

Guideline: Food Truck Inspection, Regulation, & Enforcement Program Requirements

Issue Date: March 19, 2024

Revision: August 8, 2024

Applies to: Any persons making a request to operate a Food Truck on University of Michigan owned property on the Ann Arbor, Dearborn, Flint, and Michigan Medicine campuses.

Summary

To accommodate requests for mobile food service operations on University of Michigan property, the following guideline is established. Failure to follow this guideline will result in the immediate removal from University of Michigan property until the Owner / Operate secures a permit.

There are no service fees charge for these inspections.

Companies that desire to operate more than one food truck on University property shall have each food truck complete this inspection process.

Issued permits must be clearly displayed within the immediate area of the sales counter on the assigned vehicle.

Scope

This Guideline addresses mobile food service operations on University of Michigan properties. The Environment, Health & Safety (EHS) Fire Safety Services (FSS) inspection program addresses items that are related to fire safety measures that are not addressed by the Washtenaw County Health Department. A minimum 7-day notification prior to the scheduled event is required for EHS FSS to schedule the respective mobile food service fire safety inspection.

Upon completion of the fire safety inspection, University of Michigan Food Safety Services will conduct its inspection. EHS reserves the right to conduct additional inspections at any time for any reason.

EHS FSS issued permits are for University of Michigan campuses and owned properties only and are not transferable to other governmental jurisdictions. Permits are available on an annual basis from January 1st through December 31st of each year.

EHS FSS encourages all prospective vendors to self-inspect your vehicle with the attached informational checklist prior to the scheduled inspection.

EHS FSS requires all mobile food service vehicles / apparatus to be insured and thoroughly cleaned prior to the scheduled inspection. EHS FSS reserves the right to reschedule an inspection if an EHS fire inspector determines the mobile food service vehicles / apparatus is not clean.

Procedure

Any person(s) wishing to operate a mobile food service operation on University of Michigan property must follow the procedures as outlined below.

1. A special event request form http://fo.umich.edu/outdoor_events/index.php must be filled out and submitted for review and approval. If you have any questions, please contact University of Michigan Facilities and Operations Special Events Office at 734-615-9075 and/or fo-events@umich.edu
2. Food trucks that want to come to any University of Michigan property will first need to fill out and submit the [Food Truck Safety Application](#) at least 7-days in advance of the event date.
3. After submitting the Food Truck Safety Application Form, a representative from the EHS Fire Safety Services team will contact the food truck operator in order to schedule an inspection of the food truck that is to be used on University of Michigan property. If approved, a compliance sticker will be issued to the vehicle.
4. After approval from the Fire Safety team, the Special Transitory Food Unit (STFU) or Mobile Food Establishment (MFE) licensed food truck operator will need to fill out and submit the [Notification of Intent to Operate](#) at least 7 days prior to the event for each and every event that they are planning to operate on campus.

Inspection Location

Environment, Health & Safety
1239 Kipke Drive, Ann Arbor, Michigan 48109
Monday-Friday 7AM to 3:30PM