


FBIC



FOOD BUSINESS INCUBATION CENTER

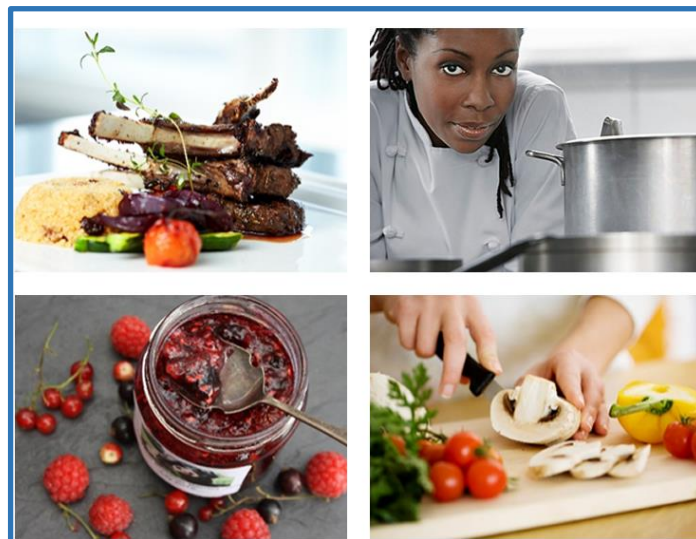
Information Manual

*Delaware Center for Enterprise Development
Delaware State University
Food Business Incubation Center
1200 North DuPont Highway
Dover, DE 19901*



Table of Contents

<u>WELCOME TO THE FBIC</u>	3
<u>WHAT WE PROVIDE</u>	4
<u>FEE SCHEDULE</u>	6
<u>TENANT APPLICATION</u>	7
<u>STORAGE RULES AND AGREEMENT</u>	9
<u>FBIC PRE & POST CHECKLIST</u>	10
<u>KITCHEN ASSESSMENT</u>	11
<u>OVERVIEW OF ORIENTATION</u>	12





Welcome to Delaware's *Only* Food Business Incubation Center

The Food Business Incubation Center (FBIC) is a fully-licensed, professionally equipped commercial kitchen for food service producers to start or expand their businesses.

The shared-use facility gives prospective business owners a venue for food production without the massive overhead associated with owning and operating a commercial kitchen. The FBIC is open all year round and offers flexible hours. Rates are affordable and discounted based upon usage.

Requirements to rent FBIC:

1. Business License
2. Insurance
3. Food Safety Training
4. Food Permit
5. Advance Notice (7 days)
6. Signed Contract
7. \$100 Security Deposit (Will be returned to clients after FBIC post-inspection)
8. Payment

Please review all of the materials and contact a FBIC staff member with questions.

Quadia Muhammad, Program Manager

(302) 857-6953

qmuhammad@desu.edu

Audrey Scott-Hynson, Enterprise Consultant

(302)-857-6951

ascotthynson@desu.edu



Provisions

- A low-cost, certified kitchen that can be used to produce a large variety and quantity of foods.
- Business services include: assistance with preparing business plans, pricing, marketing, networking opportunities; free admission to most workshops, conferences and seminars and no-cost consultations with program manager or other DCED partners.
- Access to computers, printers, fax, copier and a variety of office equipment (during normal office hours of 8:30 am to 4:30 pm Monday through Friday).
- Availability of FBIC:
September through May
Monday, Wednesdays and Fridays from 8:00AM to 6:00PM
** FBIC not available Tuesdays and Thursdays during academic year*

June, July, August

Monday through Friday from 8:00AM to 6:00PM

Evening and weekend hours may be available; however, it will require additional costs.

Rates:

\$ 30.00 per hour
\$125.00 6 hrs. (*\$55 dollar savings*)
\$150.00 10 hrs. (*\$150 dollar savings*)
Includes: kitchen use, storage (dry and wet)

The locked storage unit is available during your rental period only. All product must be removed after tenant vacates the facility.

Exception: DCED Program Manager and tenant will agree to terms of long term storage.



Equipment Available:

- 18-stove top burners
- Commercial convection oven
- (1) Cook & Hold and (1) Hold Warmer
- Refrigerator
- 50-quart Hobart mixer
- Cuisinart food processor
- Deep fryer
- Commercial dishwasher
- Commercial convention range
- Commercial microwave oven
- Walk-in freezer
- 2-large work tables
- Kitchen Aid table-top mixer
- Grills – (1) grated and (1) flat top
- Salamander & bracket
- Prep sink, counter space, disposal

All utensils must be supplied by the tenant. No cutting knives, pots, pans, mixing bowls, or everyday utensils will be provided. We do provide baking sheets which must be cleaned and stored after each use.

Before exiting kitchen, user must use cleaning products provided for mandatory sanitation cleaning.

What We Expect From the Tenant:

- Proof of insurance and business license
- Document of authorization from the DHSS Office of Food Protection
- Insurance to cover use of the kitchen
- ServeSafe® certificate
- Signed contract
- Signature on all appropriate documents
- Complete tour of kitchen and orientation
- Compliance with all rules and regulations
- Timely payment of rent
- Cooperation with management about scheduling
- Compliance with posted kitchen rules
- Cancellations require a 24-hour notice. Cancellations not provided at least one business day in advance will result in a \$30 cancellation fee.

DCED reserves the right to terminate the contract at any time.



Fee Schedule

Rates/Usage:

First use of the kitchen is free up to a maximum of six hours.

Cost of Kitchen Rental:

\$ 30.00	per hour
\$125.00	6 hrs. (\$55 dollar savings)
\$150.00	10 hrs. (\$150 dollar savings)

Includes: kitchen use, storage (dry and wet)

The locked storage unit is available during your rental period only. All product must be removed after tenant vacates the facility.

Tenant is allowed up to one free hour of prep time per visit. Hours cannot be carried into the next day.

- Availability of FBIC:
September through May
Mondays, Wednesdays and Fridays from 8:00AM to 6:00PM
** FBIC not available Tuesdays and Thursdays during academic year*

June, July, August
Monday through Friday from 8:00AM to 6:00PM

Tenants pay a security deposit of \$100 which is refunded if kitchen is left in clean, good working condition.

Tenant will receive a 15% discount for scheduled uses of four full days or more per month.

Limited Storage space is available. Both wet and dry goods may only be stored at the incubator storage facility during times and terms of tenant contract. Under a long-term contract, special arrangements may be made with the program manager. Dry storage requires the tenant be responsible for the cage key. If tenant loses the cage key, the tenant will be responsible for costs associated with removing and replacing the lock.

The Delaware State University Food Business Incubation Center shall not be held accountable for spoilage or alterations of goods due to inappropriate climate or loss of goods.



Tenant Application

Date: _____

Name: _____

Email Address: _____

Phone: _____

Alternate Phone: _____

Home Address: _____

City, State, Zip: _____

Business Name: _____ Business License No.: _____

1. Business Status: (Please circle one):

Pre-Venture ___ New (First Year) ___ Existing ___ Other ___

2. Briefly describe your business:

3. List basic product ingredients and equipment you will utilize in your business:

(Use back of this sheet if more space is needed)

4. Is a written Business Plan available for review? Yes ___ No ___

5. Who is your target market?

6. Number of employees: Full Time _____ Part Time _____

7. Anticipated number of hours of kitchen usage needed per week or month. _____



8. Do you desire incubator assistance in any of the following areas: (Circle all that Apply)

- Item pricing
- Bookkeeping
- Labeling
- Marketing/Distribution Recipe Conversion Package design
- Nutritional Analysis Product Stability/Shelf Life
- Other:

9. If you are already in business, has your product proven viable? Yes___ No ___

If no, briefly describe why not:

10. If you are not yet in operation, have you tested your target market for product acceptance and profitability: Yes___ No ___



Storage Rules and Agreement

No storage will be permitted in kitchen facility. All storage must be in the designated basement storage area. The Delaware State University Food Business Incubation Center (FBIC) can offer limited storage space in the refrigerator, freezer, and dry storage areas.

By using the storage facility, the tenant agrees to the following rules and regulations:

1. Food will be stored in the proper manner (i.e.: temperature regulated foods stored in the correct place, meats on the bottom of the fridge and freezer locations, no items to be stored on the floor).
2. Tenants will remove any food that has spoiled or before spoilage occurs and if not, it will be removed by the management.
3. Tenant will use only their designated items and must not use other tenant's personal items that have been stored.
4. A storage bin will be provided per user for the dry storage area and freezer storage needs. Each Tenant will be provided his/her own key/padlock.
5. Pre-payment for rent will be due weekly/monthly, depending on the length of needed storage time. Payment due after the signing of the contract.
6. Any tenant abusing the storage facility will be asked to remove their items and store them elsewhere.

By signing this form I agree that I have read the rules and regulations and agree to follow them as stated. If I fail to comply with the rules and regulations or have excess past due rent (no greater than or equal to 1 month past due) I will be asked to remove my items from the storage facility.

Tenant Signature

Date



Pre and Post Checklist

Check-in:

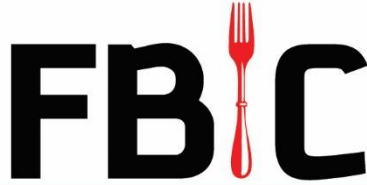
- 1. Users will make note of any unclean areas upon arrival.
- 2. Follow sanitation and safety guidelines to ensure proper Preparation of food.
- 3. Make sure to wear hair covering and wash hands before coming in contact with food.
- 4. Clean clothing. Close-toed shoes must be worn in the kitchen.
- 5. No stacking of boxes or food supplies allowed on the floors, please use the appropriate space and/or shelves provided.
- 6. Complete application and other paperwork to use the kitchen.
- 7. Users must supply their own utensils, to include prep/cutting knives, spoons, and mixing bowls, necessary to the preparation of their product

Check-out:

- 1. Floors must be swept and mopped if they are soiled as a result of client using the kitchen. All garbage must be bagged and placed in trash container.
- 2. Dish sink and surrounding areas should be cleaned and sanitized using provided sanitizing products.
- 3. Be sure to thoroughly clean and sanitize any equipment that you used.
- 4. Put away kitchen utensils and equipment in their assigned location.
- 5. Remove items from dry and wet storage (located in basement).
- 6. The kitchen and or elevator doors nor the kitchen area window must not be propped open for any reason.
- 7. All kitchen supplies belong to HTM or DCED. Do not remove.

ABSOLUTELY NO ANIMALS OR PETS MAY BE BROUGHT IN THE KITCHEN OR STORAGE AREA AT ANY TIME.

Disobeying these rules can cause termination of further use of this facility.



**FOOD BUSINESS
INCUBATION CENTER**

FBIC Assessment

Please comment on any areas that you find inadequately cleaned:

Counter & Walls:

Counters: _____

Walls: _____

Equipment:

Ovens: _____

Stoves: _____

Cooking Pans: _____

Mixers: _____

Proofer: _____

Scales: _____

Utensils: _____

Dishwashing Area

Sinks: _____

Dishwasher Screens: _____

Dishwasher Top & Sides: _____

Additional Comments: _____

Tenant: _____ Date: _____ Time: _____



**FOOD BUSINESS
INCUBATION CENTER**

Overview of FBIC Orientation

**Please schedule orientation after you have collected the necessary documentation (outlined on page 3) and completed attached forms.*

- Welcome and overview of project
- Operation requirements
 - Usage requirements
 - Contract and fees
- Tour of kitchen and storage space
- Use and cleaning of equipment
 - Ranges
 - Convection oven
 - Slicer
 - Grill
 - Dish washing machine
 - Mixer
 - 3-compartment sink
- Emergency procedures
 - Fire
 - Chemicals
 - Applicant/Food employee reporting agreement
- Q&A

Please read all of the enclosed information before using the kitchen.