

# Food Premises Construction Advice

**\*\* Please be aware the Environmental Health Unit will not assess any application until a copy of your consent from the Town Planning Department is provided\*\***

The principles of construction and finishes contained in this document apply to all food premises. A food premises is any premises used for the preparation, packing, storing, handling, serving, supply or sale of any food. This includes food manufacturers, cafes, restaurants, distribution centres and kiosks.

The information provided in this document is based on the requirements of the Food Act 1984, the Food Standards Code, AS 4674-2004 (Design, construction and fit-out of food premises), AS 1668.2-2002 (The use of ventilation and air conditioning in buildings - Ventilation design for indoor air contaminant control) and best practise.

Please note that there may be variations and additional requirements for specific activities, such as manufacturing premises. Any such applications should be discussed in further detail the Environmental Health Unit.

### Plan Assessment Fees 2016/2017

<b>Premises</b>	<b>\$350.00</b>
<b>Sporting Clubs</b>	<b>\$114.00</b>

NB: Wyndham City sets food fees to recover 60-70% costs of delivering the service. Fees are set in relation to food risk type and premises size to make cost distribution as fair as possible.

### Classification of Food Premises

<b>Class 1 3PA</b>	Premises that cater/serve food to high risk groups (child care centres, nursing homes).
<b>Class 2 3PA</b>	Premises that handle or sell unpackaged food that requires temperature control (cafés, deli's). Class 2 premises with a non-standard FSP and require an independent Audit.
<b>Class 2 FSP</b>	Premises that handle or sell unpackaged food that requires temperature control (cafés, delis). Class 2 premises with a standard FSP.
<b>Class 3</b>	Premises that sell pre-packaged food that requires temperature control (eg. packaged dairy) or premises that sell cut fruit and vegetables. Minimum records required.
<b>Class 4</b>	Premises that only sell pre-packaged food that does not require any temperature control; whole (uncut) fruit and vegetables or liquor shops that provide tastings <b>Must notify Wyndham City of intended operations - exempt from registration fees</b>
<b>Sporting Clubs</b>	No Restaurant/Gaming

## PLAN ASSESSMENT PROCEDURE

Wyndham City's Environmental Health Officers are professionally trained and have many years' experience in the fit out and ongoing maintenance of food establishments to ensure compliance with the Food Act. The plan assessment process is established to ensure premises are designed and fitted out to a standard which will be easier to clean and maintain and at the same time comply with legislative requirements.

In order to accurately assess any application, you need to discuss the proposal with the Environmental Health Unit. It is recommended that you utilise the plan assessment service **before undertaking any structural works** to prevent additional costs to comply with the Food Standards Code.

To submit plans for assessment to Wyndham City, please attach 2 sets of plans to 'Submitting Plans for Approval for a Food or Health Business' form with the prescribed fee. (*Refer to fee structure on the previous page.*)

Plans must be drawn to a scale of not less than 1 to 100 which:

- Show **every** part of the premises including yards and outbuildings.
- Indicate the specific work processes to be carried out in each room, compartment or part of the establishment including the use of any external buildings/structures, i.e. storage, washing, food preparation, etc.
- Show the location and type of all fixtures, equipment, furniture, shelving, benches, etc.
- Show the room or enclosure to be provided for the storage of cleaning equipment and materials, paperwork **and** personal belongings.
- Show the area outside the establishment to be set aside for the temporary storage of refuse and indicates the size of bins and method of rubbish disposal.
- Provide specifications describing the type of materials to be used in the construction and finishing of all floors, walls, ceilings, partitions, benches, shelving, fittings, cupboards and all other fixtures and equipment.
- Include drainage plans indicating connection to City West Water or an Application to Install Septic Tank System as required.
- Details on the portable water supply to the premises (i.e. mains or private).

You must ensure all relevant Building and Town Planning approvals and permits have been obtained prior to the application for Food Act registration.

If you choose not to submit plans for assessment, any site inspections conducted prior to registration will incur a \$179 fee per inspection. Please note that at least one site inspection is required to ensure compliance with the Food Standards Code prior to registration.

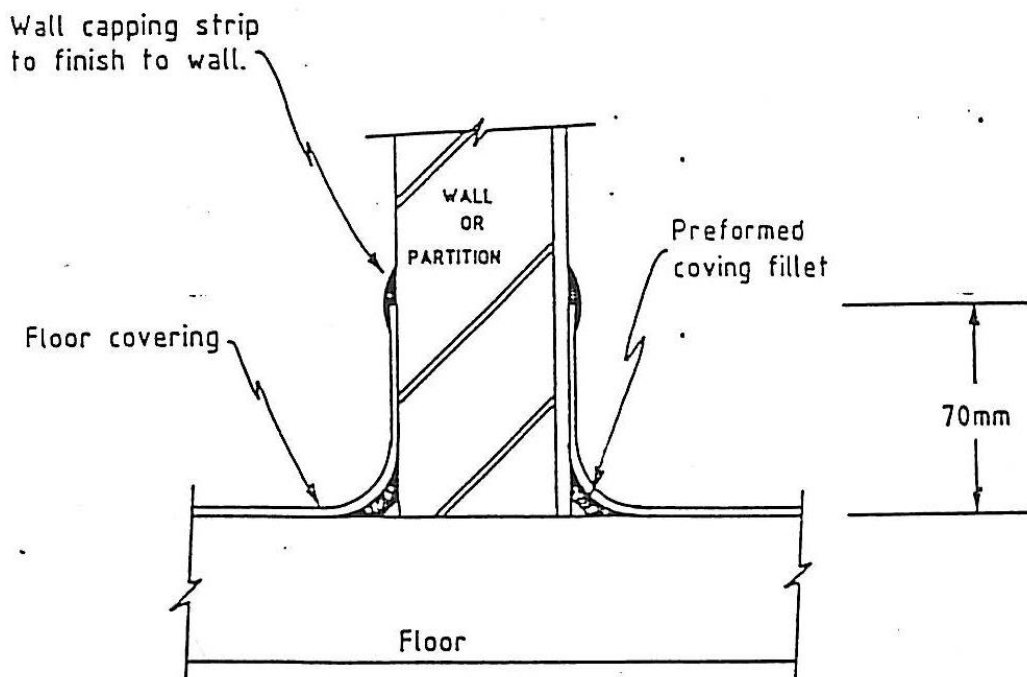
If you have any queries or require any additional information, please contact Wyndham City Environmental Health Unit on 9742 0738.

## FOOD PREMISES - STANDARD SPECIFICATIONS

### 1. FLOORS

- 1.1 Floors should be finished with an impervious, durable material suited to the work process and be constructed without cracks or open joints. Industrial vinyl sheeting and epoxy surfaced concrete is acceptable.
- 1.2 Tiles are not recommended as grouting is not easily cleaned and tiles are prone to damage in high traffic areas i.e. chipping, cracking, etc. If you choose to use tiles, level epoxy grouting must be used.
- 1.3 Floors need to be a light colour to aid cleaning and improve lighting.
- 1.4 Care must be taken to select appropriate non-slip flooring.
- 1.5 The impervious flooring material should be extended up the walls and partitions to a height of 70 millimetres in such a way that the angles between the walls and floors are concavely rounded off. Aluminium or plastic coving strips installed on top of the floor surface are **not** recommended.

#### TYPICAL COVING DETAIL



- 1.6 Where blood or liquid is likely to be spilled or large amounts of water is required for cleaning, the floor needs to be graded at 1% and drained to a floor waste gully connected to sewer. Butchers, delicatessens, restaurant/cafe kitchens and factories are examples of premises that need graded and drained floors.

## 2. WALLS

- 2.1 All wall surfaces, including doors, hatches and their surrounding fittings in food preparation, handling and storage areas need to be smooth, impervious to grease and moisture, durable, easily cleaned and be finished in a light colour. If surfaces are to be painted, the use of gloss paint of a light colour is recommended.
- 2.2 Tiles are **not** recommended as grouting is not easily cleaned and tiles are more prone to damage, i.e. chipping, cracking etc. If you choose to use tiles, level epoxy grouting must be used.
- 2.3 To avoid costly ongoing maintenance, durable impact resistant surfaces are essential in areas where wall damage is likely i.e. stainless steel. Avoid open joints when attaching sheeting materials to walls.
- 2.4 Stainless steel sheeting should be used behind all commercial cooking equipment from floor junction to canopy (NB. Tiles fall off due to the heat generated from cooking processes.).

## 3. CEILINGS

- 3.1 Ceilings must be finished with a smooth, dust-proof, non porous material constructed free from open joints, cracks and crevices and painted with gloss paint in a light colour.
- 3.2 Suspended panel ceilings are not suitable in food preparation or storage areas and do not comply with the requirements of the Food Standards Code.
- 3.3 Manholes are not recommended in food preparation areas.

## 4. WINDOWS

- 4.1 Windows should be at least 300 millimetres above the top of any bench, shelf or equipment and sills should be splayed at 45°.
- 4.2 Any windows that can be opened must be fitted with fly screens to enable effective pest control.

## 5. SERVICE PIPES

- 5.1 For easy cleaning and to avoid providing hiding places for cockroaches, all service fittings such as pipes or electrical conduits should be either concealed in walls or fixed on approved brackets to provide 25mm clearance between the wall and fitting.
- 5.2 Service pipes should be kept a sufficient height above the floor to make cleaning under and around them easy.
- 5.3 We do not recommend boxing or covering exposed pipes as the boxed area provides excellent harbourage for cockroaches and mice.

## 6. FITTINGS APPLIANCES AND EQUIPMENT

- 6.1 All surfaces which may come into contact with food including benches, store room shelves, etc. need to be smooth, impervious and easily cleaned. If surfaces are to be painted to achieve this requirement we recommend the use of gloss paint of a light colour.
- 6.2 The surfaces of all equipment, fittings and surrounding floors and walls must be cleaned. Discuss with your plumber the option of placing of gas cooking equipment on castors and providing a flexible gas hose (with safety chain) so equipment can be easily moved for cleaning.
- 6.3 Where appliances and equipment are not easily moveable (including stoves and refrigerators) the surfaces of the equipment itself and surrounding walls and floors must be cleaned. To allow proper and easy cleaning, we recommend placing these hard to move items:
  - a) A sufficient distance from any wall unless they are sealed to the wall;
  - b) A sufficient height above the floor or sealed to the floor on which they stand. If elevated off the floor, a height of 150mm is recommended to enable effective cleaning. If sealed to the floor coving should be installed as per Item 1.2;
  - c) With adequate space between items or completely sealed together to avoid inaccessible crevices which cannot be cleaned.

These principles also apply to benches and shelving.

- 6.4 Large food storage bins, troughs, mixing bowls, etc. that are not easily moveable should be fitted with castors to make cleaning easy.
- 6.5 Every table, bench, shelf, tray, fitting or appliance should be constructed of an impervious durable material and be free from cracks and crevices.
- 6.6 Shelving should be kept 25mm clear of walls with the lowest shelf a sufficient height (150mm) above the floor to allow cleaning underneath.
- 6.7 Avoid cavities, false bottoms and similar hollow spaces in the construction of fittings and equipment. These spaces provide mice and cockroaches with good hiding places.

## 7. SINKS

- 7.1 Adequate sinks large enough to enable the cleaning and sanitising of all appliances and utensils must be provided in food preparation areas. We recommend a triple bowl sink (i.e. washing, rinsing, sanitising) of sufficient depth to wash general equipment and utensils, etc. Bowls must be deep enough to effectively clean and sanitise the largest piece of equipment.
- 7.2 Sinks must be supplied with an adequate supply of hot and cold water.
- 7.3 You will need adequate space and facilities for drying items after washing i.e. draining boards, drying racks etc.

- 7.4 A designated wash area should be provided for the cleaning of appliances and equipment where steam, splashes from wash water and cleaning chemicals used or produced during the cleaning process are a potential source of contamination of food products.
- 7.5 Facilities are required for the storage of clean equipment such as containers, trays, tubs and equipment to protect them from contamination prior to use.
- 7.6 An additional separate sink should be provided in the kitchen to be used exclusively for the preparation of fruit and vegetables.

## 8. HAND WASHING FACILITIES

The Food Standards Code emphasises the importance of hand washing to prevent diseases being spread and contamination of food.

- 8.1 All hand wash basins are to be designated for hand washing only.
- 8.2 **The supply of water to hand basins should be via a hands free device.** It is strongly recommended that all hand wash basins be knee or hip operated as sensor operations have proven to be prone to breakage and malfunction.
- 8.3 Hand basins need to be supplied with hot and cold water via one outlet/faucet so warm water can be used to wash hands effectively and access to same unobstructed.
- 8.4 The hand wash basin must be of sufficient size to allow food handlers to wash their hands easily and effectively. At a minimum, a basin of 11 litres capacity with dimensions of 500mm by 400mm 'off the wall' will be adequate.
- 8.5 Single use paper towels and liquid soap must be supplied in the immediate area.
- 8.6 Hand basins are required in each area that food is handled (including servery and preparation areas). Hand wash basins are to be located where they can be easily accessed by food handlers and cannot be obstructed by other equipment, walls, partitions or doorways. Hand wash basins should be allocated no more than 5 meters from any food handling area.

## 9. SANITARY FACILITIES

- 9.1 Toilets must be provided in accordance with the National Construction Code of Australia. Please seek advice from Wyndham City's Building Surveyor.
- 9.2 We recommend separate toilet(s) be provided for customers and food handlers to prevent contamination of the food staff hands, shoes, clothing etc.
- 9.3 Ensure toilets provided for customers do not require access via food preparation areas.
- 9.4 An air-lock is required between toilet facilities and any areas used for the storage, preparation or handling of any food.

## 10. STORAGE FACILITIES

- 10.1 Separate storage facilities must be provided for the storage of items that are likely to be a potential source of contamination *i.e.* lockers for personal belongings, paperwork, cleaning equipment and chemicals, etc.

## 11. GARBAGE DISPOSAL

- 11.1 You will need an external area for storage of garbage and recyclable matter and for cleaning of rubbish bins. We recommend a concreted area (minimum 2m x 2m) outside the premises graded and drained to sewer for the temporary storage of garbage receptacles. For cleaning purposes a hose point with hot and cold water should be provided. All abutting walls need to be made smooth and impervious so they can be cleaned. (See Appendix 1.)
- 11.2 The external rubbish storage area must be adequately sized to contain the volume of waste generated, capable of preventing pest access and designed so that it can be effectively cleaned.
- 11.3 Garbage receptacles should be impervious and have close fitting lids.
- 11.4 Garbage bins should be located so that they can be emptied without being carried through the premises.

## 12. VERMIN AND INSECT PROOFING

Rats, mice, flies and cockroaches are disease carriers which are attracted to food establishments as they provide food, shelter and warmth. Premises should be designed to keep insects out.

- 12.1 To make the **entire** premises pest proof, all potential access points outside and inside the premises must be sealed. Particular attention needs to be paid to entry and exit points for service pipes, joints between walls and roof, external doorways, windows, ducts and ventilation ports.
- 12.2 Doors should be close fitting and self closing. Weather strips or similar attachments may be necessary on the bottom of your doors.
- 12.3 Roller doors are not recommended as they are not pest proof and are not easily cleaned.
- 12.4 Air curtains are not recommended for fly proofing as they have been found to be ineffective. Heavy duty plastic strip curtains or plastic flap doors may be used.

## 13. CLEANING MATERIALS AND EQUIPMENT

- 13.1 A separate area must be provided for the storage of cleaning equipment (mops, brooms, buckets, etc.) and chemicals (soaps, detergents, etc) to physically separate such items from food storage and preparation areas and to prevent contamination of food and preparation surfaces.
- 13.2 A cleaners sink is required in premises where floor waste drains have not been installed.



## 14. COOLROOMS & FREEZER ROOMS

- 14.1 Coolroom and freezer rooms must comply with the National Construction Code of Australia. Doors must be capable of being opened by hand from inside, fitted with internal lighting and an alarm. Please seek advice from Wyndham City's Building Surveyor whether a permit is required.
- 14.2 A coolroom should be constructed to comply with the principles described above for floor, walls, ceilings, fixtures and fittings.
- 14.3 The space above coolrooms should be boxed in to the ceiling, provided with a suitable access door and screened ventilation. Without boxing, the top of the coolroom is often used as junk storage and will require regular cleaning.
- 14.4 Refrigeration motors should be located outside the building in a location which allows general access for cleaning and maintenance and will not create a noise nuisance to neighbours.

## 15. LIGHTING

- 15.1 The National Construction Code of Australia requires lighting in accordance with A.S.1680-1976. For health, safety and cleaning purposes, all areas including storage rooms, freezers, coolrooms, workrooms, etc. must have adequate lighting.
- 15.2 For ease of cleaning, light fixtures should be recessed into the ceiling or fitted flush to the ceiling. The use of diffuser covers is recommended to prevent light breakages and potential contamination of food with glass fragments.

## 16. MECHANICAL EXHAUST VENTILATION

Adequate mechanical ventilation is required to minimise fire risks, to remove gases, vapours and heat which can affect the health and safety of workers, prevent staining and fouling of kitchen walls and ceilings and to provide comfortable conditions for staff and customers.

- 16.1 All cooking and heating appliances are to be located under a mechanical exhaust canopy, including gas ovens, electric deep fryers, gas fired deep fryers, woks, salamanders, open flame charcoal equipment, etc. Cooking equipment must not extend outside the catchment area of the canopy, nor impede the canopy air flow.
- 16.2 Exhaust hoods shall be constructed from impervious material (i.e. stainless sheet) in a sound, tradesman-like manner with smooth internal and external surfaces, free from obstructions and burred edges so it can be easily cleaned. All joints must be grease tight.
- 16.3 The installation of the canopy must be in accordance with AS 1668.2-2002. A Certificate of Compliance must be submitted to Wyndham City for all mechanical ventilation systems prior to registration.
- 16.4 Canopy hoods shall extend a minimum of 150mm beyond the perimeter of all appliances to be ventilated, and 300mm beyond the perimeter for open flame charcoal equipment.

16.5 The distance between the lowest edge of grease filters and the cooking equipment shall be not less than:

- a) 1350mm for charcoal or similar type of open fires
- b) 1050mm where the heat source is provided by a naked flame such as a gas stove
- c) 600mm where the heat source is provided by electrically operated equipment or a fixed plate or pan above gas flame such as a solid grill plate or deep fryer.

## **17. GREASE TRAPS**

A grease trap is a device designed to collect fat, oils and food scraps and prevent this material going down the sewer and blocking drains. Grease traps are therefore naturally dirty and unsanitary and need to be professionally cleaned out on a regular basis.

17.1 Applicants must contact City West Water to determine whether a grease trap is required.

17.2 A grease trap should be installed outside the building so that cleaning and maintenance can be performed without entering the food premises.

## **18. MAINTENANCE**

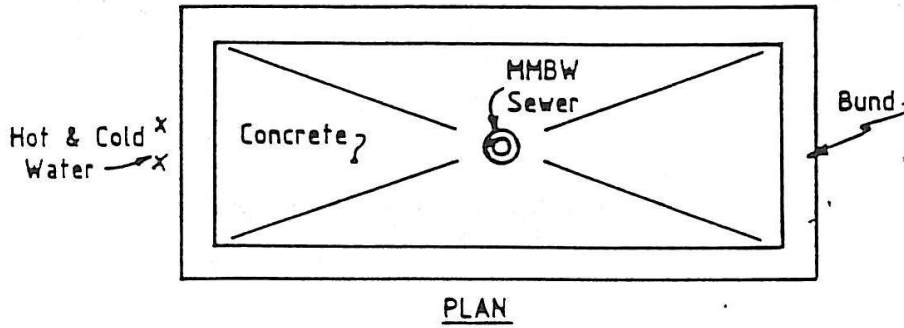
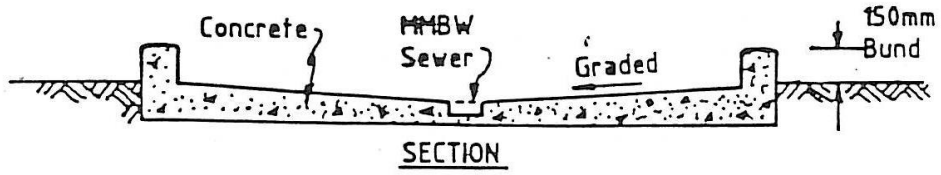
The proper maintenance of the premises and equipment is essential in order to prevent the contamination of food products. It is also a key aspect of any quality assurance system.

18.1 The maintenance of premises and equipment must:

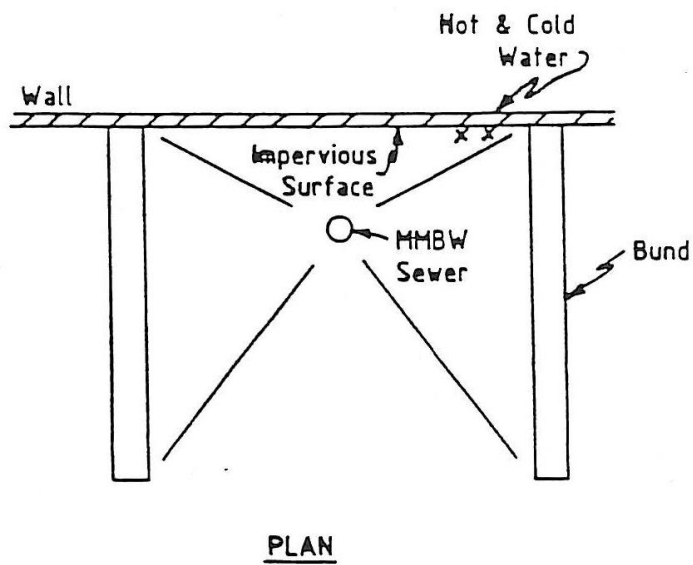
- a) Ensure equipment is in a proper state of operational adjustment;
- b) Ensure that defects or damages are repaired according to good practice;
- c) Ensure repaired items are in good working order;
- d) Ensure damaged equipment is replaced;
- e) Any extraneous equipment not being used is to be removed from the premises.

## APPENDIX 1

### GARBAGE RECEPTACLE AREA

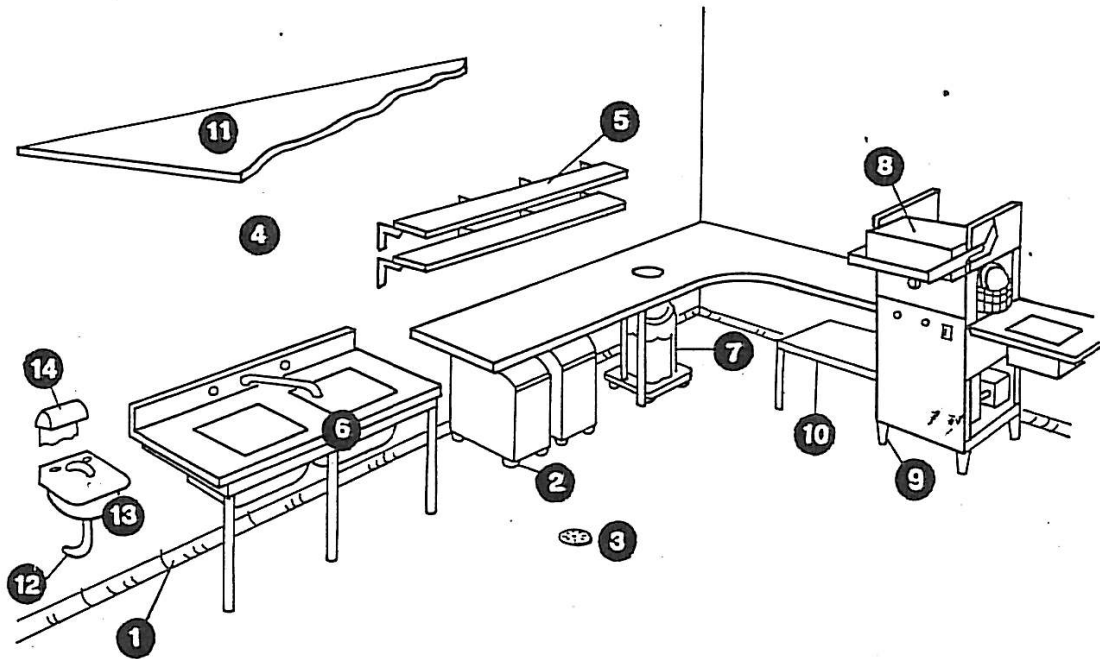


### ALTERNATIVE RECEPTACLE AREA



**APPENDIX 2**

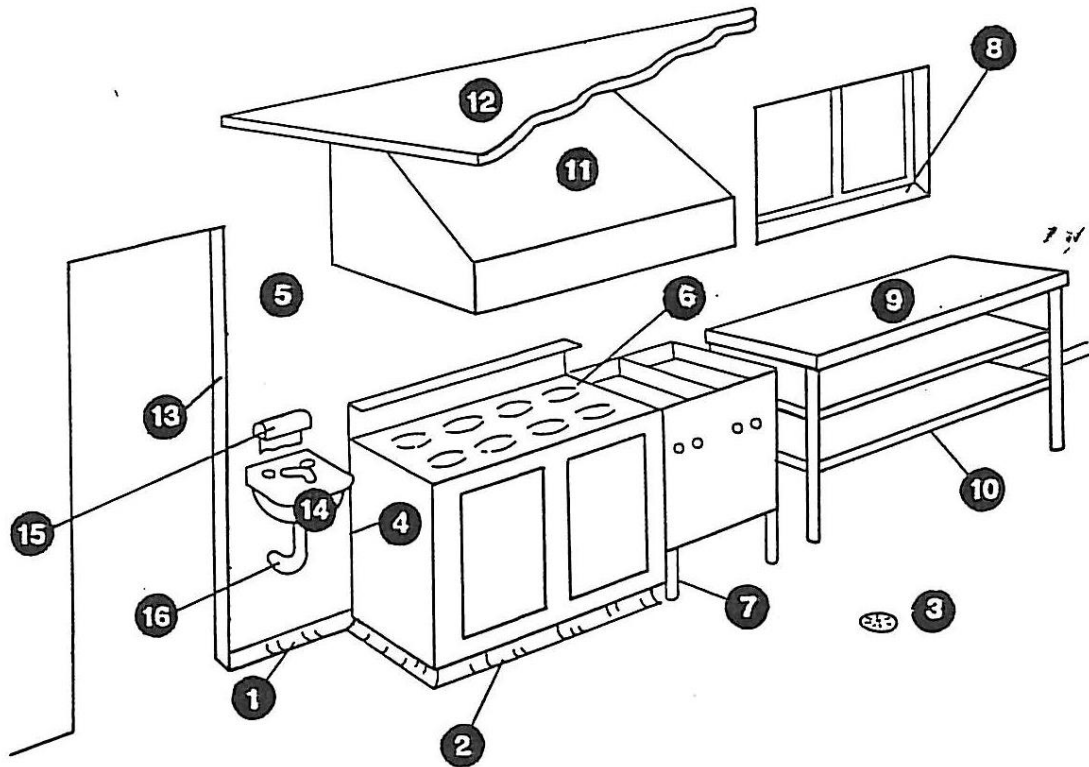
**TYPICAL WASH-UP AREA**



**FIG. 2. Requirements — Typical Wash-up Area**

Typical Wash-up Area	
1	Flooring extended up walls.
2	Castors to storage units
3	Impervious floor graded and drained
4	Walls smooth, impervious & easily cleanable
5	Shelving clear of walls
6	Sink on metal frame
7	Garbage bin
8	Dishwasher with temperature monitoring
9	Metal legs allowing cleaning underneath
10	Bottom shelf 300mm above floor
11	Smooth, impervious, cleanable ceiling
12	Water and drainage pipes sealed into wall
13	Hands free hand-basin
14	Soap and disposal towel dispenser

**TYPICAL FOOD PREPARATION AREA**



Typical Food Preparation Area	
1	Flooring extended up walls.
2	Flooring extended up plinth
3	Impervious floor graded and drained
4	Equipment sealed to walls or a cleanable distance off walls
5	Smooth, impervious, cleanable walls
6	Equipment sealed together or cleanable distance apart.
7	Metal legs allowing cleaning underneath.
8	Splayed window sill 300mm above bench.
9	Steel framed bench
10	Bottom shelf above floor allowing cleaning underneath.
11	Mechanical exhaust canopy - no horizontal surfaces
12	Smooth, impervious, cleanable ceiling.
13	Architraves, door fittings, cleanable, impervious and without gaps.
14	Hands free hand basin
15	Soap and disposal towel dispenser
16	Supply and drainage pipes concealed in wall

# Construction Checklist

Reference Number

Trading Name

Date

## About

You may use this form to verify that works critical to sign off by the Wyndham City Council's Environmental Health Unit have been completed prior to booking your final inspection. A food premises will not be approved for registration unless the following items have been completed to the satisfaction of an Environmental Health Officer.

### 1. Layout of premises

	YES	NO	N/A
Does the layout conform to approved plans? (if applicable)			

### 2. Floors, Walls and Ceilings

Are the floor areas in the food preparation and storage areas smooth, impervious and easy to clean? (Including under benches and equipment)			
Is the floor coved at the intersection of the floors and walls?			
Are there drainage points in the floor?			
Is the cool room and freezer room (if applicable) floor made of a smooth, impervious and easy to clean material?			
Are all wall and floor openings made during construction, fit out and around pipes of equipment sealed?			
Are the ceilings of solid construction, impervious and free of gaps? <b>NOTE:</b> drop in panels are not acceptable in food preparation and storage areas.			

	YES	NO	N/A
<b>3. Fixtures, Fittings and Equipment</b>			
Are hand wash basins available for use in: <ul style="list-style-type: none"> <li>- Areas where open food is handled?</li> <li>- In toilet cubicles or immediately adjacent to the toilet cubicle?</li> </ul>			
Are hand wash basins easily accessible and not impeded by any walls or barriers? (including doorways)			
Do the hand wash basins have hands free taps?			
Is there warm running water?			
Are soap and paper towel dispensers located adjacent to hand wash basins?			
Is there a double bowl sink installed? Or Is there a single bowl sink with dishwasher installed			
Is there a dedicated food preparation sink? (applicable only if food handling involves frequent washing of fruit and vegetables)			
Is there a cleaner's sink? (not required if floor waste drains have been installed)			
Are all fridges, freezers and holding equipment commissioned and operational? <b>NOTE:</b> Units must be able to maintain food at the following temperatures: Refrigerators 5°C, Freezers -15°C, and Hot holding units above 60°C			
Is a working digital food probe thermometer available at the premises?			
Is there a food grade sanitiser onsite to clean food contact surfaces with? (i.e. food equipment, benches, and utensils)			
Is there adequate lighting to all food preparation, storage and cleaning areas?			
Is there sufficient pest control measures implemented throughout the food premises? (including but not limited to, bait stations, electric bug zappers, self closing devices on doors, fly screens etc)			

#### 4. Staff belongings and storage

Are there separate areas for chemical storage, such as a dedicated room or separate enclosed cupboard located away from food preparation areas?			
Are lockers provided specifically for the storage of employee's clothing and personal belongings?			
Are waste bins provided and a contract in place for waste collection?			
Waste bins made of impervious material and have close fitting lids?			
Is there a water supply, hose and floor waste drain? (For cleaning purposes)			
Is the waste room finished with smooth impervious materials?			
Is the waste room ventilated?			
Is a grease trap installed?			
<b>5. Mechanical ventilation</b>			
Has a certificate of installation for the mechanical ventilation been provided to the Council? <b>Please note:</b> This certificate must state that the mechanical ventilation has been certified as being installed in compliance with the Building Code of Australia (BCA) and AS 1668.1 & AS 1668.2.			
Does the exhaust hood cover the equipment to be ventilated?			
<b>6. Cleaning</b>			
Has all building material been removed from the premises?			
Has the premises been cleaned so that it is ready for trade?			



**7. Food Safety Program and Food Safety Supervisor**

	YES	NO	N/A
Has the Council been notified of the specific Food Safety Program to be used for the food premises? (Class 1 & 2 only)			
Is there a copy of the food safety program retained onsite? (Class 1 & 2 only)			
Have class 3 minimum records been obtained and kept onsite? (Class 3 only)			
Has a Food Safety Supervisor been nominated for the food premises? (Class 1 & 2 only)			
Has a copy of the Food Safety Supervisor training certificate been provided to Wyndham Councils Environmental Health Unit? (Class 1 & 2 only)			
Are the proprietor details displayed in a prominent position on the front window of the food premises?			
<b>8. Registration Fee</b>			
Has the relevant registration fee been paid in full?			

**Notes/Comments**

**Signature**

**Name**

**Date**

**Disclaimer**

The purpose of collecting this information is for the verification of completed works prior to the Environmental Health Units final inspection. It should be noted that additional items might be required to be actioned after the final inspection, to ensure compliance with relevant Acts and guidelines. This Food Premises Final Inspection checklist information is given voluntarily and serves as a reference to ensure that major requirements are met prior to obtaining a registration under the Food Act 1984.