

# TEMPORARY (INSIDE) FIXED FACILITY

## KIOSK GUIDELINES

The following guidelines have been developed for the design and operation of a kiosk, which is defined as a temporary fixed facility operating on a permanent basis without being required to connect to a sanitary sewer and water. A kiosk unit may be permitted and operated in the City of Dallas provided that it does not result in a health or safety hazard, or as a public nuisance.

A kiosk structure is not necessarily limited to a single fixed or mobile structure. There can be an arrangement of mobile units, fixed units, or a mixture of both joined together to form a structure not to exceed 100 sq. feet.

Kiosks are not required to have a grease trap or ventilation system, therefore **no cooking of raw food products will be allowed on the kiosk**. All foods must be precooked or ready-to-eat.

### Structure

A kiosk structure, whether fixed or mobile, must satisfy any and all requirements of the Chapter 17 food code concerning design, construction, plumbing, and acceptable materials. All finishes must be smooth, non-absorbent, easy to clean, durable, and competently crafted. All kiosk structures must be finished out in such a manner that impedes the harborage of rodents and insects.

Only commercial equipment that is NSF approved or equivalent will be allowed. Any refrigeration and heating must be done by mechanical means only. All domestic equipment is unacceptable.

### Floors

**Kiosks must not be located on carpet or similar pervious material.** Floors must be properly sealed with no cracks or open seams, and constructed of a smooth, durable material, such as color pure tile (tile that is the same color throughout the depth of the tile), vinyl composition tile, quarry tile, ceramic tile, terrazzo tile or equivalent.

### Sinks

The kiosk must have a stainless steel 3-compartment utensil wash sink (basins must be large enough to accommodate the largest piece of equipment). The kiosk must also have a separate sink used for hand washing only. All plumbing fixtures must be provided with hot and cold running water through a mixing valve.

**The hand wash sink must be supplied with soap and paper towels and must be accessible at all times.**

## Water Supply

There should be a sufficient amount of hot and cold water (tempered by means of a mixing valve) to satisfy all needs of the operation. The potable water supply tank must be a minimum of 5 gallons for adequate hand washing and cleaning and sanitizing. Hot water must be discharged on demand, under pressure at a minimum temperature of at least 110°F (degrees Fahrenheit).

The potable water source shall be protected from possible contamination and designed to prevent the attachment of a non-potable service connection.

## Waste Water Holding System

The retention tank must be a minimum of 15% larger than the water supply capacity. It is recommended that the retention tank be designed with wheels, handles and hoses to allow for adequate disposal.

If at any time the kiosk is found without sufficient hot or cold water, plumbing leaks, or with an overflowing retention tank, the kiosk is subject to code enforcement actions by the Health Department, which could result in citations being issued and/or closure of the facility.

## Commissary

A kiosk operation is allowed only in connection with an on-site facility that has a permanent food establishment permit. This permitted food products establishment may be owned by the operator of the kiosk. If the kiosk is not in connection with a facility that has a permanent food establishment permit, the establishment must provide the City of Dallas Consumer Health Division with a notarized commissary letter of its intent to provide the kiosk with the required facilities, equipment, and storage. The commissary is required in order to service the kiosk by providing fresh potable water, disposing of waste water, storing of extra supplies, and assisting as needed with food preparation and equipment cleaning and sanitizing. **If this establishment serving as a commissary ceases operation or denies the kiosk operation access to the commissary facilities, equipment, and storage, then the kiosk must also cease operations.**

**All commissary establishments must be approved prior to the kiosk being permitted.**

The kiosk must have the business name on the front of the unit in at least 3 inch (3" in) letters.

The operator must submit a kiosk permit application, a plan review detailing the layout of the kiosk, and pay permitting fees before the kiosk will be inspected and/or permitted. Once permitted there will be annual permit fee.

The operator must maintain the permit authorizing the specific food items for sale at the kiosk at all times.

A Registered Food Service Manager is required for each kiosk.

The operator must comply with all other applicable sections of Chapter 17 and other Chapters of the Dallas City Code.