversight agencies is required.
- B. Water Supply
  - 1. The proposed commissary shall have an approved water source or water supplier that meets the requirements of the California Safe Drinking Water Act and Section 113869 of the California Retail Food Code.
  - 2. The potable water supply shall be free from any cross connections in the facility. When possible, the plans shall be reviewed by a cross connections specialist.
  - 3. All potable water faucets shall be provided with a minimum atmospheric vacuum breaker or other approved backflow prevention assembly.

4. Potable water faucets used to refill MFF water storage tanks shall be located at the height of the MFF water inlet AND at least 12 inches above the ground.
5. Only food grade water hoses with matching connection devices (such as a quick connect attachment) for each MFF / MSU using water supply shall be used for filling of water tanks. The water supply system (including the hose inlet) is to be designed and constructed using materials that allow water to be introduced without contamination. For example the hose inlet should be elevated off of the ground to prevent contamination. (CRFC Section 114211, 114215)
6. Adequate pressurized hot water (minimum 120 degrees Fahrenheit) and cold water must be provided for utensil washing, food preparation, mop sink, in the restrooms, and for the cleaning of MFFs. (CRFC Section 114326(d)). To avoid closure due to lack of hot water, it is recommended that a separate water supply (i.e. water heater, boiler) dedicated for MFF cleaning is provided at the washing area. Pressurized potable water is required for filling the water supply for MFFs with tanks. (CRFC Section 114326(c)).
7. Note: See the CCDEH document for guidance on the proper sizing of hot water heaters.

C. MFF Cleaning and Servicing Areas

1. The proposed commissary shall provide an approved means for wastewater tank disposal. MFF wastewater tank disposal shall be either by surface flow over a sloped area into a floor drain (i.e. wash down area), or by means of a wastewater piping system.
2. If the disposal of wastewater is by surface flow it must be followed by approved cleaning methods.
3. The commissary wash down area shall be adequately sloped (and bermed as needed) to prevent pooling of liquids and to facilitate the removal of liquid waste to an approved waste water drainage system.
4. MFF cleaning and servicing areas shall be provided with overhead protection unless used only for loading of water or the discharge of sewage and other liquid waste through the use of a closed system of hoses.
5. Cleaning and servicing areas must be provided with sloped floors and floor drains that prevents the pooling of liquids, contains all liquid waste water and drains completely to the floor drain.
6. The ground/floors in the cleaning and servicing areas must be smooth, easily cleanable, durable and non-absorbent.

D. Waste Storage Areas

1. Adequate trash containers must be provided commensurate with the number of potential MFF parking spaces or storage areas.
2. Trash receptacles shall be provided with tight fitting lids.
3. Trash container storage areas must be located separate from any MFF storage space.
4. Trash containers shall be leak proof.
5. Used cooking oil containers shall be located separate from any MFF storage space and can be in the same areas as the trash containers. The spent cooking oil container shall be covered at all times and

located in the MFF wash down area so as to capture spills and drain to an approved waste water disposal system with a grease trap or interceptor/clarifier as required by the local oversight authority.

E. Food Storage

1. The proposed MFF commissary must have adequate storage capacity for food, utensils and other supplies. (Cal Code Section 114326e).
2. All food items shall be stored within the fully enclosed commissary.
3. Shelves must be at least 6 inches above the floor.
4. When pallets are used in lieu of storage shelves, the food storage room walls should be provided with either an approved concrete curb or with an approved metal angle or other methods that protect the walls from incidental impacts for the movement of pallets.
5. The floors and walls in the prepackaged/dry food storage room shall be smooth, cleanable and meet all applicable requirements.
6. When the wet storage of food items are proposed (ice melt from produce and meat packing), adequate floor slopes and drains and proper flooring with coving shall be provided.
7. Refrigeration units shall be certified or classified for sanitation by an American National Standards Institute (ANSI) accredited certification program.

F. Ice

1. Requirements for Ice Houses producing ice that it is used for chilling of prepackaged food and beverages (not for consumption) are reviewed and approved by the local building department (city, county). Provide signage on the ice house indicating this ice is “Not for Human Consumption”.
2. Ice makers producing consumable ice must be certified or classified for sanitation by an ANSI accredited certification program and located inside the food facility.

G. Food Preparation and Warewashing Areas

Commissaries that service MFFs with multiuse utensils (e.g. pots, pans) shall be equipped with appropriately sized warewashing sinks (able to fit the largest utensil – pots and pans). Commissaries with warewashing or food preparation areas shall meet the requirements for a permanent food facility. See the CCDEH Plan Check Guidelines.

H. Sanitary Facilities

1. Adequate restrooms shall be provided for MFF operators and be accessible during all hours of operation.
2. The restrooms shall have approved floor, wall, ceiling and base coving.
3. The restroom hand wash sink shall be provided with adequate warm (minimum 100 degrees Fahrenheit) and cold running water.
4. Doors to the restrooms shall be provided with self-closing devices.

5. The restroom doors shall not open directly into any food preparation rooms.
6. The sanitary wastes from restroom facilities shall be disposed of in a manner approved of by the local building authority. The restrooms shall have approved ventilation.

I. Wastewater and Storm Water Systems

1. The wastewater and storm water systems requirements are under the oversight of the local municipality. This information is provided to help commissary operators understand what is typically required.
2. The commissary wastewaters must discharge into the local public sewer or into an approved onsite wastewater treatment system (OWTS).
3. When required by the local plumbing department or by the local sanitation district, the commissary shall install an approved grease trap or interceptor / clarifier. If the grease trap is located indoors, it should be located away from open food, warewashing, and utensil washing areas.
4. The proposed commissary shall comply with the local plumbing codes relative to sizing and installation of a required grease trap or interceptor / clarifier.
5. The grease interceptor shall be located outside of the food preparation areas.
6. When required by the local building department or by the local sanitation district, the commissary shall install a rain diversion system to ensure that storm water flows do not inundate the public sewer or the OWTS. When required, the commissary shall assure that rain diversion devices are reset after a rain event so that industrial waste does not flow into the storm drain.
7. Sanitary wastes shall not discharge into the grease interceptor / clarifier.
8. Industrial waste shall not drain directly into the LID structures or devices
9. Blackwater or domestic sewage dump stations if provided, shall be located as far as possible away from any food storage areas.
10. An approved backflow prevention device shall be installed on the hose station near the black water dump station.
11. Commissaries who generate large amounts of industrial waste may be required to obtain an industrial waste discharge permit from the local sanitation district or agency.

## VII. FIGURES

A. Figure 1– Commissary Warehouse

Food Truck Commissary – Equipment Schedule			
Item	Cert.	Model	Product Info
Utensil sink	NSF	18"x18"x11" / 1SA-3C-D1 / 3	Compartment/Dual drainboards
Hand sink	NSF	John Boos/ PBHS-0909-P-SS ID/	
Prep Sink	NSF	John-Boos-EPT6R53060GSKL-Work-Table-Prep-Sink-	
Prep Table	NSF	John Boos/ST-2430GSK/Stainless Steel Prep Table	
Mop Sink	NSF	John Boos/1PB618/ Stainless Steel/Free Standing	
Stove	E/IL	Sierra Range/SR-4-24 / 4 Burner Range with oven	
Type I Hood	ETL	CaptiveAire Model DD-2, Los Proximity Hood Type I	
Ref. / Freezer	E/IL	Everest ESWRF2/Ref. Freezer Combo	
Dishwasher	UL	Jet-Tech-F-18DP-High-Temp-Undercounter-Dishwashe	
Air Curtain	na	Mars STD236-1UA-OB	
Shelving Units	NSF	Shelving-Kit-includes-4-18-x-36-shelves-4-74-split-posts	
Sandwich/ Prep table	E.TL	Supera SSPT2R-1	
Water Heater	na	Rheem/ 130000BTU/GHE80ES-130(A)/Gas	

Food Truck Commissary – Finish Schedule			
Room	Wall	Ceiling	Floor
Prep area	Drywall/Semi-gloss Light color	Drywall/Semi-gloss Light color	Sealed Smooth Concrete
Storage room	Drywall/Semi-gloss Light color	Drywall/Semi-gloss Light color	Sealed Smooth Concrete
Utility Room	Drywall/Semi-gloss Light color	Drywall/Semi-gloss Light color	Sealed Smooth Concrete
Restroom	Drywall/Semi-gloss Light color	Drywall/Semi-gloss Light color	Sealed Smooth Concrete
Ice Maker Room	FRP	Drywall/Semi-gloss Light color	Sealed Smooth Concrete

NOTES:

1. Prior to construction of the kitchen plans shall be submitted and approved by the local Environmental Health Plan Check Section
2. All doors to the kitchen area shall be equipped with self closing devices
3. Floor, wall and ceiling finishes shall be finished with semi-gloss light colored paint
4. All additional food related equipment shall be ANSI approved units and approved by Los Angeles County Environmental Health
5. All food preparation workers shall be certified food handlers

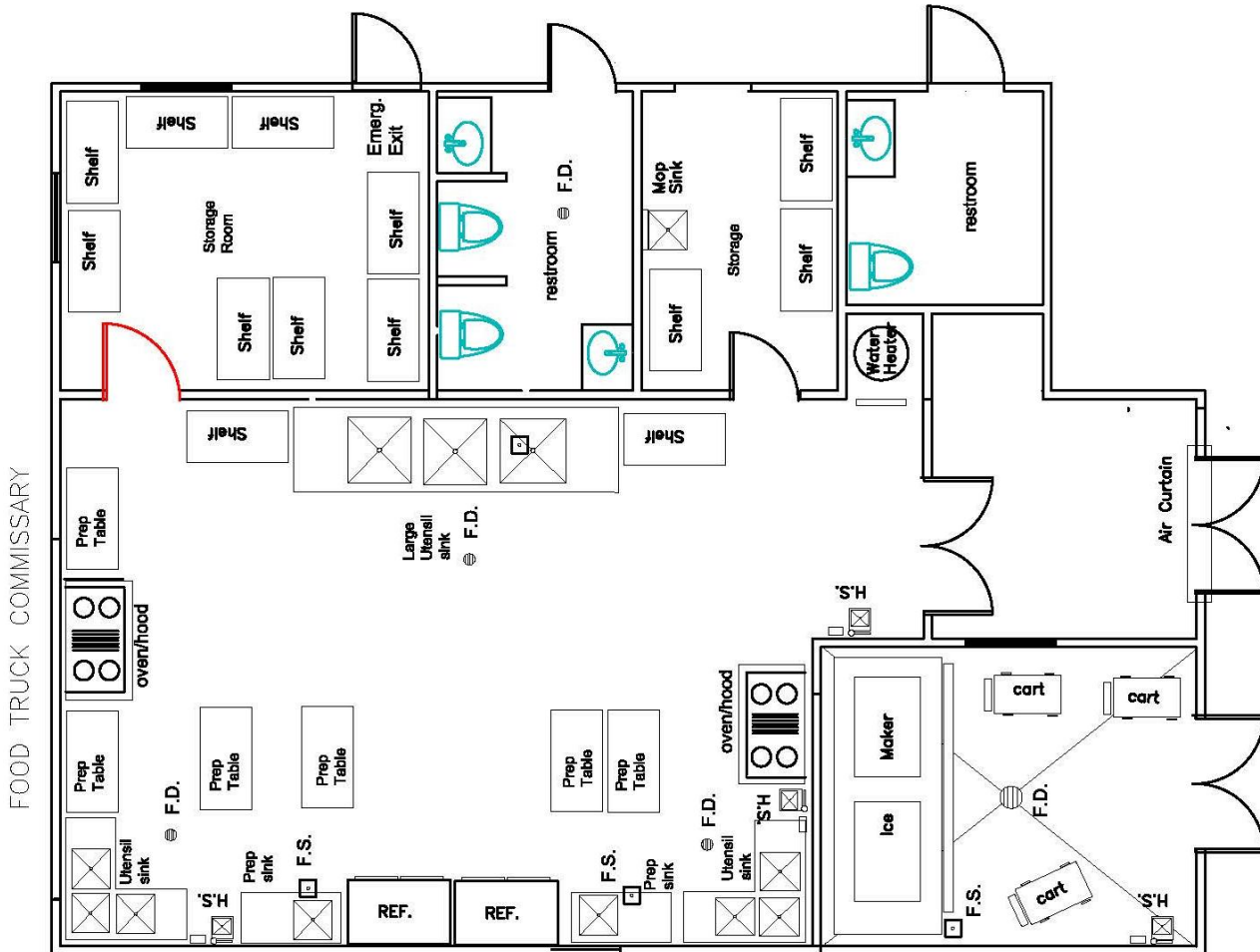


Figure 1

B. Figure 2 – Commissary Site Plan – Trucks

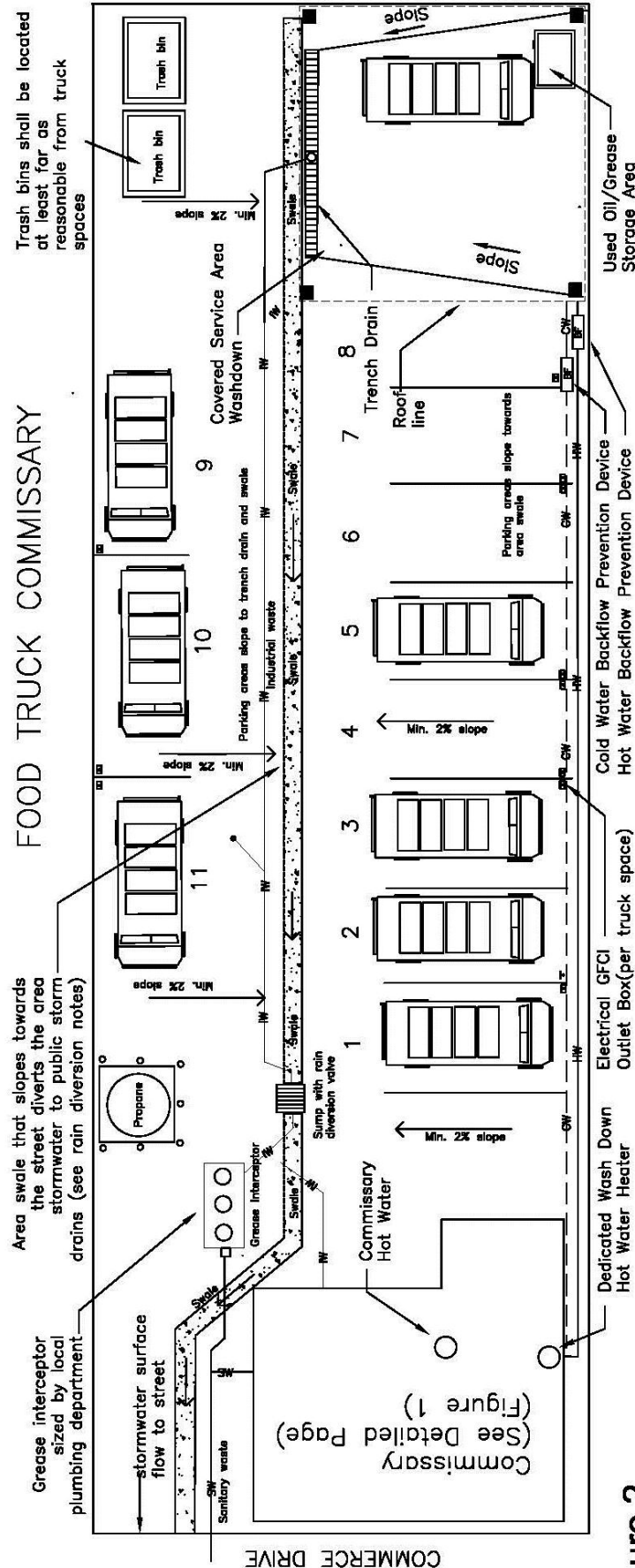


Figure 2

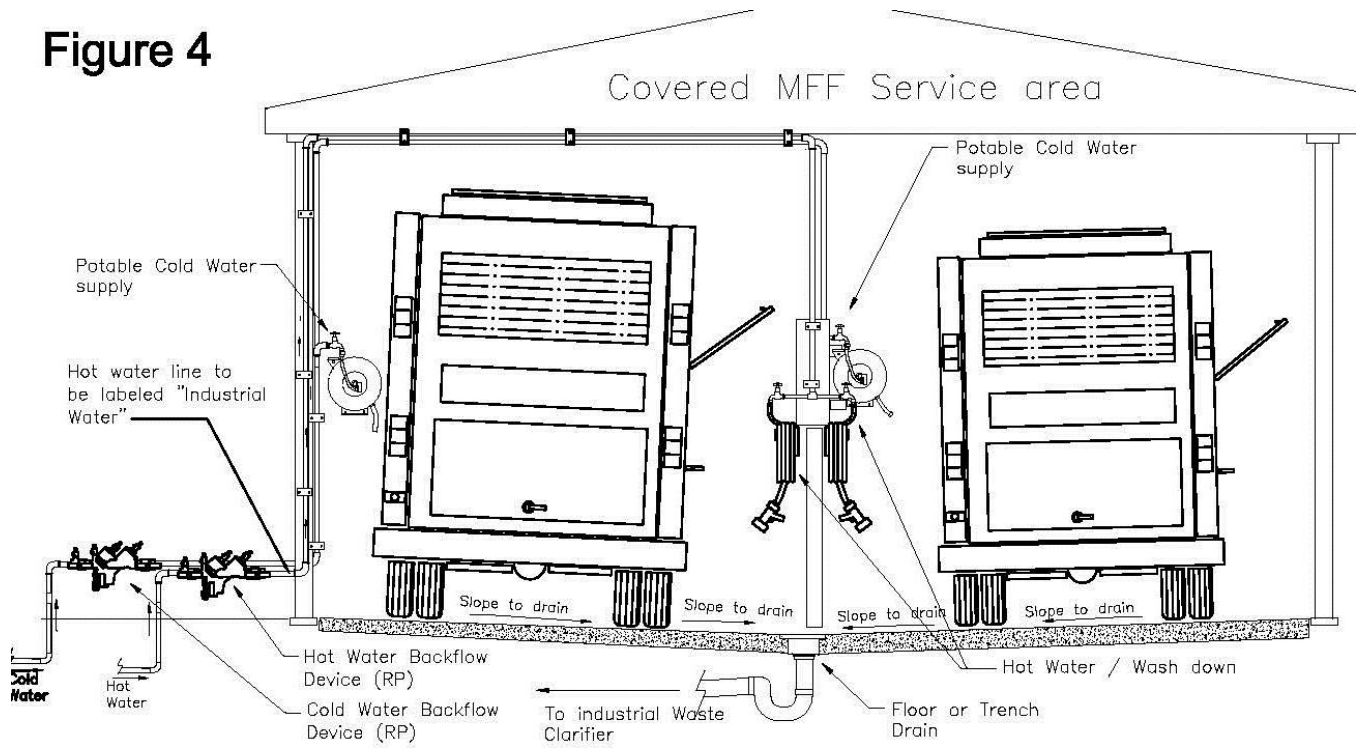
C. Figure 3 – Commissary Site Plan - Carts

Mobile Food Facility Commissary- Carts



D. Figure 4 – Commissary Cleaning Areas - Trucks

Figure 4



E. Figure 5 – Commissary Cleaning Area - Carts

