



FOOD PREMISES GUIDELINES

FOR

OWNERS,

ARCHITECTS AND

BUILDERS

A GUIDE TO THE CONSTRUCTION OF

FOOD PREMISES

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1.0

INTRODUCTION

This guideline has been produced to advise owners, architects and builders of the general requirements of the Health (Food Hygiene) Regulations 1993 and the Shire of Gingin Health Local Laws 2004.

In general, premises and equipment should be constructed so as to be readily cleanable and not offer entry or harbourage to vermin. The Council's Environmental Health Officers provide free advice and should be consulted prior to carrying out any alterations or construction.

Works should be considered in correspondence with **Australian Standard 4674-2004 Design, construction and fit-out of food premises.**

2.0

COUNCIL REQUIREMENTS

2.1 Planning Issues

The Planning Department must be contacted to ascertain the suitability of the proposed business in relation to zoning and other planning details. **You must have Planning Approval prior to commencing your development.**

2.2 Building Issues

Plans will be approved based on compliance with the Building Code of Australia, by Councils Principal Building Surveyor.

2.3 Health Issues

Eating-houses are currently not required to be registered. Once the Model Food Act is enacted, Council will be required to maintain a register of all eating-houses and may require an annual fee be paid.

To obtain approval, plans and specifications should be submitted in duplicate, detailing proposed fixtures, fittings and equipment within the premises. The plans should include details of;

- 1) Floor, wall and ceiling finishes**
- 2) Location and cross sectional details of all fixtures & fittings, including construction materials**
- 3) Plumbing design including grease traps**
- 4) Freezers, chillers & coolrooms (if required)**
- 5) Position of exhaust canopies with details of hood fabrication**
- 6) Refuse storage**
- 7) Toilets and changerooms (if required).**

NB: Please note all plans should be of a standard that all details are shown clearly. This speeds up the approval process and is beneficial to you and the Council.

3.0 STATE GOVERNMENT DEPARTMENTS

3.1 Department of Racing and Gaming (Liquor Licensing Division)

If alcohol is to be sold approval will be required from the Liquor Licensing Division.

3.2 Water Corporation

All plumbing is to be carried out in accordance with the Metropolitan Water Supply, Sewerage, and Drainage By-Laws 1981. The Industrial Waste section should be consulted regarding the provision of a grease trap. An Industrial Waste Information Brochure may be obtained from the section.

Works should be considered in correspondence with Australian Standard 3500:1996 National Plumbing and Drainage.

3.3 Western Power

All electrical and gas equipment should be installed in accordance with Western Power requirements.

4.0

RELEVANT DEFINITIONS

4.1 Food

Food means a substance ordinary consumed or intended for human consumption and includes drinks, chewing gum, food additives or other substances that are used in the preparation of food for purposes which are deemed to be Food as defined under the Health Act 1911 (as amended).

4.2 Food Premises

Food premises means premises where food is stored, kept, prepared, manufactured, processed, cooked or served for the purpose of sale to the public, either directly or indirectly and includes eating houses, bars, meat premises, food stores, food vehicles and food stalls.

4.3 Classification of food premises

The Health (Food Hygiene) Regulations 1993 define five categories of food premises depending on the type of food preparation and the potential hazards associated with the food.

CLASS 1 food premises involve extensive food preparation or cooking of potentially hazardous food. Example - restaurant, caterers, butcher, fish and chips and fast food outlets.

CLASS 2 food premises involve preparation, reconstruction, special storage or packaging of food with no direct sale to the public. Example - poultry processing, fruit juice manufacture, preparation of dairy products and bakeries.

CLASS 3 food premises are premises in which limited food preparation is carried out, such as heating. Example - bread shop, cafe with no cooking and lunch bar.

CLASS 4 food premises involve limited handling of food, where no preparation of food is carried out. Example - cake shop, ice-cream parlour, delicatessen and health food shop.

CLASS 5 food premises are premises where fruit and vegetables are the only product sold, or the product is wholly contained within its own protective package which does not require refrigeration. Example - liquor store, fruit and vegetable shop and dry food warehouse.

5.0

TYPICAL FOOD PREPARATION AREA

The following illustration, figure 1, shows the layout of a typical food preparation area for a Class 1 premises.

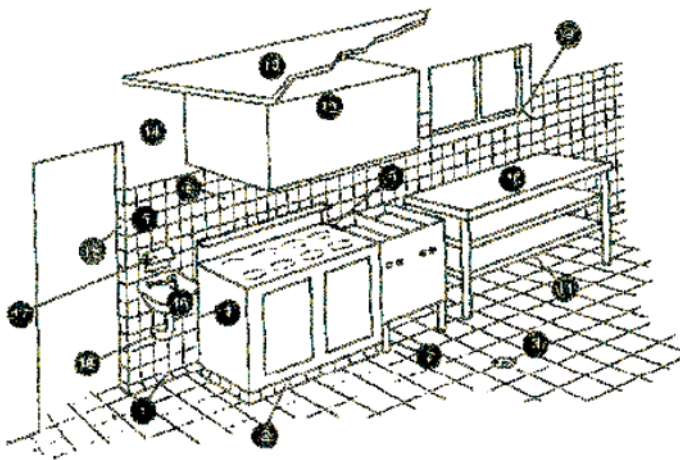


FIG. 1. Requirements — Typical Food Preparation Area

TYPICAL FOOD PREPARATION AREA REQUIREMENTS

1. Floor/wall coving, a minimum of 9.5mm radius.
2. Underneath storage to have a minimum of 150mm clearance off the floor.
3. Durable, impervious floor graded and drained to a floor waste gully of 100mm minimum in diameter.
4. Hot water heater sealed to wall.
5. Walls either
 - Tiled to full wall height for Class 1 and 2 premises;
 - Tiled to 600mm above benches/sinks for Class 3 premises and food vehicles or;
 - Finished in a smooth, durable and impervious render.
6. Shelving not less than 40mm clear of the wall or sealed to the wall.
7. Double bowl sink unit on open, stainless steel frame with a drain board for wet dishes.
8. Thermometer to monitor hot water temperature.
9. Garbage receptacle.
10. Dishwasher with temperature indicating device. Unit should be sealed to wall or be made movable.
11. Legs 150mm minimum height.
12. Bottom shelf 150mm above floor.
13. Rigid smooth continuous ceiling.

14. Smooth, durable and impervious cement rendering.
15. Conduits, water and drainage pipes concealed in walls or stood not less than 16mm clear of wall.
16. Hand basin, hot and cold water mixing set.
17. Soap and towel dispenser above hand basin.

6.0

SIZE AND LAYOUT

To determine a suitable size and layout for a food preparation area, the following should be considered;

- 6.1
 - 1) The proposed menu/product range
 - 2) The volume of food expected to be produced or sold
 - 3) The minimum kitchen floor area is to be 25% of the total dining floor area with a minimum clear area of 16 square metres
 - 4) All structures should be designed to enable easy cleaning
 - 5) Potential for future expansion.

The food premises should be designed for efficient operation, minimising the risk of cross contamination and the time food is left standing at room temperature.

The layout for a Class 1 premises should include the following;

- 6.2
 - 1) A separate delivery and customer entrance
 - 2) An external refuse storage area
 - 3) A separate vegetable store if uncleaned vegetables are to be used
 - 4) A separate room to the kitchen for the storage of dry/frozen goods
 - 5) Separation of cooked and uncooked stored food
 - 6) A kitchen incorporating
 - (a) crockery/equipment storage
 - (b) food store
 - (c) wash up area
 - (d) wet preparation area
 - (e) dry preparation area
 - (f) refrigeration
 - (g) cooking areas.
 - 7) Separate sanitary conveniences for both staff and customers
 - 9) Separate storage of chemicals/cleaning equipment to food.

7.0

WALLS

Wall surfaces shall be smooth and impervious, durable, non-toxic, and finished in a light coloured washable covering. The wall finish must be able to resist disinfectants, water, steam and heat.

If tiles are used they must be to full wall height for class 1 & 2 premises and 600mm above sinks and benches for class 3 premises and food vehicles. Grouting to be water resistant.

Coving of greater than a 9.5mm radius must be used at wall to floor junctions to enable easy cleaning, and protective aluminium or stainless steel angles are recommended for use on edges and exposed corners to save wear and tear.

Conduits and Service pipes should be either enclosed in the wall or fixed greater than 16mm clear of the wall.

8.0

WINDOW SILLS

Window sills and ledges must be splayed downwards at an angle which prevents the ledge or window sill from being used as a shelf. All edges should be finished with a smooth surface.

Window sills in food preparation areas where splashing is likely to occur must be situated at least 300mm above the top of benches or appliances.

9.0

FLOORS

Floors in food preparation areas should be durable, impervious, non-toxic, slip resistant and free from cracks and crevices in which dirt may be lodged. The activities undertaken on that section of floor should be acknowledged with regards to the durability and finish of the floor surface.

Recommended materials include commercial sheet vinyl, ceramic tiles and epoxy coated concrete.

Coving on the wall to floor junction and wall to equipment junction shall be a minimum radius of 9.5mm.

The floor shall be evenly graded to a floor waste outlet of 100mm minimum diameter connected to an approved drainage system.

10.0

CEILINGS

The surface of ceilings in food handling areas shall be;

- a) smooth, durable, resistant to corrosion, non-toxic impervious to water and finished in a light colour
- b) free from cracks, crevices and other defects and have a sectional profile which does not permit the accumulation of dust, dirt or grease.

11.0

LIGHTING

Food premises must be provided at all times with natural and/or artificial lighting, suitable for the activities conducted within the premises. The interior lighting should comply with the Australian Standard AS 1680 - 1976. Fluorescent lights are to be provided with plastic covers.

12.0

VENTILATION AND EXHAUST EQUIPMENT

Exhaust hoods are to be installed over cooking equipment. The design must be of commercial quality complying with Australian Standard AS1668.2 - 1991.

13.0

WASHING FACILITIES

13.1 Hand Basin

The hand basin should be readily accessible and equipped with hot and cold water, delivered through a common outlet. Hand basins are to be provided with a paper towel dispenser and soap dispenser.

In Class 1 & 2 food premises the hand basin may be operated other than by hand (ie. By foot, arm or electronic activation).

13.2 Food Preparation Sink

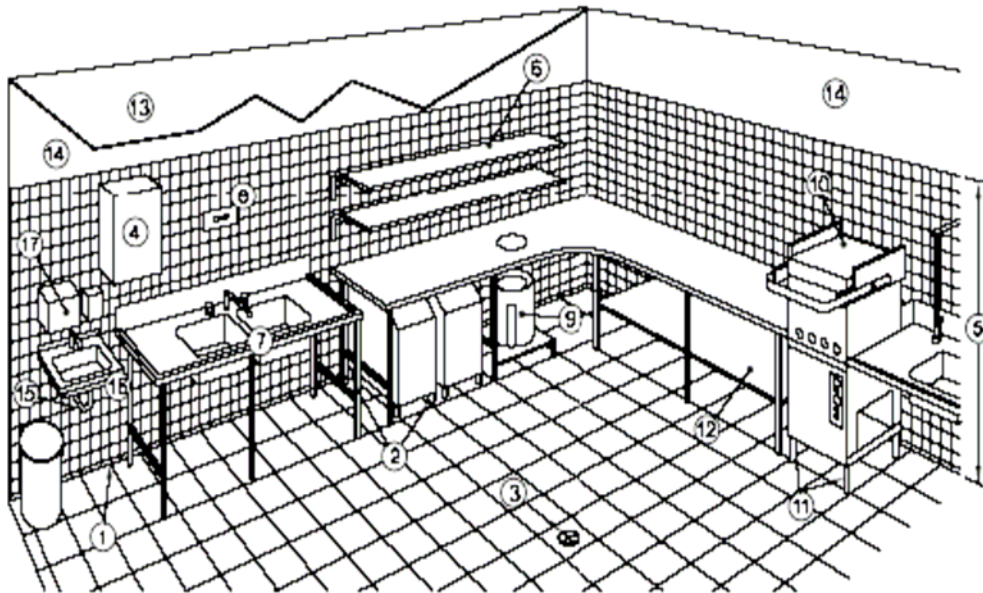
An appropriate number of sinks must be provided in accordance with the degree of food preparation within food premises. Each sink must have an adequate supply of water.

A food preparation sink should only be used for the purpose of food preparation (i.e. washing vegetables) and be separate from the equipment washing facilities.

14.0

TYPICAL WASH - UP AREA

The following illustration, figure 2, shows a basic layout of a typical wash-up area for a Class 1 premises.



LEGEND:

- | | |
|---|--|
| ① - Floor/wall coving | ⑩ - Dishwasher with temperature indicating device |
| ② - Castors to under bench storage | ⑪ - Legs 150 mm min. |
| ③ - Impervious floor graded and drained | ⑫ - Underside of support bracket 150mm to the finished floor surface |
| ④ - Hot water heater sealed to wall | ⑬ - Painted plasterboard ceiling |
| ⑤ - Walls tiled | ⑭ - Smooth cement rendering |
| ⑥ - Shelving 26 mm clear of wall | ⑮ - Water drainage pipes concealed into walls |
| ⑦ - Sink unit on metal frame | ⑯ - Hand basin, hot and cold water mixing tap |
| ⑧ - Thermometer | ⑰ - Soap and towel dispenser |
| ⑨ - Garbage receptacle | |

15.0

EQUIPMENT WASHING FACILITIES

Food premises must be supplied with hot and cold water at all times. A double bowl sink is to be provided with drainage boards. The sink is to be of adequate size to contain utensils used on the premises.

Drying and storage facilities will also be required where utensils or crockery is used.

16.0

COLD STORAGE

Coolrooms should be able to maintain a temperature of less than 5⁰ C and freezers less than - 15⁰ C.

16.1 Coolrooms / Freezers require:

- a) Coving of 9.5mm minimum radius for wall to wall and wall to floor junctions
- b) All racks and shelves should be of smooth, non-absorbent, easily cleanable, non-corrosive material
- c) Coolroom and freezer condensates should discharge to a drainage system located outside the coolroom/freezer (ie. tundish). These drainage systems should be kept at least 75mm clear of the floor.
- d) A thermometer indicating temperature within $\pm 1^{\circ}$ C
- e) Inaccessible cavities between the top of the coolroom / freezer and the ceiling above, between the wall of coolrooms / freezers and the wall behind should be filled with fibreglass wool and sealed.
- f) all doors are –
 - (i) fitted with a rubber or similar seal which effectively prevents the escape of cold air or the entry of warm air when the door is closed, and the seal must be kept clean and in good repair; and
 - (ii) be capable of being opened from the inside at all times.

Should coolroom be externally accessed it may only be utilised for bulk storage where food is fully enclosed within packaging material.

If required by the Environmental Health Officer, the floor is to be graded and drained to a floor waste.

Should coolroom be externally accessed it may only be utilised for bulk storage where food is fully enclosed within packaging material.

Alarm to be provided on out side of coolroom but controlled only from the inside of the coolroom. (BCA requirement)

Internal lighting controlled by a switch located adjacent to the entrance doorway. . (BCA requirement)

All coolroom motors and compressors should be located outside the premises if possible.

16.2 Chilled Display Cabinet

Display cabinets may be placed on plinths and sealed to the surface of the plinth. Alternatively, cabinets may be mounted on 150mm metal legs or castors.

N.B. A plinth must be built as an integral part of the floor.

17.0 DRAINAGE PIPES, DUCTS, CONDUITS AND WIRING

Exposed drainage pipes or inspection openings should not be located within a food handling area. Pipes, ducts, fittings and fixtures should be concealed in the walls, floors or ceilings or alternatively fixed in brackets off the adjacent surface by not less than 16mm to facilitate cleaning.

Floor waste gullies connected to sewer should be constructed in all wet areas to facilitate cleaning and should be capable of withstanding peak loads without flooding.

Depending on the type of food preparation involved a grease trap may be required which must be located outside the building. The trap should be constructed of solid impervious materials, and the door sealed with a gasket to prevent the escape of odours.

Approval from the Water Corporation (Trade Waste Section) must be sought before installation.

18.0 FIXTURES, FITTINGS AND APPLIANCES

All working surfaces, food preparation benches and appliances must be impervious, durable, non-toxic and corrosion resistant to prevent contamination and promote easy cleaning.

Shelving used for the storage of food should be non-toxic, impervious and smooth to facilitate easy cleaning, and either sealed against or fixed a minimum of 40mm clear off the wall, and 150mm off the floor. Cupboards need to be sealed to the wall, have no false backs or bottoms or other cavities.

Equipment weighing more than 16kg must either be;

- a) Sealed to the adjacent floor and vertical surfaces or
- b) Mounted on wheels with flexible pipes / leads to allow movement to facilitate easy cleaning or
- c) Mounted on legs or brackets with a minimum distance of 150mm from floor and vertical surfaces to allow access for cleaning.

Appliances located on benchwork must either be;

- a) Sealed to the adjacent horizontal and vertical surfaces or
- b) Mounted so that a minimum space of 75mm is maintained between the appliance and horizontal and vertical surfaces to allow access for cleaning.

19.0 SANITARY CONVENIENCES

Separate sanitary conveniences are to be provided in the food premises;

- a) For staff of each gender
- b) For patrons of each gender

The sanitary conveniences must be equipped with both hot and cold water, soap dispensers and hand towels or a warm air drier. Gender identification signs are also required on the toilet doors.

Staff and public sanitary conveniences may be combined except that staff facilities must be segregated and locked, and at no time available to the public.

The provision of toilet facilities is now standardised and are as per the requirements of the *Building Code of Australia*. **Public sanitary conveniences are generally only required when a food premises accommodates more than 20 persons.**

Maximum Number Served by

	Closet Fixtures			Urinals			Wash Basin		
	1	2	each extra	1	2	each extra	1	2	each extra
Employees									
Male	20	40	20	25	50	50	30	60	30
Female	15	30	15	-	-	-	30	60	30

Patrons

Male	100	300	200	50	100	*50	50	200	200
Female	25	50	**50	-	-	-	50	150	200

*Where the number of male patrons exceeds 250, not less than 5 urinals must be provided plus one additional urinal for every additional 100 in excess of 250.

**Where the number of female patrons exceeds 250, not less than 6 closet fixtures must be provided plus one additional closet fixture for every 100 females in excess of 250.

If not more than 10 persons are employed a unisex toilet facility may be provided.

20.0	CHANGE ROOMS
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In a Class 1 and Class 2 food premises food handler change rooms to be provided as follows:

- a) a suitable change room for employees, if all of one sex or suitable separate change rooms for each sex to be provided and maintained.
- b) each change room to be at least 3 square metres in area with an additional .75 square metres for each person above four normally employed on the premises.

21.0	PEST CONTROL
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All doorways, windows and other openings should be protected as far as is practicable from flies, insects and other vermin through the use of screens, self closing doors and other inhibiting mechanisms.



22.0

REFUSE STORAGE

A bin storage area needs to be provided externally, if required by the Principal Environmental Health Officer, to consist of;

- a) A suitable enclosure consisting of walls not less than 1.5 metres in height with a self closing gate
- b) An impervious floor graded to a floor waste
- c) An adequate supply of water for cleaning purposes.

23.0

CHECKLIST

FLOOR AREA Minimum of 25% of the total floor area where a dining area is included.

FLOORS Smooth, rigid, durable, non-slip, non-corrosive, non-toxic, light coloured and impervious to water.
FOOD
PREPARATION Evenly graded to an approved floor waste outlet.
Wall-floor vertical surface covered to a minimum of 9.5 mm.

WALLS Smooth, durable, non-corrosive, non-toxic surface free
INTERNAL: from cracks, crevices and other defects.
No skirting, architraves, picture rails, etc.

TILES: Full height (Class 1 & 2)
600mm above benches or equipment (Class 3).
45° coving (Class 1,2 & 3).

OPENINGS: Door/windows - rounded edges.
Ledges/windows splayed at 45°

CEILINGS Gyprock or plasterglass ceiling (Class 1 & 2)
FOOD Drop in ceiling panels (Class 3).
PREPARATION: Ceiling to be painted light in colour.
No access panels permitted.
Ceiling/wall junction must be sealed.

WATER SUPPLY Adequate supply of hot and cold water.
If scheme water is not available, water quality of supply to be tested prior to opening.

PROVISIONS OF
CLEANING
EQUIPMENT

- a) Glass washing machines;
 - b) Dish washing machines;
 - c) Double bowl sinks;
 - d) Tubs - 2 compartments;
 - e) Draining boards;
 - f) Drying and storage - soap/detergent;
- A separate food preparation sink to be provided (ie. in addition to the facilities listed above).

LIGHTING

Artificial - AS 1680 - 1976.
Protective covers to be provided over lights in the food premises.

VENTILATION
AND EXHAUST
EQUIPMENT

Kitchen exhaust canopy that complies with AS 1668.2 - 1991 to be provided over cooking areas.

EXCLUSION OF
INSECTS
PIPES, DUCTS &
CONDUITS

All external openings to be protected.

All service pipes to be concealed in walls, floors or ceilings if possible. Otherwise all pipes to be mounted on 16-mm standoff brackets and be located 75 mm off floors.

DESIGN OF
FIXTURES,
FITTINGS AND
APPLIANCES

Construction material to be smooth, impervious (preferably stainless steel).

Exclusion of vermin.

Easy to clean.

No timber.

Mounted on castors.

150 mm from adjacent vertical surfaces.

Fixtures to contain no false or separate backs or bottoms.

Shelving to be sealed or fixed at least 40 mm from wall/vertical surface.

Shelving to be at least 150 mm above floor.

MOTOR OR
COMPRESSOR

Located and mounted so as not to contaminate food.

COOLROOMS

Internal angles - coved 9.5 mm.

Condensate - discharged to tundish located outside the coolroom.

Shelving - smooth, impervious & corrosion resistant.

Doors - effective rubber seals.

Doors to be opened from inside.

Thermometer or thermograph +/- 1 °C.

GREASE TRAP

Contact Water Corporation for requirements.
Not to be located in food preparation area.

<u>SANITARY CONVENIENCES PATRON</u>	Required if greater than 20 patrons. Compliance with Building Code of Australia (BCA). Access to toilets must not be through kitchen or food preparation area.
<u>SANITARY CONVENIENCES STAFF</u>	Must be segregated and locked from patrons. 9 or less staff - 1 unisex water closet and hand basin. 9 or more staff - separate male and female toilets in accordance with BCA.
<u>HAND WASH BASIN</u>	Hand wash basin to be located within or adjacent to WC. Food preparation area - Operated by other than hand (Class 1 & 2). - Supply of piped hot and cold through common outlet. - Single use hand towels/electric hand drier and waste receptacle to be located in close proximity.
<u>CHANGE ROOMS</u>	Separate male and female change rooms (Class 1 & 2). Size of change room 3m ² plus 0.75m ² or each person > 4. Separate from food handling area. Lockers for storage of clothing, footwear and personal effects.

SUMMARY

This document is a general guide based on current legislation to assist in the establishment of a food premises. Contact should be made with Shire staff for specific information prior to submission of any application.

For further details please contact:

**Environmental Health staff
Shire of Gingin
7 Brockman Street, Gingin,
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Telephone: 08 9575 2211
Facsimile: 08 9575 2121**

Acknowledgements

We appreciate the assistance of the Australian Institute of Environmental Health National Food Premises Code in the preparation of this document.