



Guidelines for the construction, design and fit-out of food premises

Environmental Health Unit, Surf Coast Shire

4/9/2015

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INTRODUCTION

Food safety is an issue that affects everyone. In Australia there are approximately 5.4 million cases of food-borne illness annually which costs the community \$1.2 billion per annum (Department of Health and Ageing 2006).

Surf Coast Shire Council is committed to supporting the food industry implement safe food practices.

These guidelines have been produced to assist you with the design, construction and fit-out of a new or existing food business according to the relevant national and state food safety laws.

These guidelines are based on the requirements of the Victorian *Food Act 1984*, *Food Standards Australia New Zealand (FSANZ) 'Safe Food Australia Guide' Chapter 3 of the Australia New Zealand Food Standards Code (FSC)* and the *Australian Standard AS 4674-2004 Design, construction and fit-out of food premises*.

A full copy of the FSANZ Safe Food Australia Guide can be obtained from www.foodstandards.gov.au and AS 4674-2004 Design, construction and fit-out of food premises can be purchased from www.saiglobal.com/shop

The Food Standards Code aims to ensure that, where possible, the layout of the premises minimises opportunities for food contamination. Food businesses are required to ensure that their food premises, fixtures, fittings, equipment and transport vehicles are designed and constructed to be clean and, where necessary, sanitised. Businesses must ensure that the premises are provided with the necessary services of water, waste disposal, light, ventilation, cleaning and personal hygiene facilities, storage space and access to toilets.

The submission to Council of a Food Safety Program and copy of the nominated Food Safety Supervisor Certificate of Competency is a legal requirement of the registration of your new business. For further information and guidance on these requirements please go to www.health.vic.gov.au/foodsafety

Please take the time to read these guidelines and if you have any enquiries don't hesitate to contact an Environmental Health Officer for assistance.

Good luck in your new venture and welcome to the Surf Coast.

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SETTING UP A FOOD BUSINESS

The following information is step by step guide to setting up or altering a food premises in the Surf Coast Shire.

You must ensure these steps are followed and that the approval has been granted by an Environmental Health Officer before you store or sell food from a permanent food premises or a mobile food vehicle. Tick (✓) each step as you go.

Further information including helpful links is available from the Surf Coast Shire website, www.surfcoast.vic.gov.au

STEP 1: APPROVAL FROM OTHER RELEVANT AUTHORITIES

Note: It is advisable to contact the departments below at the same time to prevent unnecessary delay in seeking to operate your food business.

PLANNING AND DEVELOPMENT (BUILDING AND PLANNING) – PHONE: (03) 5261 0600

- For home occupation, change of use of the building, car parking space requirements, any structural and signage changes. Also for any fit-out / proposed structural changes to a building and for public and staff toilet requirements.

BARWON WATER (TRADE WASTE, WATER SUPPLY AND SEWER) – PHONE: 1300 656 007

- For the location of, or installation requirements for a grease trap/food & oil interceptor, information on water supply and sewer availability.

ENERGY SAFE VICTORIA – PHONE: 1800 652 563

- The safety regulator responsible for electrical and gas safety in Victoria

LOCAL LAWS – PHONE: (03) 5261 0600

- For signage permits and approval of street tables and chairs

ENVIRONMENTAL HEALTH – PHONE: (03) 5261 0566

- For Food Act registration requirements, initial inspection process and approval of registration

STEP 2: THE APPLICATION PROCESS

1. **Discuss your initial proposal with Planning, Building and Environmental Health.**

To assist us in giving you practical and accurate advice, it is essential that you provide the following information:

- A detailed plan showing the layout of the premises;
- A menu; and
- Any other relevant details / particulars (such as location and discharge point of any mechanical exhaust systems, septic tank systems etc.)

2. **Following these preliminary discussions, you should arrange an on-site appraisal of the premises with one of Councils Environmental Health Officers, before you secure your lease.**

The advantages of this is that advice will be given on major internal fit-out and finishes required, (for example: floors, walls, ceilings, mechanical exhaust etc.) to assist in your decision to secure the lease.

3. **Ensure all other utilities (i.e. electricity, water, sewerage and gas) are contacted so that you comply with their particular standards / codes.**

4. **Submit two (2) copies of the Structural Plans (including a schedule of finishes) to the Environmental Health Unit with a completed copy of the Plan Assessment Form**

- Food Premises Floor Plans must be to scale (1:100) showing the layout of all fixtures, fittings, equipment, grease trap and floor waste drain/s. Indicate the uses of each room and outdoor areas (all rooms including storage areas & rubbish areas). Include plans for any mechanical exhaust systems.
- Food Premises Specifications must describe materials to be used; walls, floor and ceiling finishes and ventilation and lighting (natural and artificial) details; details of the mechanical exhaust system to be installed over cooking equipment.

5. **Upon notification that your plans have been assessed and you have received the appropriate Town Planning and/or Building Permits (if required) you may commence works.**

In order to prevent costly mistakes, works should not commence until all necessary permits / approvals have been given.

6. **Contact your Environmental Health Officer for interim inspections or works as they are progressing.**

STEP 3: FINAL INSPECTION AND APPLICATION FOR REGISTRATION

1. When all works are completed make an appointment with the Environmental Health Officer for a final inspection.
2. This inspection should be arranged at least one (1) week prior to the proposed opening date.
3. Following the final inspection an “Application to Register a Food Premises” form must be completed and submitted with the applicable fee.
4. For Class 1 & 2 food premises, registration will be conditional on the Food Safety Program being implemented in your business along with evidence of a suitably qualified Food Safety Supervisor. Registration may be suspended or revoked if conditions are not met.
5. **When the registration has been granted, the business can commence operation.**

Any further enquiries should be directed to an Environmental Health Officer during business hours on (03) 5261 0600.

STRUCTURAL GUIDELINES

The following structural guidelines are designed to assist you in meeting the legislated requirements of the Food Standards Code. The shaded text is the actual requirement under the Food Standards Code, Standard 3.2.3 Food Premises and Equipment.

DESIGN AND CONSTRUCTION OF FOOD PREMISES

GENERAL REQUIREMENTS

The design and construction of food premises must: -

- a) be appropriate for the activities for which the premises are used;
- b) provide adequate space for the activities to be conducted on the food premises and for the fixtures, fittings and equipment used for those activities;
- c) permit the food premises to be effectively cleaned and, if necessary, sanitised; and
- d) to the extent that is practicable:
 - I. exclude dirt, dust, fumes, smoke and other contaminants;
 - II. not permit the entry of pests; and
 - III. not provide harbourage for pests.

The premise shall be designed so it is appropriate for the activities undertaken. Food should flow in one direction from receipt, to storage, to preparation, to packaging/serving/distribution.

There should be clear separation of chemical storage areas, living and sleeping areas, toilets and change rooms, garbage and recyclable material from food preparation and food storage areas.

The premises should be designed so that the areas where food is prepared, manufactured or packed are provided with adequate space to ensure that food handlers can safely handle food and that fixtures, fittings and equipment can be adequately cleaned.

A food premises should be designed in such a way that it can stop the entry of dirt, dust, fumes, smoke, other airborne contaminants and pests. It should also be designed to prevent the harbourage of pests.

WATER SUPPLY

1. Food premises must have an adequate supply of water if water is to be used at the food premises for any of the activities conducted on the food premises.
2. Subject to subclause (3), a food business must use potable water for all activities that use water that are conducted on the food premises.
3. If a food business demonstrates that the use of non-potable water for a purpose will not adversely affect the safety of the food handled by the food business, the food business may use non-potable water for that purpose.

The food premises must have an adequate supply of 'safe' drinking water. For some areas in the Surf Coast Shire there is reliance on private water supply for drinking and food preparation. In these situations specific guidance is available for the use of rainwater for these purposes.

The Department of Health and Human Services provide "Guidelines for private drinking water supplies at commercial and community facilities" which can be found online at <http://www.health.vic.gov.au/water/privatedrinking/rainwater.htm> or by contacting Councils Environmental Health Officer. A water management plan must be developed for private water supply and approved by an Environmental Health Officer.

SEWERAGE AND WASTE WATER DISPOSAL

Food premises must have a sewage and waste water disposal system that –

- a) will effectively dispose of all sewage and waste water; and
- b) is constructed and located so that there is no likelihood of the sewage and waste water polluting the water supply or contaminating food.

The food premises must have a sewage and waste water disposal system that:

- Will effectively dispose of all sewage (toilet), grey water (kitchen, bathroom and laundry) and waste water through a sewerage point approved by Barwon Water.
- Is constructed and located so that there is no likelihood of the sewage and waste water polluting the mains water supply, storm water system or contaminating food or food preparation surfaces.
- Does not include access openings within areas where food is handled.
- Does not include grease arrestors (traps) within or emptied through areas where food, equipment or packaging materials are handled or stored.

Note: You must contact Barwon Water (1300 656 007) who will advise you of your grease trap requirements. This information must be included on your plans as submitted to Council.

Food premises that do not have access to reticulated sewerage must dispose of sewerage and waste water via a septic tank system approved under the *Environment Protection Act 1970*. A "Permit to install a septic tank system" must be obtained from Councils Environmental Health Unit which requires an application process. Please refer to "Surf Coast Shire Septic Tank Code of Practice - February 2014" which can be accessed from http://www.surfcoast.vic.gov.au/My_Property/Septic_Tanks or contact an Environmental Health Officer.

STORAGE OF GARBAGE AND RECYCLABLE MATTER

Food premises must have facilities for the storage of garbage and recyclable matter that –

- a) adequately contain the volume and type of garbage and recyclable matter on the food premises;
- b) enclose the garbage or recyclable matter, if this is necessary to keep pests and animals away from it; and
- c) are designed and constructed so that they may be easily and effectively cleaned.

The food premises must have sufficient bins for the storage and disposal of garbage and recyclable waste. These bins must be located in a separate area of the premises or in a specified room. This separate area or specified room must:

- Be large enough to hold all the bins;
- Exclude pests and animals; and
- Be designed and constructed so that they can be easily cleaned.

BIN WASH AREAS

A bin wash area must be installed that is:

- Paved with an impervious material, and large enough to wash the largest bin or receptacle present and capture the wash water;
- Graded and drained to a silt trap connected to the sewer as required by Barwon Water;
- Provided with a border or a barrier (ie. bunded) to prevent the escape of wastewater; and
- Provide with a hose and a supply of hot and cold water to wash the bins;
- Located outside, or if located inside, it must be in a room separate from any food handling and storage areas and may require a building permit.

VENTILATION

Food premises must have sufficient natural or mechanical ventilation to effectively remove fumes, smoke, steam and vapours from the food premises.

The food premises must have sufficient natural or mechanical ventilation to effectively remove fumes, smoke, steam and vapours. This helps to prevent the contamination of food through airborne contamination and to minimise the build-up of fats and oils on surfaces throughout the premises.

KITCHEN EXHAUST HOODS

Kitchen exhaust hoods must be installed above all cooking equipment, probers, commercial dish washing machines and any other appliance or equipment that releases heat, oil vapours, water vapours, etc. The kitchen exhaust hood must be designed, constructed and installed in accordance with the Building Code of Australia and the Australian Standard AS 1668.2 – 1991.

LIGHTING

Food premises must have a lighting system that provides sufficient natural or artificial light for the activities conducted on the food premises.

Lighting in the food premises must meet the requirements of the Building Code of Australia. Therefore, adequate lighting must be provided to all areas including cool rooms, walk-in freezers, dry stores, etc. where cleanliness and/or insect infestations may go unnoticed if poorly lit.

Light fittings in food preparation, storage and wash up areas must be:

- Flush mounted or recessed into the ceiling; and
- Fitted with shatter proof diffusers (covers).

Light fittings should provide at least:

- 240 lux in food preparation areas; and
- 160 lux in wash up, storage, toilet and other areas.

Note: This is a guide. It is recommended that you consult the Australian Standard AS 1680.1 and AS 1680.2.4. Lux is a measurement of illumination.

FLOORS, WALLS AND CEILINGS

The requirements for floors, walls and ceilings specified in this Division apply to the floors, walls and ceilings of all areas used for food handling, cleaning, sanitising and personal hygiene except the following areas –

- a) dining areas;
- b) drinking areas; and
- c) other areas to which members of the public usually have access.

Floors, walls and ceilings throughout a food premises must be:

- Appropriate for the area;
- Able to be effectively cleaned;
- Non-absorbent (impervious to fat, water and oil);
- Well maintained;
- Constructed, lined, coated or finished in accordance with any relevant Australian Standard (see AS 3958.1 for ceramic tiles);
- Constructed and installed to minimise or eliminate the creation of cavities or dead air space;
- As far as practical, unable to provide harbourage for insects and rodents.

FLOORS

1. Floors must be designed and constructed in a way that is appropriate for the activities conducted on the food premises.
2. Subject to subclause (3), floors must –
 - a) be able to be effectively cleaned;
 - b) be unable to absorb grease, food particles or water;

- c) be laid so that there is no ponding of water; and
- d) to the extent that is practicable, be unable to provide harbourage for pests.

3. The following floors do not have to comply with subclause (2) –
 - a) floors of temporary food premises, including ground surfaces, that are unlikely to pose any risk of contamination of food handled at the food premises; and
 - b) floors of food premises that are unlikely to pose any risk of contamination of food handled at the food premises provided the food business has obtained the approval in writing of the appropriate enforcement agency for their use.

Floors must be:

- Smooth, durable and impervious; and
- Integrated with a system of floor waste drains in wet wash down areas.

Floor surfaces must withstand the type of cleaning procedures (including heavy duty chemicals) to be used and the amount of wear and tear caused by food handling operations (i.e. moving of heavy equipment, foot traffic, etc.)

Suitable floor finishes include sealed quarry tile, ceramic tile, stainless steel, laminated thermosetting plastic sheeting, polyvinyl sheeting with welded seams, epoxy resin, steel trowel case hardened concrete or another similar impervious material.

FLOOR WASTE DRAIN

Floor waste drains are recommended in food premises where procedures result in the extensive soiling of surfaces and equipment requiring cleaning to be conducted via a hose down method. If floor waste drains are to be installed, the entire floor must be evenly graded to prevent ponding. The floor waste must be connected to sewer in accordance with Barwon Water requirements.

FLOOR COVING

Floor coving should be installed in all food preparation, storage or wet areas at the intersection of floors with walls/plinths. Coving is required as it assists with cleaning, in particular in 'hard to reach' areas such as under cooking equipment.

WALLS AND CEILINGS

1. Walls and ceilings must be designed and constructed in a way that is appropriate for the activities conducted on the food premises.
2. Walls and ceilings must be provided where they are necessary to protect food from contamination.

3. Walls and ceilings provided in accordance with subclause (2) must be –
 - a) sealed to prevent the entry of dirt, dust and pests;
 - b) unable to absorb grease, food particles or water; and
 - c) able to be easily and effectively cleaned.

4. Walls and ceilings must –
 - a) be able to be effectively cleaned; and
 - b) to the extent that is practicable, be unable to provide harbourage for pests.

Walls and ceilings must be:

- Smooth, durable and impervious; and
- Easily cleaned
- Unable to provide harbourage for pests.

Walls above and behind cooking equipment, food preparation benches, wet areas and other areas that may come into contact with food or other areas that require frequent cleaning must be lined with a durable material (glazed tiles, stainless steel or aluminium sheeting, laminated thermosetting plastic sheeting, polyvinyl sheeting with welded seams, or other similar impervious material adhered directly to the wall) to a height of about 1.8 meters above the floor.

Where benches are secured and sealed to a wall, the durable lining material may not be required below the bench but:

- Must be installed to a minimum height of 450mm above the bench; or
- At least to the height where food or water is likely to splash

Generally, walls and ceilings in other areas must be painted with a washable paint, preferably light in colour.

It is recommended that aluminium or stainless steel capping is provided to external corners and in doorways of high traffic areas.

Ceilings above food preparation and food storage areas must be smooth faced, flush jointed plaster sheets (or other similar impervious material), non-perforated and impervious.

Note: 'Drop-in Panel' ceilings are not permitted above food preparation and food storage areas.

FITTINGS, FIXTURES AND EQUIPMENT

GENERAL REQUIREMENTS

1. Fixtures, fittings and equipment must be –
 - a) adequate for the production of safe and suitable food; and
 - b) fit for their intended use.

2. Fixtures and fittings must be designed, constructed, located and installed, and equipment must be designed, constructed, located and, if necessary, installed, so that –
 - a) there is no likelihood that they will cause food contamination;
 - b) they are able to be easily and effectively cleaned;
 - c) adjacent floors, walls, ceilings and other surfaces are able to be easily and effectively cleaned; and
 - d) to the extent that is practicable, they do not provide harbourage for pests.

3. The food contact surfaces of fixtures, fittings and equipment must be –
 - a) able to be easily and effectively cleaned and, if necessary, sanitised if there is a likelihood that they will cause food contamination;
 - b) unable to absorb grease, food particles and water if there is a likelihood that they will cause food contamination; and
 - c) made of material that will not contaminate food.

4. Eating and drinking utensils must be able to be easily and effectively cleaned and sanitised.

All fixtures, fittings and equipment in food preparation and storage areas are to be constructed of approved impervious and durable materials. They must also:

- Be able to be thoroughly cleaned;
- Be constructed from non-corrosive and rust resistant material;
- Be well maintained (i.e. not worn or damaged)
- Not taint or contaminate food;
- Have minimal open joints or other rough surfaces that may trap dirt and grease;
- If necessary, be able to be dismantled for thorough cleaning;
- Be able to withstand the intended sanitising process such as hot water above 77°C or chemical sanitisers;
- Not provide harbourage for rodents or insects (as far as practical);
- In the case of roller door and other external doors, be boxed in, fitted with weather proof seals or screens (includes insect strips) to prevent the entry of birds, rodents and insects;
- Be designed and installed to allow the safe receiving, processing, packing and sale of food;
- When installed on the floor, be placed on lockable castors or wheels, 150mm steel legs or a 150mm concrete plinth. (Steel must be corrosion proofed);

SINK DESIGN AND LAYOUT

The minimum requirement for businesses handling food (Handling refers to preparing, processing, packaging, storing, cooking, etc. of unpackaged food) is a double bowl sink. One bowl is used for washing and the other bowl is used for sanitising. You need to ensure that the sink bowls are large enough to fully immerse the largest piece of equipment/fixture that you will be washing and sanitising.

If the business prepares fresh fruit and/or vegetables then an **additional sink** must be provided exclusively for the washing of those items.

A **cleaners sink** may be required where another suitable disposal point for dirty cleaning water is not available (i.e. floor waste or a bin wash area).

Also, the following may be required depending on the type of business you wish to operate:

- a pot wash for large items that don't fit in a conventional sink
- hose connections where floors and/or equipment are to be hosed

See Hands Washing Facilities section for hand wash basin requirements.

Note:

1. Large manufacturers, home kitchens and cottage industries may be subject to varied or additional requirements.
2. If a dishwasher is provided, contact your Environmental Health Officer to discuss whether the sink requirements can be varied.
3. A recommended minimum sink bowl size is 21 litres or approximately 400mm x 350mm x 150mm deep.

SHELVING

Shelving must be appropriate for its use. For example:

- Shelving in wet areas – Stainless steel, high density plastic and other suitable materials.
- Shelving in dry storage areas – Any suitable smooth, impervious material. Timber shelving must be laminated or sealed on all surfaces.
- Shelving must not have any holes, cracks or crevices where food and other debris can lodge.

Note: Unsealed chipboard and other compressed timbers are not permitted.

COOKING, HEATING AND HOT HOLDING EQUIPMENT

Cooking and heating equipment must be able to rapidly heat a food product to a temperature of at least 75°C for a minimum of 2 minutes (This requirement may vary depending on certain food types, please check your Food Safety Program for further information).

Hot holding equipment (including Bain Maries) must be able to keep the core temperature of cooked or reheated food above 60°C. Note: Hot holding equipment must not be used to reheat or cook food.

COOLING AND REFRIGERATION EQUIPMENT

Cooling and refrigeration equipment must be able to rapidly cool the core temperature of raw or cooked food to 5°C or less (This requirement may vary depending on certain food types, please check your Food Safety Program for further information).

Remember that refrigeration equipment must be able to operate effectively in warm kitchen environments and maintain temperature when:

- Cooked food is placed inside to cool;
- Doors are opened frequently; and
- Stock is loaded or unloaded

Do not over stock refrigeration units, always follow manufacturer's instructions and open rack shelving is recommended to allow adequate air circulation.

Cool rooms may benefit from plastic strip door curtains to assist in maintaining low temperatures.

Older style cold display units, such as sandwich bars, generally have difficulties in maintaining core temperatures of food at or below 5°C. Look for units that have good cold air flow around the base of the food wells and/or good cold air flow across the top of the food wells.

UTENSILS, CUTLERY, CROCKERY, SERVIETTES, PACKAGING, DRINKING STRAWS ETC.

Sufficient, clean and dry storage must be provided for all utensils, cutlery, crockery, serviettes, packaging, drinking straws, etc.

You must not use any chipped, broken or cracked eating or drinking utensils for handling food.

When using single-use items make sure they do not:

- Splinter;
- Fragment;
- Chip;
- Taint; or
- Contaminate the food.

PROTECTION OF FOOD FROM CONTAMINATION

All exposed food must be protected from contamination. Protection measures include:

- Insect barriers (screen, fly strips, etc.);
- Properly washing hands;
- Sneeze guards or other similar methods to prevent customers from touching, coughing, sneezing, breathing, etc on uncovered food;
- Preventing foreign matter from entering the food.

"SELF SERVE" FOOD DISPLAYS (BUFFET)

If customers are able to serve themselves:

- A separate scoop or other utensil must be provided for customer use for each food container, bin or hopper;
- Scoops or other utensils must be stored so that their handles do not come in contact with the food;
- Constant supervision must be provided to avoid unintentional or deliberate contamination of the food.

- In certain circumstances scoops or other utensils may require restraints to prevent them from falling to the ground.

Don't forget – Cold Food must be kept at or below 5°C and Hot Food must be kept at or above 60°C.

CLEANING AND SANITISING

Cleaning and sanitising are separate procedures, and sanitising is distinct from sterilising.

Cleaning in the food industry is a process that removes visible contamination such as food waste, dirt and grease from a surface. This process is usually achieved by the use of water and detergent. During the cleaning process, microorganisms will be removed but the cleaning process is not designed to destroy microorganisms.

Sanitising is a process that destroys microorganisms, thereby reducing the numbers of microorganisms present on a surface. This is usually achieved by the use of both heat and water, or by chemicals.

Sterilising is a process designed to destroy all microorganisms including microorganisms that have formed a protective coat — these protective coats are called spores. Eating and drinking utensils and food contact surfaces do not need to be sterilised.

Cleaning and sanitising should usually be done as separate processes. A surface needs to be thoroughly cleaned before it is sanitised as sanitisers are unlikely to be effective in the presence of food residues and detergents.

Therefore, a food premises must ensure that there is sufficient chemicals and equipment to effectively clean and sanitise the entire premises (including all appliances, equipment and fittings).

Refer to your Food Safety Program for the Cleaning and Sanitising Procedure.

Sanitising can be achieved:

- In a dishwasher with a hot rinse cycle
- By soaking in hot water at 77°C for at least 30 seconds; or
- Using a chemical sanitiser and following the manufacturer's instructions.

Note:

1. Hot water at 77°C may burn exposed skin
2. Domestic hot water systems are preset at lower temperatures and may require adjustment
3. The hot water temperature of dishwashers must be checked regularly. The Australian Standard AS 2945 – 2002 requires utensils in Health Care facilities to undergo a sanitising rinse at 80°C for 2min, 75°C for 10min or 70°C for 15min.
4. Economy cycles generally use warm water and should not be used for sanitising.

CONNECTIONS FOR SPECIFIC FIXTURES, FITTINGS AND EQUIPMENT

1. Fixtures, fittings and equipment that use water for food handling or other activities and are designed to be connected to a water supply must be connected to an adequate supply of water.

2. Fixtures, fittings and equipment that are designed to be connected to a sewage and waste water disposal system and discharge sewage or waste water must be connected to a sewage and waste water disposal system.
3. Automatic equipment that uses water to sanitise utensils or other equipment must only operate for the purpose of sanitation when the water is at a temperature that will sanitise the utensils or equipment.

Connections for specific fixtures, fittings and equipment must:

- Be connected to the sewerage system if they generate liquid waste. For example: cool room, coffee machine, etc;
- Be connected to mains water supply if their use requires water;
- If you use equipment, such as dishwashers, to sanitise you must ensure that the water temperature is sufficient to sanitise.
- A tundish/condensate pipe (connected to sewer) is recommended for all refrigeration and heating equipment (including coffee machines).

HOT WATER SUPPLY

The hot water supply must be large enough to deliver a continuous supply of hot water at all times. If the hot water supply is to be used for sanitising you will need to check that the hot water service is capable of a minimum temperature of 80°C and that there is sufficient water to fully immerse fixtures and equipment.

HAND WASHING FACILITIES

1. Subject to subclause (4), food premises must have hand washing facilities that are located where they can be easily accessed by food handlers –
 - a) within areas where food handlers work if their hands are likely to be a source of contamination of food; and
 - b) if there are toilets on the food premises – immediately adjacent to the toilets or toilet cubicles.
2. Subject to the following subclauses, hand washing facilities must be –
 - a) permanent fixtures;
 - b) connected to, or otherwise provided with, a supply of warm running potable water;
 - c) of a size that allows easy and effective hand washing; and
 - d) clearly designated for the sole purpose of washing hands, arms and face.
3. Paragraph (2)(a) does not apply to temporary food premises.
4. With the approval in writing of the appropriate enforcement agency, food premises that are specified in the approval do not have to comply with any requirement of this clause that is also specified in the approval.

5. Only food premises that are used principally as a private dwelling or are temporary food premises may be specified in an approval for the purposes of subsection (4).

Hand washing facilities shall be provided in parts of the premises:

- Where open food is handled
- In utensil/equipment washing areas; and
- In toilet cubicles, toilet air locks or adjacent to toilets.

Note: Hand basins should be located at the staff entrance to areas where open food is handled.

Hand washing facilities shall:

- Not be obstructed;
- Not be used for any other purpose;
- Be installed at bench height;
- Be easily accessible;
- Be located within 5 meters of food handlers handling open food;
- Be supplied with clean, warm running water via a single outlet;
- Be provided with liquid soap and paper towel (via a dispenser) or an electric hand drier.

Hands free operation should be provided for all hand wash facilities.

MISCELLANEOUS

STORAGE FACILITIES

1. Food premises must have adequate storage facilities for the storage of items that are likely to be the source of contamination of food, including chemicals, clothing and personal belongings.
2. Storage facilities must be located where there is no likelihood of stored items contaminating food or food contact surfaces.

FOOD STORAGE

Dry ingredients must be stored:

- in a dry environment;
- after opening, in food grade containers with tight fitting lids;
- on shelving at least 150mm off the floor.

Note: Flour, rice and other bulk food items may be stored on the floor in moveable containers fitted with lockable castors or wheels. Pallet storage is not permitted unless a pallet truck or fork lift is available to move pallets for cleaning.

CHEMICAL AND PERSONAL BELONGINGS STORAGE

Adequate facilities must be provided for the storage of chemicals and personal belongings separate to food storage areas.

TOILET FACILITIES

A food business must ensure that adequate toilets are available for the use of food handlers working for the food business.

The food premises must have adequate toilet facilities available for food handlers.

Toilets intended for public and/or customer use should not be accessed through areas where open food is handled, displayed or stored.

Note: The Building Code of Australia details the number of toilets required within food premises with respect to both staff and patrons. Please contact Councils Building Department on (03) 5261 0600 or your Private Building Surveyor.

FOOD TRANSPORT VEHICLES

1. Vehicles used to transport food must be designed and constructed to protect food if there is a likelihood of food being contaminated during transport.
2. Parts of vehicles used to transport food must be designed and constructed so that they are able to be effectively cleaned.
3. Food contact surfaces in parts of vehicles used to transport food must be designed and constructed to be effectively cleaned and, if necessary, sanitised.

Food transport vehicles must be designed and constructed to protect the food from contamination.

Therefore, the cabin should be effectively sealed off from the section of the vehicle where the food is stored or, alternatively the food can be stored in sealed containers.

All surfaces within the vehicle and/or sealed containers must be smooth and impervious allowing easy cleaning and unable to taint the food.

If high risk food is to be transported you must ensure that the vehicle or container is capable of maintaining frozen food 'hard frozen', cold food 5°C or below, and hot food 60°C or above.

REFERENCES

Australian Standard AS 4674 – 2004 Design, construction and fit-out of food premises, 2004

Knox City Council, Health Services, Guidelines for the Design, Construction and Fit-Out of Food Premises

Food Standards Australia New Zealand (FSANZ) 'Safe Food Australia Guide' 2nd Edition, January 2001.