

# Food Truck Inspection Prep Sheet

Kentucky & Ohio - Day-of Inspection Checklist

## DOCUMENTS TO BRING TO INSPECTION

- Completed permit application
- Signed commissary agreement (with commissary permit number)
- Full menu - all items listed
- Approved floor plan from plan review
- Fire suppression system certification (KY - UL 300 required)
- ServSafe Food Manager certificate
- LLC documents / business entity proof
- Vehicle registration

## EQUIPMENT INSPECTOR WILL CHECK

- Handwashing sink**  
Hot & cold running water, soap, single-use towels. SEPARATE from 3-comp sink.
- 3-compartment sink**  
Wash/rinse/sanitize compartments. Drain boards (OH). All plumbed and draining.
- Fresh water tank**  
Filled with potable water. Labeled FRESH. Adequate capacity.
- Wastewater tank**  
Empty at start. Labeled WASTE. At least 15% larger than fresh water tank.
- Mechanical refrigeration**  
All units at or below 41F. Thermometers inside each unit.
- Hood ventilation**  
Over all cooking equipment. Clean grease filters. Exhaust outside.
- Fire suppression**  
Tagged within 12 months, UL 300 cert (KY). Certificate on hand.
- Fire extinguisher**  
2A-40BC. Tagged within 12 months. Mounted and accessible.
- Probe thermometer**  
Metal-stem, calibrated. Have it ready to demonstrate.
- Lighting**  
Shielded or coated bulbs over all food prep areas.
- Insect screening**  
On all open windows/vents, or air curtain at service window.

## TOP FAILURE POINTS - AVOID THESE

1. Handwashing sink plumbed but not working at inspection time
2. Wastewater tank too small (must be 15%+ larger than fresh water tank)
3. Fire suppression certificate missing or expired - get it tagged before you schedule inspection
4. Commissary agreement missing the commissary's own health permit number
5. Refrigeration not at temperature - pre-cool 24 hours before inspection
6. No thermometers inside coolers and freezers
7. Probe thermometer missing or not calibrated

8. menu items not on the approved plan review menu
9. Service window open with no screen or air curtain
10. Open drain on fresh water tank (must have sealed fill port)