

# MOBILE UNIT PLAYBOOK

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Operating in the City of Milwaukee

Update Jan2023

# Goals of this information session:

- Provide information to current and potential mobile unit owners in the process of opening and operating a mobile foodservice business
- Provide you with information and skills to ensure a safe and healthy environment for you and your customers
- Review structural requirements for a mobile food unit that is code compliant
- Overview of proper licensing and inspections

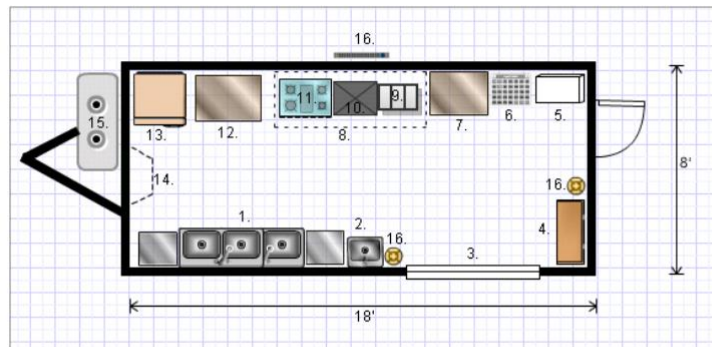
# Opening a New Mobile Unit

- Operational Plan
- Shared Kitchen Agreement
- Menu
- Itinerary
- Questions about your new unit or operation? Contact [MKEHealthMobileFood@Milwaukee.gov](mailto:MKEHealthMobileFood@Milwaukee.gov)



# Floor Plan Example

Mobile Unit Floor Plan Example

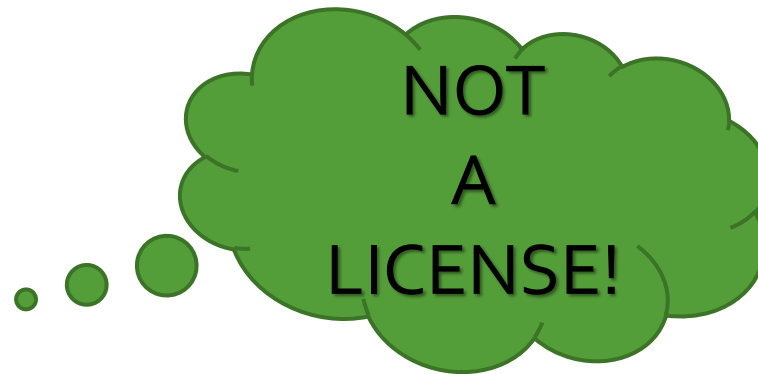


- |                               |                                       |
|-------------------------------|---------------------------------------|
| 1. 3 Comp Sink                | 10. Griddle                           |
| 2. Hand Sink                  | 11. Range                             |
| 3. Service Counter            | 12. Stainless steel work table        |
| 4. Drink station              | 13. Reach-in fridge                   |
| 5. Microwave/ toaster         | 14. Fresh & waste water holding tanks |
| 6. Prep table                 | 15. Propane tank or generator         |
| 7. Stainless steel work table | 16. Exhaust vent                      |
| 8. Hood System                |                                       |
| 9. Fryer                      |                                       |

(Business Name)  
Total Square Feet = 144  
Fresh water tank = 50 gals  
Waste water tank = 100 gals  
Scale 1/4" = 1'

# Truck Identification

- Make sure Name and Phone Number are on at least 2 sides
- Letters and numbers cannot be less than 3 inches high
- If Unique ID# has been covered up, a new one will be issued



# Clean Water Tanks

Must be made of material that is...

- Durable
- Safe
- Non-absorbent
- Corrosion resistant
- Smooth & easily cleanable

# Water Tanks

## Push Carts (Hot Dog Carts)

- If you are designing or buying a vehicle or cart, make sure your water tank meet these requirements:

Pushcarts must have at least a **5** gallon water tank.



**10 gallons** for handwashing required if...

A unit is bigger than a push cart & moved or towed by mechanical means

A unit reheats or serves beverages or food



**WATER TANKS**



# Water Tanks

## Food Truck / Trailer

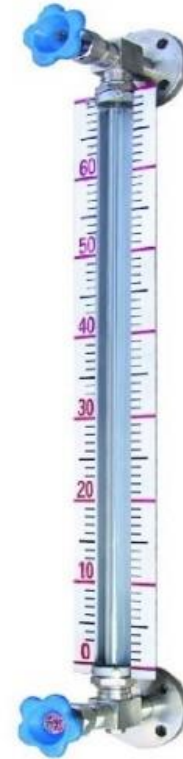
- If you have significant food prep or plan to do ANY warewashing on a vehicle the vehicle must have at least a **40** gallon water tank



# Water Tanks



Example of a "clear" water tank where water is visible



Sight gauge with numbering

# Water Tanks

Visible water line of white, translucent plastic/poly tank



Operator has cut a 'window' into the stainless steel casing to expose the water tank

Hood Filters

THIS IS ACCEPTABLE!

# Water inlets must have a Protective Cover or Cap:



Water Inlet

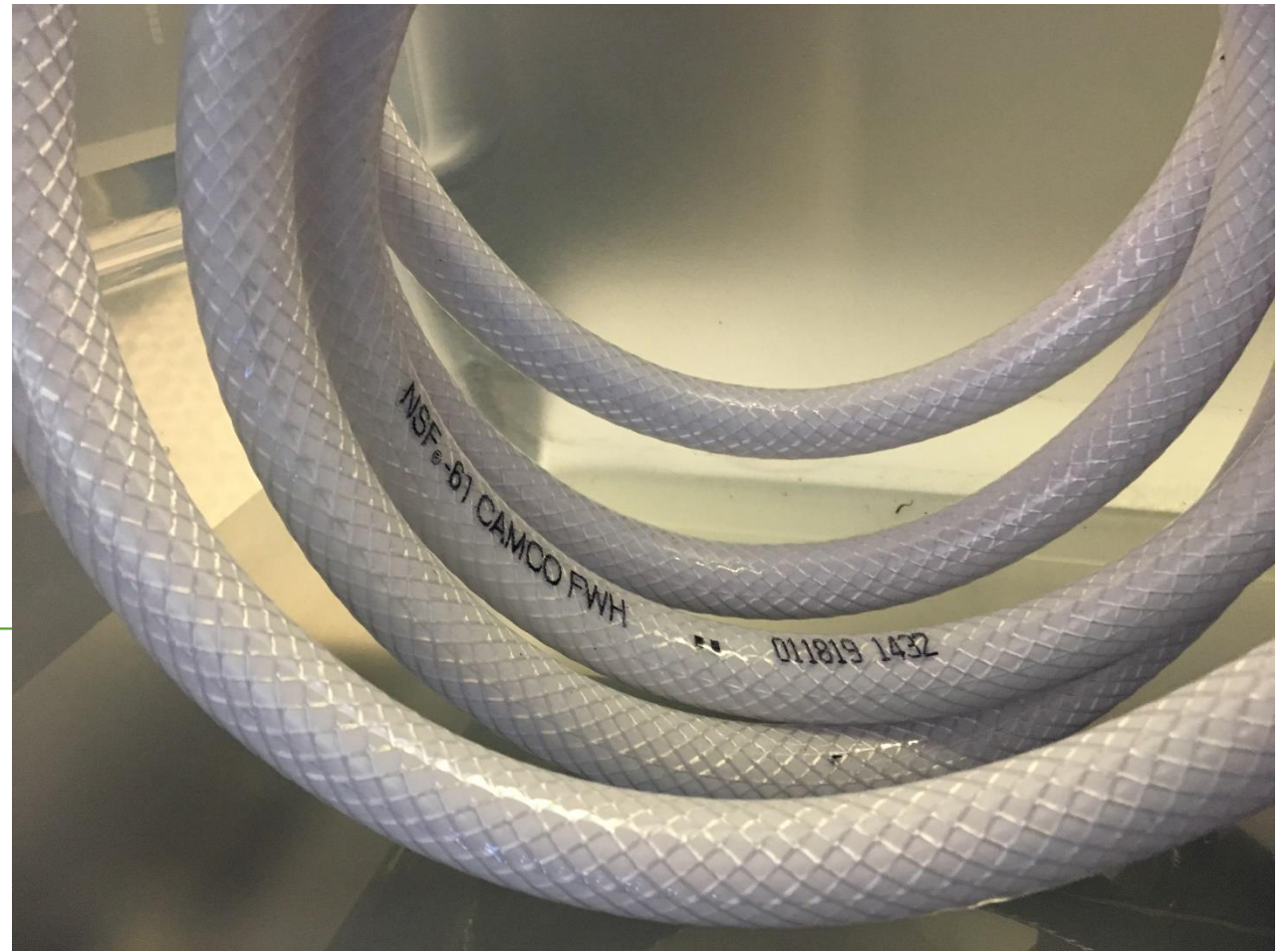
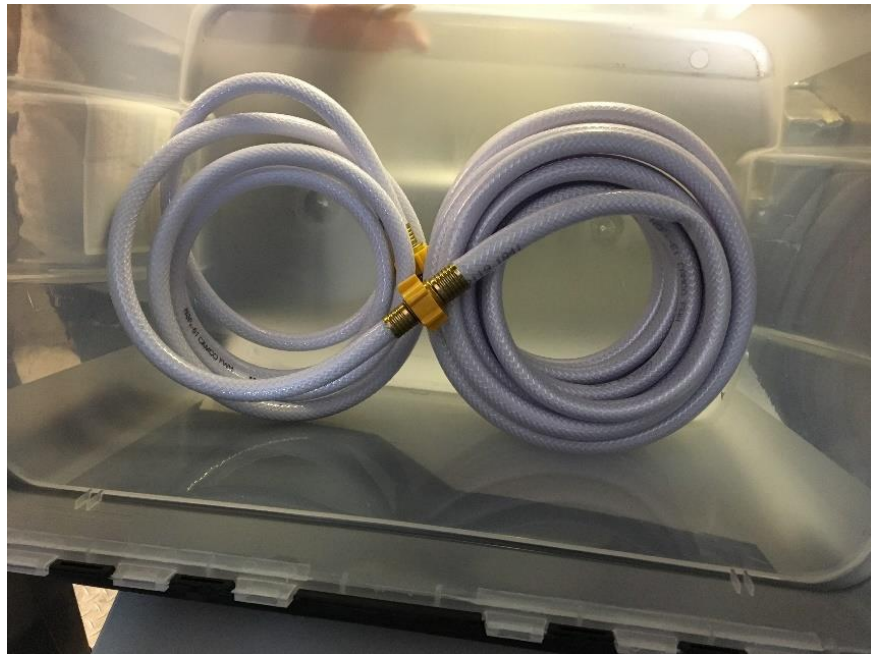


Clean water hoses must be suitable for food/drink & kept in a clean, covered & marked container:



Fresh  
Water  
Hose ONLY

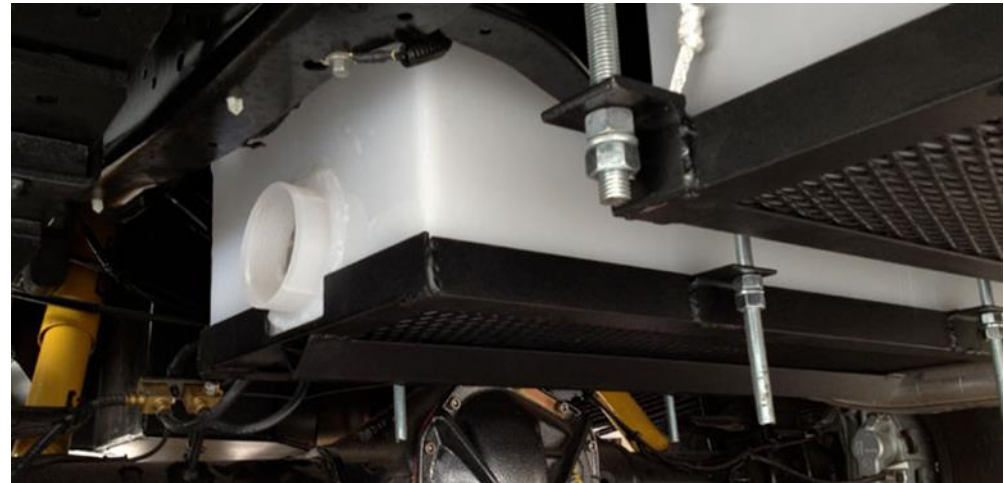
**MUST BE PRINTED FOOD GRADE, NSF 51 or NSF 61 ON THE HOSE**



**MUST BE PRINTED FOOD GRADE, NSF 51 or NSF 61 ON THE HOSE**

# Waste Water Tanks

- Your **wastewater tank** must be sized 15% larger than your supply tank to store dirty water. *(ex. 11.5 gallons waste water tank for a 10 gallon water tank and 46 gallons waste water tank for a 40 gallon water tank)*
- Waste water tanks must be constructed of 14 gauge metal or durable smooth surfaces. The waste water tank must be equipped with a discharge connection with a tight closing valve that is a minimum of 1 ½ for gravity draining or by pump



# Waste Water Tanks

- **DO NOT DUMP** your waste water or grease into the street or down the sewer!!!
- If you have a hose for the disposal of liquid waste, it must be stored in a separate container/ cabinet labeled **“for waste water hose only”**





# Maintain the Premise

- Provide a garbage can for customers
- Empty it as needed to avoid overflow & prevent attracting pests
- Dispose of the trash properly
  - At your service base or other disposal site that is approved
  - Never illegally dumping or in public trash cans
- Take a few minutes after you're done operating to pick up trash in the immediate area of your parked unit
- Maintaining a clean premise is a mobile requirement!



**Ideal sink set up: separate handwash & 3 compartment warewash w/ splash guards between as needed**

# Handwash Sink

- Handwashing sink must be accessible & stocked at all times
- Must be separate from warewash sinks
- Must supply steady stream of hot water
- Do not store anything in the sink basin



# Warewashing Sinks



- Minimum 3 compartments for wash, rinse, sanitize

- Prewash no longer allowed to be used for handwashing

- Drainboards for air drying dishes

# Have 4 compartments? (no separate handwash)



- All of your dirty dishes must be cleaned at your service base
- All 4 compartments become handwashing sinks
- You must have extra clean utensils to last entire shift

# Vehicle Surfaces

- Mobile units must meet Wisconsin Food Code standards for floor and wall finishes and lighting
- All lighting needs to be shielded, coated or shatter-proof
- Light intensity needs to be 50 foot candles or 540 lux
- Floors- Diamond Plate, Sheet metal and commercial grade linoleum
- Walls- light colored smooth durable and easily cleanable
- Ceilings- light colored smooth durable and easily cleanable
- All surfaces must be smooth, easily cleanable, and water resistant. Exposed wood is not allowed!

# Is a hood system required on your unit?

*Department of Safety and Professional Services regulates hood systems*

- Generally, **YES** → if you're cooking; creating heat, steam, or grease
- An adequate ventilation system is required so that grease and condensation do not collect on mobile unit surfaces & cause food contamination by dripping
- Use exhaust fans & hood systems to prevent the accumulation of smoke, heat, grease, & steam inside the mobile unit

City of Milwaukee Ordinance 68-37-7 requires all mobiles that use fuels such as gas, electric, & fire to have a fire extinguisher maintained on the mobile units.



K-rated fire extinguisher for those with grease of any depth (fryers/woks)



ABC fire extinguisher for all other types of mobiles that use fuels



# Certified Food Protection Manager requirements

- **Required** for those who make or sell potentially hazardous foods
- For new operators, you have **90 days** to obtain this certification, if you do not have it within the 90 days your unit will be closed until one is obtained
- You must carry a copy of the CFPM on your units at all times
- The **CFPM must train employees** on all food safety concepts necessary to carry out their jobs
- The CFPM for your business should be a **manager who is in charge of most of the food preparation**



STATE OF WISCONSIN  
DEPARTMENT OF HEALTH SERVICES  
Division of Public Health

License, Permit or Registration

The person, firm or corporation whose name appears on this certificate has complied with the provisions of the Wisconsin statutes and is hereby authorized to engage in the activity as indicated below.

ACTIVITY Certified Food Manager	EXPIRATION DATE 2020	ID # [REDACTED]
NOT TRANSFERABLE		
LICENSEE NAME AND MAILING ADDRESS [REDACTED] MILWAUKEE WI [REDACTED]		

THIS CERTIFICATE HOLDER HAS DEMONSTRATED COMPETENCY BY PASSING A  
NATIONALLY ACCREDITED FOOD PROTECTION EXAMINATION

# Mobile Service Bases

**... Is an enclosed building of sufficient size to accommodate mobile units for servicing, cleaning, inspection, & maintenance**

- You are required to have one & it must be licensed (ie. Mobile Service Base license)
- This is in addition to your mobile unit license
- Operations such as prepackaged ice cream only may not need a service base, but likely to still need approved water source / dump

# Mobile Service Bases

It must have:

- **Approved water supply**
- A **mop sink** or waste drain for the disposal of wastewater
- Ability to accommodate **time and space** for the number of mobiles they serve
- Check with MHD if base is appropriate prior to signing agreements
- A **handwash sink**
- **Food preparation** facilities **UNLESS** your vehicle is equipped with Health Department approved facilities
- A **sink with a threaded tap** where the vehicle water tank can be filled with potable water
- **Dry storage** for food & supplies
- **Cold holding** space
- **Utensil washing** facilities (three compartment stainless steel sink with drain boards)

# Mobile Service Bases

**TIP! Base location should be conveniently located – you're required to return to it every 24 hours!**

- If you are required to have one, you must **USE** it as intended!!!
- Your service base must keep a record or log to sign in
- You must sign into the log every time you go to the base
- If your service base is closed due to imminent health hazard, you are closed too!
- If you lose access to your service base, you must stop operating until you obtain a new one
- A current copy of your itinerary must be posted at the base

Logs must be kept  
at the base & never  
pre-filled

Example log – or simply a notebook is okay,  
as long as it contains all the info

**RECORD LOG FOR MOBILE UNITS** (Registro para unidades móviles)

RECORD LOG FOR: \_\_\_\_\_  
(Registro de entrada y salida para)

YEAR (Año): \_\_\_\_\_ MONTH (Mes): \_\_\_\_\_

DAY Día	MORNING (Mañana)			AFTERNOON (tarde)		
	NAME Nombre	TIME IN Hora Entrada	TIME OUT Hora Salida	NAME Nombre	TIME IN Hora Entrada	TIME OUT Hora Salida
1						
2						
3						
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Please remember to: 1. Post a new log each month  
2. Keep log records for at least two years.

Por favor recuerde: 1. Publique un nuevo registro cada mes.  
2. Mantenga los registros durante al menos dos años.

# Route Itinerary

- Purpose is to help find you out in the field if necessary
- You must update your itinerary if it changes
- Your itinerary must be posted at your mobile service base

FOOD PEDDLER ITINERARY				
Business Name:				
List all Vending Location Addresses	Check the Location Type	Circle the Days of the Week at this Location	Start Time (include am/pm)	End Time (include am/pm)
	<input type="checkbox"/> Public Way <input type="checkbox"/> Event	<input type="checkbox"/> Private Property <input type="checkbox"/> Seasonal Market	Sun Mon Tue Wed Thu Fri Sat	
	<input type="checkbox"/> Public Way <input type="checkbox"/> Event	<input type="checkbox"/> Private Property <input type="checkbox"/> Seasonal Market	Sun Mon Tue Wed Thu Fri Sat	
	<input type="checkbox"/> Public Way <input type="checkbox"/> Event	<input type="checkbox"/> Private Property <input type="checkbox"/> Seasonal Market	Sun Mon Tue Wed Thu Fri Sat	
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	<input type="checkbox"/> Public Way <input type="checkbox"/> Event	<input type="checkbox"/> Private Property <input type="checkbox"/> Seasonal Market	Sun Mon Tue Wed Thu Fri Sat	
<b>SIGNATURE(S)</b>				
I understand that any changes I wish to make must be reported to the City Clerk (License Division) on an updated Itinerary form before any changes can be implemented. I will keep a copy of my current Itinerary on my mobile until and at my service base all times.				
I understand that failure to maintain a current itinerary with the City Clerk (License Division) may result in progressive enforcement action including citation and permit suspension and/or revocation.				
Sole Proprietor, Partner, or 20% or more Shareholder			Additional Partner	

# Equipment must be ANSI / NSF certified unless approved by the department!






## MUST BE ANSI / NSF

- Hoses
- Sinks
- Coolers / refrigerators
- Spits
- Steam tables
- Beverage dispensers

## PRE-APPROVED NON-ANSI / NSF

- Blenders
- Panini grill
- Coffee machines
- Microwave
- Slow cooker
- Waffle irons
- Rice cooker



Certifying Group	Mark
NSF International (NSF)	
Intertek Marked "ETL Sanitation."	
Underwriters Laboratory (UL) Marked "Classified UL EPH."	
Canadian Standards Association (CSA) Marked "CSA Sanitation to NSF/ANSI."	
Baking Industry Sanitation Standards Committee (BISSC) Marked "Certified BISSC."	

Is your equipment certified with one of these sanitation stamps?

→ it must be!

If someone made it at home, it's likely not certified

# Coolers

- Camping style coolers **CANNOT** be used for food
- Camping style coolers can only be used for canned or bottled beverages & they must be stored with the tops exposed (not submerged under ice or water)
- Blue Ice cannot be used with food items
- Coolers must be stored on the unit, not on the ground



# Approved Way to Store Beverages



# Unapproved Method to Store Beverages and Foods



# Unapproved way to store Ice



# Approved Ice Bin

**CAMBRO**

**Ice Caddies**

**Slant Top**

100 lb. (45,5 Kg.) Capacity

Models ICS100L, ICS100L4S

**Features & Benefits**



- Stands just 28 3/4" (73 cm) high. Fits perfectly under standard height prep tables, counter tops, beverage banquet tables and under the connecting bridge of the CamKiosk® System. Merchandises well with Cambars®.
  - Double-wall, high-density, polyethylene construction is impact resistant and will not dent, crack, bubble, chip or break. Cleans easily.
  - Thick polyurethane foam insulation keeps ice frozen for days! Reduces frequency of restocking, ensuring quick and convenient service.
  - Unique slant top lid slides up and back into the secured lid for easy access to ice.
  - Holds up to 100 lbs. (45,5 kg.) of ice.
  - Four sturdy thumbscrews secure top tightly during transport and when sliding top back.
  - Durable, nylon front latch secures lid in place during transportation and protects contents when ice caddy is not in use. Ensures excellent temperature holding performance. Will not rust.
  - NSF listed, no-drip, recessed, threaded faucet with standard hose hook up makes draining and cleaning quick and convenient.
  - Includes one unbreakable polycarbonate drain shelf for instant water drainage so that ice lasts longer.
  - Molded-in side grips are sturdy and will not break off. Provides controlled handling and maneuvering.
  - Lift grips on front and back offer comfortable lifting on or off transport vehicles.
  - Four 5" (12,7 cm) casters for smooth maneuvering poolside, across campus or over banquet floors. Front swivel casters have locking brakes.
- Model ICS100L** - 2 fixed, 2 swivel w/brake.  
**Model ICS100L4S** - 4 swivel, 2 w/brakes.
- No assembly required.
  - Available in 7 colors.



**Approvals**



© Cambro Manufacturing Company 5803 Skylab Road, Huntington Beach, CA 92647-2056, U.S.A.  
 Telephone 714 848 1555 Toll Free 800 854 7631 Customer Service Department 800 833 3003 Web www.cambro.com

**CAMBRO**

Item No. \_\_\_\_\_

Specifier Identification No. \_\_\_\_\_

Model No. \_\_\_\_\_

Quantity \_\_\_\_\_

- Must be provided with a connection to waste water tank



**NSF Listed**

This item meets the standards imposed by NSF International, which focuses on public safety, health, and the environment.



# Approved Ice Bin



## STANDARD SERIES UNDERBAR DROP-IN ICE BINS / MOBILE ICE BIN

MODEL: \_\_\_\_\_ PROJECT: \_\_\_\_\_ ITEM #: \_\_\_\_\_ QTY: \_\_\_\_\_

### PRODUCT IMAGES



D2712 & D278 SHOWN

AVAILABLE IN MEDIUM OR LARGE

### DROP-IN ICE BINS STANDARD FEATURES

- **Ice Bin Interior**  
20 gauge stainless steel
- **Cold Plate**  
Cast aluminum post mix cold plate with seven circuits. Each circuit is 1/2" OD stainless steel tubing. Two full with remainder to be half circuits. Bump and swedge fittings on ends. (optional 10 circuit available)
- **Sliding Cover**  
Two piece 20 gauge stainless steel
- **Plumbing**  
Cold Plate: 1/2" IPS drain connection  
No Cold Plate: 1" IPS drain connection

### PRODUCT IMAGES



MB-1830 SHOWN

### MOBILE ICE BIN STANDARD FEATURES

- **Ice Bin Interior**  
20 gauge stainless steel. 12" deep bin
- **Front Apron**  
20 gauge stainless steel
- **Sides**  
20 gauge stainless steel
- **Plumbing**  
1" IPS drain connection with shut-off
- **Optional Cover**  
MB-SC: Sliding cover for mobile ice bin



CERTIFICATIONS:

APPROVED BY:

Due to our commitment to continued product improvement, specifications are subject to change without notice.

Printed in the USA

**Krowne Metal Corporation**

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Rev. 04/2016

No. 3.2

# Unapproved Beverage Dispenser





# Approved beverage dispenser



## NSF Listed

This item meets the standards imposed by NSF International, which focuses on public safety, health, and the environment.



# Grills

- No bungee cords, no chains
- **Reminder: Hot dog carts cannot have any raw meat**



# Mobile means MOBILE

- All equipment (except garbage can) must be on/attached to the unit; **including the generator!**
- **No canopy tents allowed**
- **Tables, chairs and tents cannot be provided for customers. Mobile units are not permitted to use electrical cords or electrical connections**
- Do not block the sidewalk with your equipment or supplies



# Operating on the Street

- Know where you can and cannot sell
- Be considerate to neighbors
- Provide garbage containers for your customers
- Maintain the premise by picking up trash after operation
- **DO NOT DUMP** your liquid waste (or grease) into the street!!!!
- Basic parking/traffic laws apply to mobile units



## There are restrictions for parking --

- See [www.Milwaukee.gov/foodtrucks](http://www.Milwaukee.gov/foodtrucks) for the most up to date parking information
- As of May 31, 2023 new restricted zones have special operating rules & additional application process
- Mobiles licensed by other jurisdictions need an additional mobile seller's permit
- Follow all parking signs, time limits, & basic traffic laws; pay the meters
- No sales within **300** feet of a school entrance open to students
- No sales within **500** feet of most major performance venues (downtown) 2 hours prior to an event
- You may not block any entrances to other businesses or residences
- 2 hour parking limit in residential areas, with 6 hours between stops
- There is a minimum distance you must park away from restaurants

**Some streets completely prohibit** parking by food trucks in some sections

*-- See License Division website for maps & listed streets --*

*If you plan to park on these streets, double check that your proposed location is not violating the restrictions put into place by Common Council*

# Semi-Permanent Parking

i.e. Food truck parks, private property

- Mobiles are required to return to their licensed service base every 24 hours per the Wisconsin Food Code (WFC)

## **A second mobile service base license will be required if...**

- mobile units obtain clean water & dump dirty water at their operating location
- cannot easily remove the unit from operating location to comply with WFC

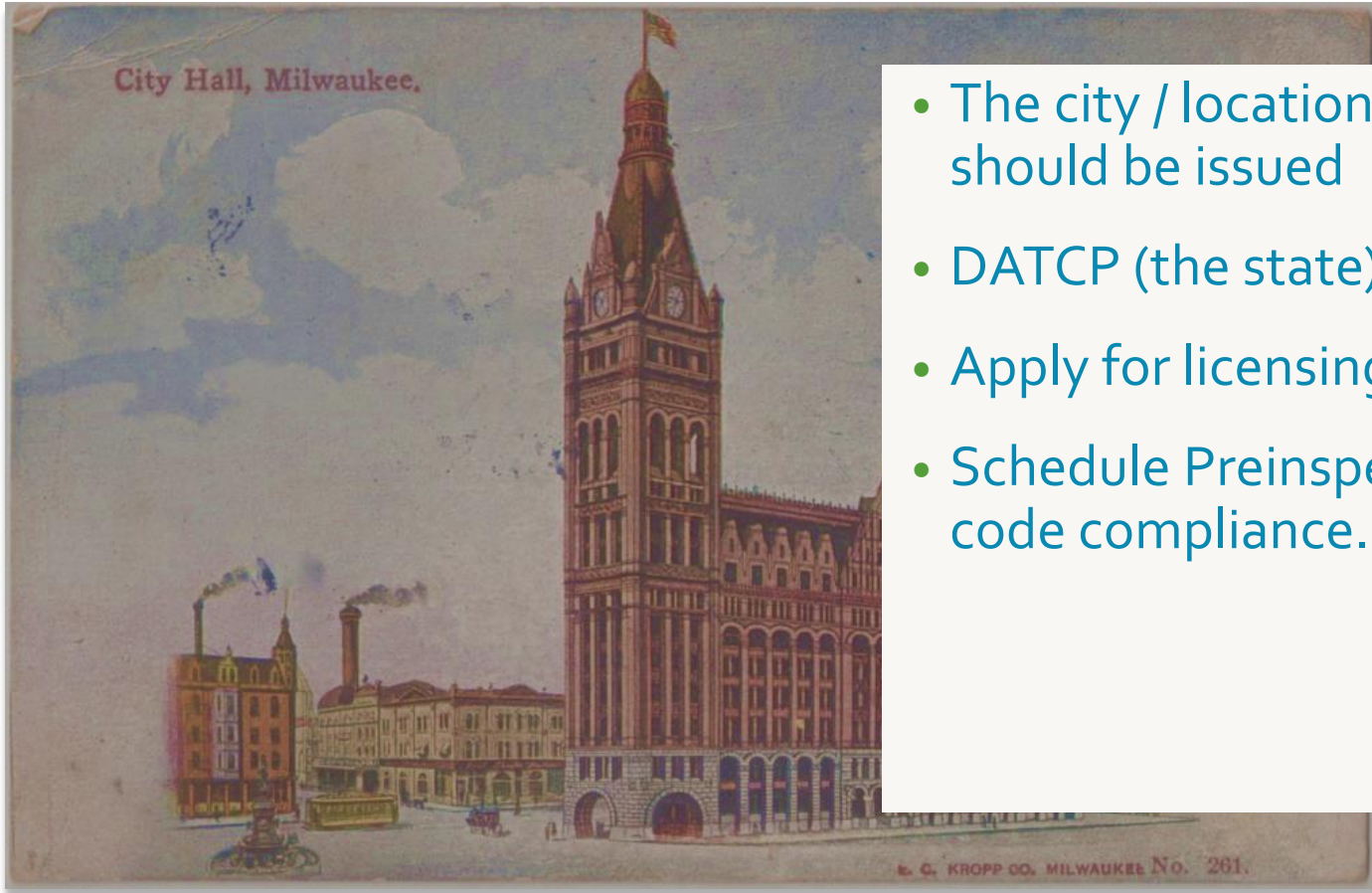
*The location must reasonably fit the definition of an acceptable mobile service base & the unit must remain movable (on wheels)*

# Before you hit the road:

- Have your current, valid mobile food license
- Have your Certified Food Protection Manager certificate
- Have a copy of your Service Base license
- Make sure you have adequate water. **You must have hot water!** No matter how cold or windy outside
- Check refrigerators, freezers and hot holding units
- Check your supply of soap and single-service towels
- Have your sanitizer solution for wiping cloths and have test strips
- Extra serving/cooking utensils are required if warewashing facilities on unit are not approved
- Adequate supply of disposable gloves



# Licensing & Inspections

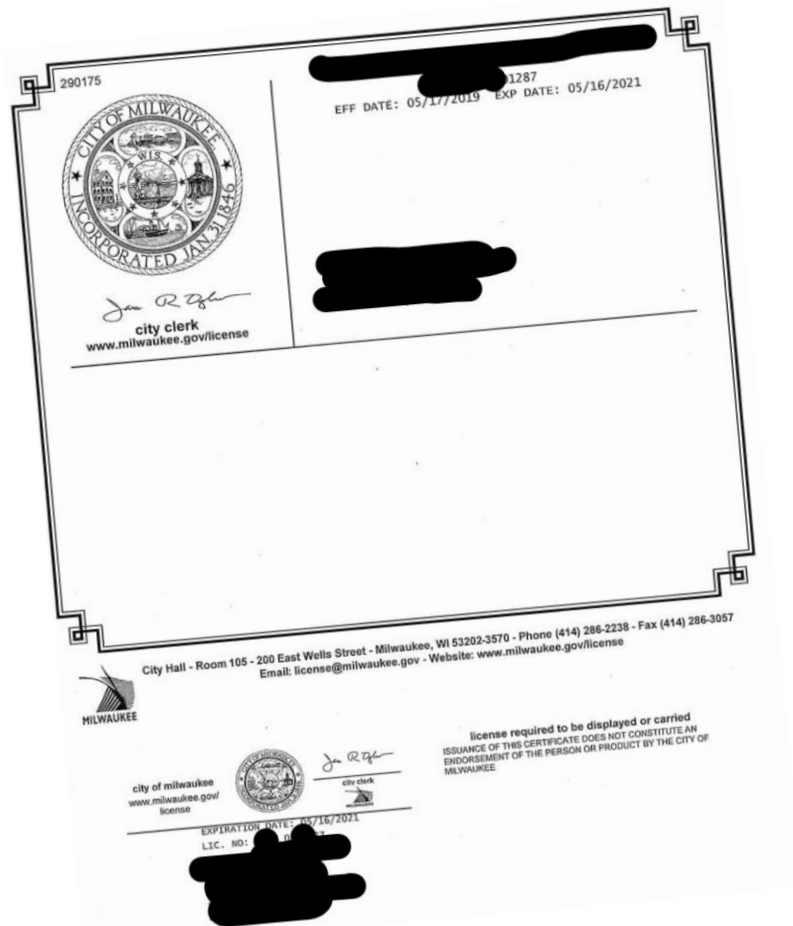


- The city / location of your service base is where both licenses should be issued
- DATCP (the state) no longer issues any mobile licenses
- Apply for licensing with city clerk in Milwaukee
- Schedule Preinspection – coordinator will assess unit for code compliance. Call us when you're ready for inspection.

# Preparing for your Mobile renewal/Pre-inspection:

- Have all equipment turned on and functioning
- Have soap and paper towels
- Have hot water running
- Have sanitizer and test strips available
- Refrigerators must have thermometers
- Carts require umbrellas
- Windows require screening
- Unit is clean & in good repair; no leaks
- Have food stem thermometer available
- Check your fire extinguisher
- Provide service base log for verification of base use
- If you have your CFPM provide the certificate
- Lights must be shatterproof or shielded
- Chemicals stored properly

Once you have your licenses in hand, you can start operating!



- **ROUTINE INSPECTION:** Within 6 months of license issuance, MHD will perform a graded, routine inspection while you're out operating. Then annually after that.
- **MOBILE RENEWAL:** done every year around your license renewal anniversary to check physical condition of the unit for code compliance (similar to a preinspection)
- City Clerk sends renewal papers 3 months prior to expiration; **You must contact your district inspector** once your renewal paperwork has been returned to city clerk for mobile renewal inspection
- MHD may also visit your unit for license & water checks & complaints

# Off hours inspections

- Anytime you are out selling you are subject to inspection
- Inspections can be anytime 24/7
- Police officers can check your units as well
- Horns or noise makers are not allowed!



# Restroom Use for Employees

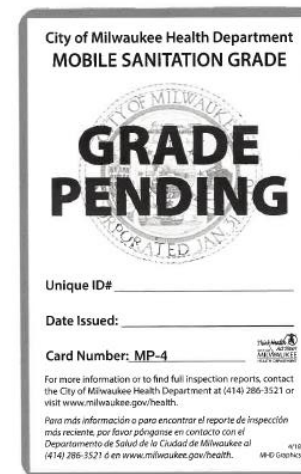
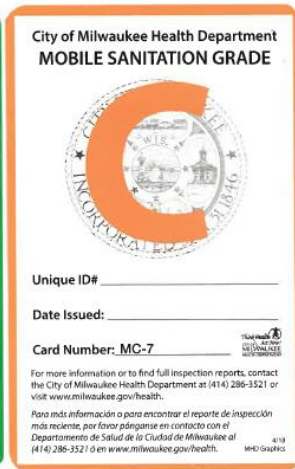
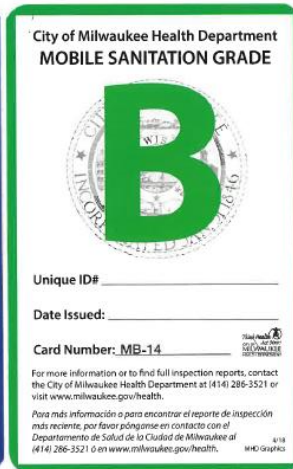
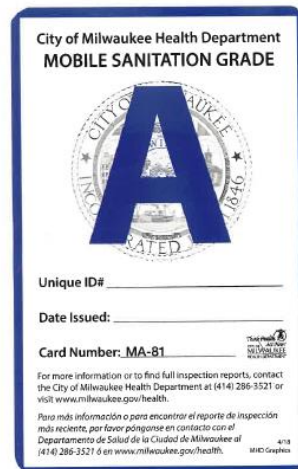
→ You must have a plan in place so that working employees have proper access to approved facilities



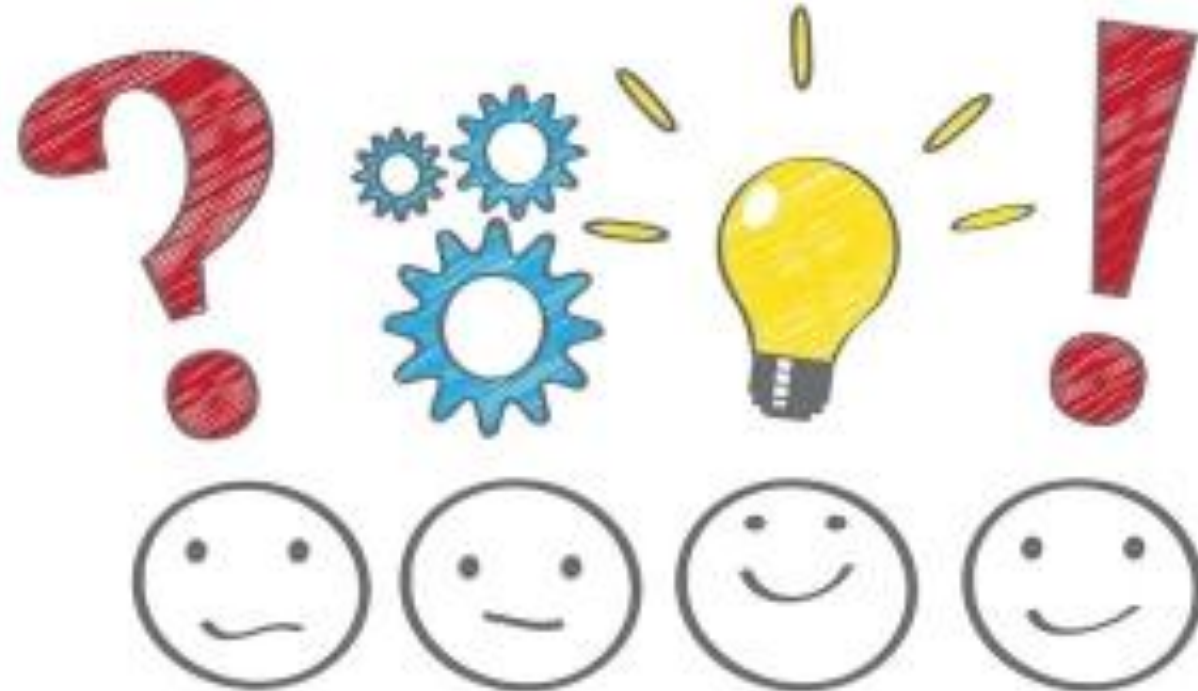
→ No, a bucket inside the truck is not okay nor is around the backside of the truck or neighboring alleyway. **This is absolutely unacceptable & unsanitary!**

# Sanitation Grades

- All mobile carts inspected will receive a sanitation grade
- Mobile placards are to be displayed visible to the consumer
- See website for further information- <https://city.milwaukee.gov/health/CEH/Food-Sanitation-Grading.htm#.XMYHSOhKjD5>



# Questions/Comments ????



# Contact information:

**Licensing:** City Clerks Office

200 E. Wells (414) 286-2238

**Food inspection:** 841 N. Broadway

(414) 286-3674

[MKEHealthMobileFood@milwaukee.gov](mailto:MKEHealthMobileFood@milwaukee.gov)

**CFPM info:** [www.Milwaukee.gov/cfm](http://www.Milwaukee.gov/cfm)

**Grading information:**

[city.milwaukee.gov/health/CEH/Food-Sanitation-Grading](http://city.milwaukee.gov/health/CEH/Food-Sanitation-Grading)

[foodsantiationgrading@milwaukee.gov](mailto:foodsantiationgrading@milwaukee.gov)