



Springfield Department of Health & Human Services: Environmental Health Division

311 State Street, Springfield, MA 01105

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Pre-Operational Inspection Checklist: Mobile Trucks & Carts

Sinks/Warewashing

- Handwash sinks provided & conveniently located
- “Employees must wash hands” sign provided at all handwash sinks
- Liquid soap, paper towels, and a trash barrel provided at all handwash sinks
- Water temperature at handwash sink at least 100 degrees Fahrenheit
- 3-bay sink provided with bays large enough to submerge the largest equipment and utensils
- Drainboards, utensil racks, or tables large enough to accommodate all soiled and cleaned items that may accumulate during hours of operation
- Size of water supply tank: _____
- Size of water retention tank: _____ (required to be 15% larger than water tank)
- Sanitizer provided (chlorine-bleach or quaternary ammonium compounds)
- Sanitizer testing strips available
- Location where waste water will be exposed: _____

Physical Facility

- Indoor floor, wall, and ceiling surfaces are:
 - Smooth, durable, and easily cleanable
 - Non-absorbent for areas subject to moisture (food prep areas, warewashing areas, and areas subject to flushing or spray-cleaning methods)
 - In good repair (i.e. no cracks, peeling up floor tiles, stained ceiling tiles, missing floor tiles, etc.)

- Light bulbs shielded, coated, or otherwise shatter resistant
- Thermometers in all refrigerators and freezers
- Dry storage areas are clean, dry, protected from splash, dust, or other contamination
- Food is stored at least 6” above the floor
- Poisonous/toxic materials are labeled and stored so they cannot contaminate food, equipment, utensils, and linens

General

- Probe thermometer available
- Gloves available
- Unit is clean to sight and touch and free of grease, dust, and/or dirt build up
- Refrigerators able to maintain foods below 41 degrees F
- Freezers able to maintain foods at or below 0 degrees F
- Equipment available for hot holding, if applicable
- Unit is identified with business name and phone number on exterior sides
- Unit is constructed and arranged so food, beverage, and utensils are not exposed to insects, dust, or other contaminants

Required Certificates/Posters/Documents

- Food Protection Manager and Allergen Awareness certificates posted in a conspicuous place for the public
- A clear and conspicuous notice on the printed menu or menu board stating: “Before placing your order, please inform your server if a person in your party has a food allergy”
- If applicable, a clear and conspicuous notice on the printed menu and/or menu board stating: “Consuming raw or undercooked meats, poultry, seafood, shellfish, or eggs may increase your risk of foodborne illness.”
- Signed copies of Employee Health Care Policy for every active food employee.
- Springfield Fire Department Permit Number & Expiration Date (if applicable- propane & fire suppression systems): _____
- MA Hawker & Peddler’s License Number & Expiration Date (**and** placard from Springfield Police Department for ice cream vendors only): _____