

**BROWN COUNTY HEALTH & HUMAN SERVICES DEPARTMENT**  
**Public Health Division - Environmental Health Unit**



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GREEN BAY, WI 54303

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## Service Base Sharing Agreement

### Service Base Owner/Manager Information

Business Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_

Contact Name \_\_\_\_\_ Phone Number \_\_\_\_\_

Daily Business Hours of Operation \_\_\_\_\_ Email \_\_\_\_\_

### Mobile Food Operator Information

Business Name \_\_\_\_\_

Contact name \_\_\_\_\_ Phone Number \_\_\_\_\_

Daily Business Hours of Operation \_\_\_\_\_ Email \_\_\_\_\_

**A service base is a fundamental part of a mobile food establishment's operation. Requirements may vary depending on the menu, food preparation activities, and design of the mobile food establishment. Indicate which of the following items will be available for use at the service base:**

- |  |   |
|--|---|
| <input type="checkbox"/> Handwashing Sink(s) 1   | <input type="checkbox"/> Commercial Refrigeration |
| <input type="checkbox"/> Dish Washing Facility 2 | <input type="checkbox"/> Preparation Table        |
| <input type="checkbox"/> Food Preparation Sink 3 | <input type="checkbox"/> Freezer Space            |
| <input type="checkbox"/> Mop Sink 4              | <input type="checkbox"/> Cooking Equipment        |

Non-hand operated hand-washing facilities are required in all food preparation areas and dish washing areas. If they are not currently non-hand operated, they must be switched out.

Dish washing facility must be one of the following: manual (3 or 4 compartment utensil wash sink) or mechanical (chemical or high temperature sanitizing dish machine).

A freestanding, air gapped food preparation sink is required if produce washing is necessary.

A mop sink is required for all mobile food establishments.

- ✓ Service base must be available for inspection during specified hours of operation.
- ✓ Service base key/key code must be provided to the mobile operator if hours of the mobile food establishment exceed hours of the restaurant or retail food store.
- ✓ Mobile food establishment licensees are responsible for correcting health code violations on their own equipment as well as shared equipment and facilities.
- ✓ The mobile food establishment operator shall notify Brown County Public Health if there are any changes to this agreement. This agreement is not transferable.

\_\_\_\_\_  
Service Base Owner/Manager - Sign

\_\_\_\_\_  
Date

\_\_\_\_\_  
Mobile Food Operator - Sign

\_\_\_\_\_  
Date