



Food Service Proposal Form

Name of unit: Enter text here.
Primary contact: Enter text here.
Proposed building: Enter text here.
Proposed room number(s): Enter text here.

CONCEPT DETAILS

1. Which format or type of food service are you proposing? (select one)

- ☐ Cart - Mobile venue, primarily for outdoor use, but can be used indoors, offering very limited selection with no cooking or running water (e.g., Hot dog cart, coffee cart)
- ☐ Kiosk/Coffee Shop - Fixed, set in place venue not permanently built into the structure; walk-up counter service with a menu offering sandwiches, salads, and other similar fare; includes coffee shops. May have running water, but no cooking (e.g., Mujo in Duderstadt, Bert's in Shapiro Library, JavaBlu in Public Health, Café 32 in Dentistry)
- ☐ Fast Food/Quick Service - Small food shop with limited menu selling food over the counter, primarily for take-out (but can eat in), supported by limited, but fully operational kitchen including water, refrigeration and cooking as needed; may also have on-site storage (e.g., Wendy's, Subway, Ahmo's, Panda Express)
- ☐ Fast Casual/Café - Broader menu than Fast Food/Quick Service and more like a restaurant in terms of the quality of the food and dining space, but still self-service for eat in or take out; supported by complete kitchen (e.g., Panera, Zoup)
- ☐ Full Service - Full restaurant with broad menu in a comfortable dining room, typically with table service; may include a buffet option (e.g., Executive Residence Dining Room)
- ☐ Cafeteria/Dining Hall - Larger scale, higher volume venue offering a broad menu in a self-service "cafeteria" server format (e.g., Hill Dining, East Quad Dining, Fireside Café in Pierpont, Picasso at NCRC)
- ☐ Staffed Convenience Store or Market - A staffed operation that pre-packaged snacks, pre-prepared foods and bottled and canned beverages; may also sell limited selection of school supplies and health and beauty aids; may also incorporate Fast Food/Quick Service restaurant; may have seating, but primary emphasis is on take out (e.g., Taubman College Media Center and Store, Blue Apple in Bursley, Victor's in Hill Dining, U Go's in Union/Pierpont)
- ☐ Market 24/7 (Unstaffed, Self-Service Convenience Store) - An unstaffed operation offering a selection similar to Staffed Convenience Store or Market but has self-checkout technology and requires no staff (e.g., Market 24/7 in Nursing or Arbor Lakes)

2. Do you propose that catering be offered from this location?

☐ Yes ☐ No ☐ Do not know

3. Do you propose that alcohol to be offered at or from this location?

☐ Yes ☐ No ☐ Do not know *If yes, answer next two questions.*

Will there be circumstances when someone will pay for alcohol?

☐ Yes ☐ No ☐ Do not know

Do you have a monitoring system in place to ensure no students are present when alcohol is served?

☐ Yes ☐ No ☐ Do not know

4. Do you have a specific brand/concept in mind?

☐ Yes ☐ No ☐ Do not know

If yes, please specify:

Enter text here.

5. Please specify your operator preference:

- ☐ Your unit
- ☐ M-Dining (operator of Mujo's, Bert's, U-M residential dining halls)
- ☐ External private food service operator (e.g., Picasso at NCRC)
Please specify, if preference exists: Enter text here.
- ☐ Do not know yet

6. Desired opening date or timeframe: Enter text here.

NEIGHBORHOOD & ACCESS

7. List all existing food service locations in immediately adjacent buildings

Enter text here.

8. List all nearby food service operations within 5-minute walk of proposed location (excluding ones listed above)

Enter text here.

9. Do you anticipate attracting customers from adjacent buildings?

☐ Yes ☐ No ☐ Do not know

10. Is the proposed location or the building open to the general public?

☐ Yes ☐ No ☐ Do not know

11. Is access to the proposed location/building limited (e.g., card swipe)?

☐ Yes ☐ No ☐ Do not know

If yes, please describe: Enter text here.

GENERAL BUILDING POPULATION INFORMATION

12. Number of faculty and permanent staff: Enter text here.

13. Student population in building by day and time of day:

Monday – Friday

8:00am – 10:00am Enter text here.

10:00am – 2:00pm Enter text here.

2:00pm – 6:00pm Enter text here.

After 6:00pm Enter text here.

Saturdays Enter text here.

Sundays Enter text here.

14. Describe any unique activity about building activity, types and number of visitors, etc:

Enter text here.

15. Number of existing food-providing locations:

Staffed locations Enter text here.

Vending machines Enter text here.

Kitchenettes Enter text here.

Coffee service Enter text here.

(e.g., brewed coffee, individual brew machines, whether or not in kitchenettes)

16. Proposed operating hours: *Hours per day, days per year, academic vs. summer hours*

Enter text here.

SITE SPECIFICS

Some of these items may not be known for buildings still in the planning phase. Please fill out to the best of your ability.

17. Total square footage allocated to food service area: Enter text here.

18. Total square footage allocation for storage: Enter text here.

If yes, please indicate: ☐ Dedicated room ☐ Shared room

19. Total square footage allocated to seating area, if any: Enter text here.

Please indicate number of seats: Enter text here.

20. Ceiling height: Enter text here.

21. Indicate additional infrastructure/operational specifics:

Electrical service already available on location? ☐ Yes ☐ No ☐ Do not know

If yes, Phase: Enter text here. Amp: Enter text here.

Plumbing water line already available on location? ☐ Yes ☐ No ☐ Do not know

Floor drain already installed on location? ☐ Yes ☐ No ☐ Do not know

Phone and data line already available on location? ☐ Yes ☐ No ☐ Do not know

Secure office / support space already identified? ☐ Yes ☐ No ☐ Do not know

Secure food / product storage space already available? ☐ Yes ☐ No ☐ Do not know

Refrigerated storage or merchandising needed? ☐ Yes ☐ No ☐ Do not know

Delivery access already identified (e.g., loading dock)? ☐ Yes ☐ No ☐ Do not know

Is the space ADA accessible (e.g., wheelchair ramps, elevators)? ☐ Yes ☐ No ☐ Do not know

22. Can existing staff and receptacles handle additional trash service and pest control? (Please describe)
Enter text here.

23. Describe the type of food production that is needed, if known (e.g., cooking, assembly):
Enter text here.

FINANCIAL INFORMATION

Please complete Financial Proforma form before answering questions below. Download at: <http://foodplanning.umich.edu>.

If you are proposing an unstaffed Market 24/7 concept, the Financial Proforma does not need to be submitted at this time.

NOTE: General fund academic and administrative units are not permitted to provide operational subsidies to food service operators or to contribute to construction or other build-out expenses for food service space. Operators are expected to cover all costs associated with the construction of the space and with the purchase, installation, and maintenance of equipment, fixtures, and appliances. Operators are also expected to cover the University space costs of the space they occupy.

24. Describe how you expect to receive net revenue from the operation.
Enter text here.

25. Do you plan to be open during summer months?

☐ Yes ☐ No ☐ Do not know

If yes, have you factored summer operating costs and revenues into the financial proforma?

☐ Yes ☐ No ☐ Do not know

REQUIRED ATTACHMENTS

- **Statement of Need** (limit 2 pages)
Describe how a new food service operation would support the food service planning guiding principles. Please be sure to address:
 - How a new food service operation would support the mission and goals of your unit
 - How the proposed operation fits the guiding principles and planning strategies in the Food Service Planning Guidelines
 - Who you envision being the primary customers (e.g., faculty, students, staff, or visitors) and description of the nature of their building usage
 - How food needs are currently met for building occupants and visitors (e.g., nearby buildings, off-campus, vending)
 - Whether you estimate that proposed operation would break even financially
 - How the proposed space currently functions and why the physical space is a good location for food service
- **Financial Proforma** (download at: <http://foodplanning.umich.edu>)
Notes:
 - Be sure to consider whether revenues will be lower as compared to academic year
 - A different spreadsheet with summer month calculations is available upon request
 - If you are proposing an unstaffed Market 24/7 concept, the Financial Proforma does not need to be submitted at this time.
- **Floor plans**
With proposed location highlighted (contact AEC-floorplans@umich.edu for most up-to-date floor plans)
- **Digital exterior and interior photos for proposed food service within building**
In a PowerPoint or Word document, include description of the space and room numbers

APPROVALS

Dean/director

Name: Enter text here.

Signature: _____

School, college, or unit budget administrator

Name: Enter text here.

Signature: _____

Submit form and attachments to Food Service Review Committee Chair by email at:

foodplanning@umich.edu