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# Food Premises – Guide to Construction & Alteration Information Sheet

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## Introduction

This is your Guide to Council's requirements for Food premises. This information sheet is designed to assist:

- Operators of food premises
- Potential owners/operators
- Builders
- Shopfitters
- Accountants and Solicitors

The correct construction, maintenance and operation of food premises is one way of ensuring that the general community is protected from outbreaks of food poisoning.

The primary objective is to ensure that food preparation and distribution points do not present a health risk for consumers.

## Using this Guide

This information is provided as only and should be read in conjunction with the Food Hygiene Regulation 1989. Council reserves the right to add to or waive any of the information in this guide.

The guide is intended for:

- New buildings intended for use as food stores
- Existing buildings being converted to use as food stores
- Existing food stores being so modified, renovated or altered as to change the use, layout or conduct of the premises, and
- Existing food stores not in compliance with the requirements of the "Food Hygiene Regulations 1989". These specifications shall apply only insofar as Council may consider it necessary to render the premises fit for continued use as food stores and to protect food against contamination.

The specifications are supplementary to and do not replace any legislation applying to the preparation, production, storage, handling or serving food for sale.

Any person seeking to establish or subsequently modify a food store is advised to seek the requirements of other relevant authorities. These include:-

- Other Council Departments
  - Town Planning Section
  - Building Section
  - Technical Services
  - Plumbing Inspector
  - Trade Waste Officer

## Other Statutory Bodies

- Workplace Health and Safety
- Fire Safety Officer, Bureau of Emergency Services
- Ergon / Energex
- Gas Examiner, Dept of Minerals and Energy
- Liquor Licensing, Dept of Tourism, Sport and Racing
- Dept of Primary Industries
- Old Fish Management Authority

Note: Illustrations included in this guide are not to scale.

## Construction

The design, construction, maintenance, modification and repair of food establishments and their fixtures, fittings and equipment are to conform to contemporary standards of acceptable professional and trade practice. Repairs are to include the use, where appropriate of materials similar to the original and are to be completed so as to comply with the requirements of these specifications.

## Fixtures

All equipment, fixtures, fittings are to be constructed and installed so as to preclude harbourage for vermin and rodents to prevent accumulation of dust or dirt, and to facilitate easy cleaning.

## Definitions

"Approved" means – Approved for the specific purpose, such approval being in writing by Council's Manager of Environmental Health.

"Cooking" means – The process of converting food from a raw state to an acceptable, edible state by the application of energy in the form of heat (and in certain cases other forms of energy) and

Without limitation, including roasting, grilling, barbecuing, frying and the like. Also included is the re-heating of pre-cooked foods.

"Easily Moveable - Appliance and Fittings" means – Any fitting or appliance having a weight less than 16 kilograms shall be deemed to be easily moveable.

"Food Preparation Area" means – Any room, compartment or place used for the purpose of preparing and serving food for sale for human consumption and without limitation, includes preparation and servery areas of cafes, restaurants, hotels, clubs, coffee lounges, snack bars, delicatessens, caterers premises stores and the like.

"Impervious" means- Water, grease, or moisture proof.

"Preparation – Prepare – Preparing" means- Making ready food for sale and without limitation includes peeling, washing, cutting, spreading of food, cooking, packaging and conveying and the like.

"Regulation/s" means – The Food Hygiene Regulations 1989.

"Solid Construction" means – Brick, concrete, concrete blocks, structural fibrous cement or other similar material.

Note: Solid materials and solid construction are required to prevent the formation of cavities which may provide harbourage for insects and vermin.

“Stainless Steel” means – 316 Food Grade

“Potentially Hazardous Foods”: means – Food that is capable of supporting rapid growth of infectious or toxigenic micro-organisms within 4 hours.

## General Provisions

“Snack Bars, Take-away Foods, Cafes (excluding Caterers premises and Food Stalls)” shall be-

- Effectively enclosed from floor to ceiling on at least three(3) sides and capable of being fully enclosed when not closed for business.
- Wall cladding is to extend the full height from floor to ceiling and all windows are to be effectively protected against rodents and vermin.
- When required by Council, all windows and door openings shall be effectively screened and/or proofed against the entry of insects.

“Caterers Premises” shall be –

- Effectively enclosed from floor to ceiling on all sides. Wall cladding to extend the full height from floor to ceiling and all windows and door openings are to be effectively screened and/or proofed against the entry of insects, rodents and other vermin.
- These requirements apply also to any area used for storage of ingredients or utensils.
- If operated from a private dwelling any section used as a caterers premises shall comply with all requirements of this specification. (Town Planning consent may also be required).
- Note: Preferred construction is concrete masonry finished in accordance with section 4 of this guide.

## Ceilings

### Material

Ceilings shall be approved smooth, impervious, rigid, durable, non-toxic, resistant to corrosion and free from open joints, cracks, crevices, perforations or openings in which grease or vermin may collect. Such material is to be painted with a washable light coloured gloss paint or be surface-treated with other approved durable material.

This requirement shall apply to all food preparation and storage areas: Including serveries and serving areas to the front edge of the counter.

- **Suspended Ceilings**  
Ceilings may be comprised of pre-formed materials in the form of rigid panels well fitted to suspended non-corrosive metal T-bars and other mouldings.

Panels are to be either sealed or clipped to the metal T-bars.

### Ceiling Height

The ceiling height in any kitchen or in any food preparation area where either cooking or heating or serving of pre-cooked foods is carried out shall be not less than 2.4 metres at any point.

In accordance with the requirements of the Building Code of Australia 1990 building duct work shall, as far as possible, be recessed or concealed in the kitchen ceiling so that an unobstructed ceiling height of at least 2.4 metres is maintained.

- Dining Areas  
Unrestricted: provided dining area is ceiled to a finish capable of adequate cleansing.

### **Exposed Beams and Trusses etc.**

Expose structural members shall be effectively boxed in or otherwise enclosed in an approved manner, to present a surface similar in texture and finish to the ceiling proper.

### **Exemption**

The provision of the Food Hygiene Regulations 1989 (specific requirements ceilings) will not apply in the case of ceilings in a food store:-

- in at or on which is stored, handled or displayed only-
  - (i) food which is wholly enclosed in protective packages; or
  - (ii) fresh whole fruits or vegetables or both;
- that is used as an area for dining or drinking or for the delivery or service of food incidental to that use.

## **Floor Construction**

### **Surface Treatment**

#### **Floors**

Floors are to be constructed of materials which are impervious, nonslip and non-abrasive, having an unbroken surface and capable of withstanding heavy duty operation.

The intersections of walls with floors are to be covered (*rounded*) to a radius of at least 25 millimetres and continued up the wall to a height of at least 70mm.

Heavy duty vinyl sheeting and welded (*seamless*) jointed flooring materials are to be laid over a solid base strictly in accordance with the manufacturer's specifications.

Vinyl sheeting is to be turned up to form the required 25mm cove and a fillet or backing piece is to be fitted to provide support.

Floors are to be finished flush with the door sill or alternatively, a floor waste with a screwed removable plug is to be provided.

#### **Food Preparation, handling and serving areas:**

The floor finish is to be smooth and even, free of cracks, crevices or surface protrusions that would prevent efficient cleaning.

Floors are to be effectively graded and drained to floor waste drains located in all wet areas and other areas as directed by the Manager of Environmental Health.

Approved surfaces include:

- (a) Ceramic and quarry tiles of an approved size and type with epoxy or acid resistant to grout flush finished to the surface of the tiles.

- (b) Commercial Grade, welded sheet vinyl bonded to the surface to the manufacturer's specifications.
- (c) All other materials to be approved by the Manager of Environmental Health.

Note: Surfaces should be of a non-slip finish

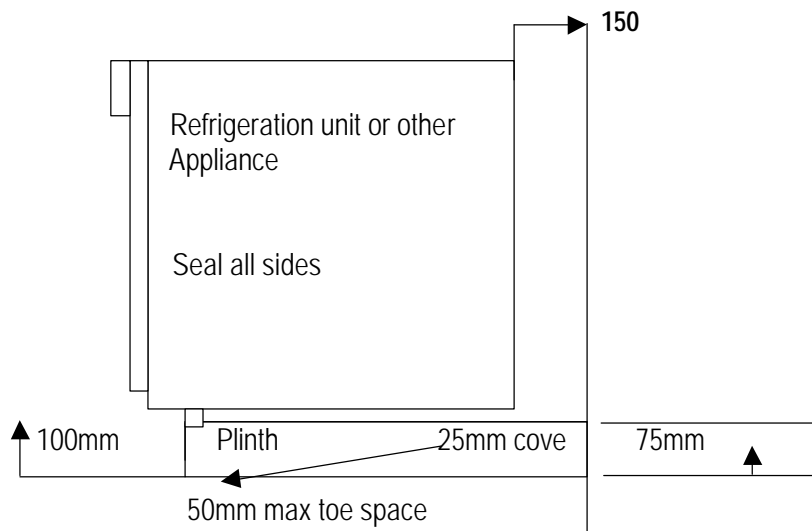
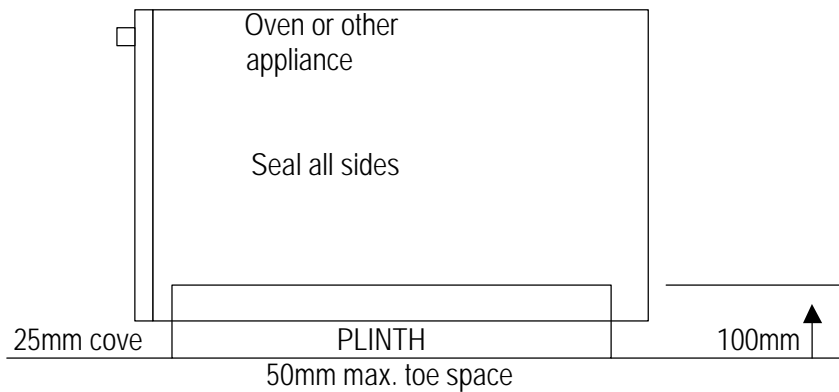
## Plinths

Cooking and heating appliances, refrigerators, hot water system, cupboards and other equipment which are not easily movable and which are fixed to the floor or designed to stand on a base, are to be placed on plinths of concrete or other approved solid impervious material at least 100mm in height.

Plinths are to be an integral part of the floor, finished to a smooth even surface, recessed under the fittings to provide a toe recess of not more than 50mm and coved to the floor radius of not less than 25mm, rounded or bull-nosed at exposed edges or corners.

The plinths shall be surfaced with an approved material, e.g: the same material as the adjacent floor space.

The base of the equipment, appliance or fitting is to overhang the plinth and be so modified if necessary to prevent any liquids, food spillage or floor washings from gaining access to the underside of the equipment and creating an unsanitary condition or providing harbourage for vermin.



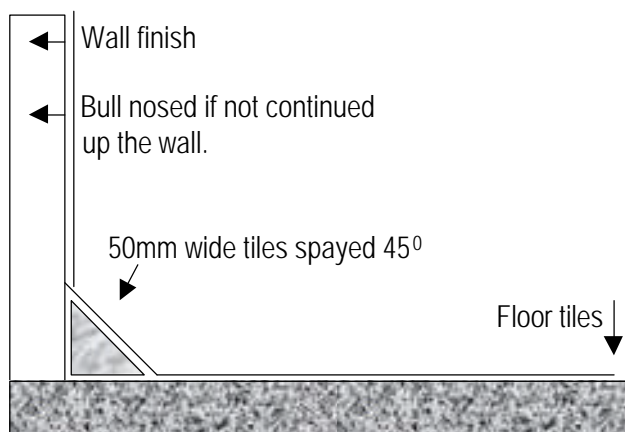
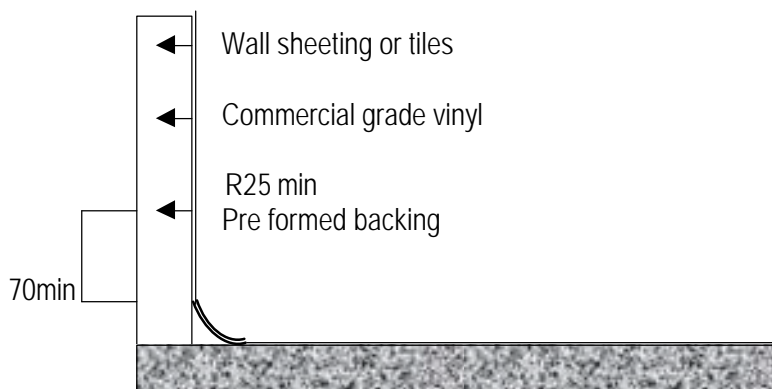
Note: Plinths may be omitted where the equipment is supported on approved metal legs providing a clearance of at least 150mm between the floor and underside of the equipment OR where the equipment is made easily movable by the approved fitting of approved castors.

## Intersections of Floors and Walls (Coving)

Intersections of floors and walls are to be coved and where floors have preformed materials adhered to the surface, the preformed material is to be continued up walls and other vertical surfaces to a minimum height of 70 millimetres to form an integral floor and wall surface without ledges or gaps.

For the main part coving, cove or coved will mean either a concave curve at the junction of two surfaces, with a radius of not less than 25 millimetres or a tile of less than 50 millimetres in width splayed at 45 degrees.

### COVING METHODS



## Floor Areas

### Minimum floor area for food preparation (measured wall to wall)

- **Snack Bar Take-away Food Establishment S** – 8m<sup>2</sup>
- **Cafes**
  - (i) Maximum 12 diners – 8m<sup>2</sup>
  - (ii) 13-39 diners – 12m<sup>2</sup>
  - (iii) 40 diners and over – 12m<sup>2</sup>  
plus 2.5m<sup>2</sup> for each additional 10 diners or part thereof between 40 and 150

- (iv) Where a premises provides facilities for more than 150 diners the minimum floor area food preparation will be assessed upon application .
- **Caterers/Food Manufacturers premises** – size is to be determined having regard to the purpose for which the premises are to be used. The premises must be sufficiently large to enable the requirements of current food hygiene legislation to be met. (A minimum floor area of 28m<sup>2</sup> may be used as a guideline).

Note: Separate room or partition required for:

- (i) Fish cutting and like processes
- (ii) Bulk storage of dry or refrigerated foods.

### Minimum Dining Areas

- (actual available area calculated free from obstruction or encroachment. Excludes foyers, self-served areas, access ways, etc.)
  - (a) Table and Chair facilities: Minimum area of 20m<sup>2</sup> or 1.1m<sup>2</sup> for each diner, whichever is the greater.
  - (b) Snack Bar Facilities: Fixed stools at 800mm minimum (centre to centre).

### Walls

- Walls shall be of an approved flat smooth material, finished so as to provide a high gloss surface. Any wall to be painted shall be treated with paint of an approved light colour having
  - a washable gloss surface.
  - Walls are to be free of cracks, crevices, open joints and other defects.
  - The requirement for an approved smooth impervious wall finish shall apply to all food handling areas, including all serving areas to the front edge of the counter.
  - Junctions at angles between adjoining walls shall be covered.
  - Approved material and or wall finishes are:
    - (a) Brickwork or concrete masonry, cement rendered to a smooth steel trowelled even surface and painted with a light coloured washable gloss paint.
    - (b) Glazed ceramic tiles.
    - (c) Stainless steel
    - (d) Acrylic or laminated plastics, adhered directly to the wall with a suitable contact adhesive or bonded to a water resistant wall sheeting.
    - (e) Welded sheet vinyl bonded to the surface to the manufacturer's specifications.
    - (f) Heavy duty fibro-cement framed partitioning is utilised, it shall be faced on both sides with a suitable approved material.

### Cover Strips

- Cover strips shall not be used in food preparation areas. Any joints between sheeting shall be either filled with an approved material or jointed with an approved joining strip sealed to the manufacturer's specifications.

### Ceramic Tiles

- Where ceramic tiles are used as a wall finish they shall be carried to the ceiling. However, in some locations approved by the Manager of Environmental Health. Wall tiles need only be carried up 2 metres, with a steel trowelled cement render finish between the top edge of the wall tiling and the ceiling. The cement render is to be finished flush with the surface of the tiling so as to eliminate a ledge upon which dust and grease can accumulate.
- Alternatively, the top tile may be bull-nosed.

### Wall Projections

- Architraves, skirting boards, picture rails and similar projections on food preparation area walls are not permitted.

### Walls at Rear of Cooking Appliances

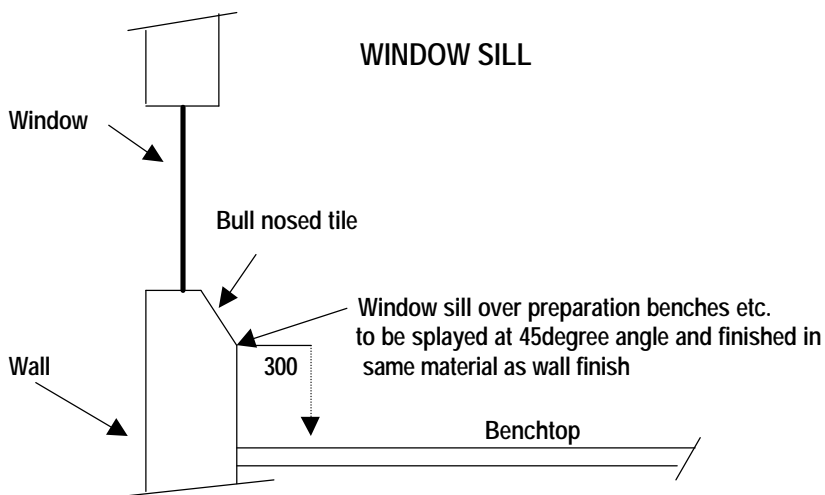
- Walls at the rear of cooking appliances shall be surfaced with stainless steel sheeting from the bottom edge of the exhaust canopy to the floor coving. In the case of cooking appliances fixed flush with the wall such sheeting is to extend to the top of the appliance and shall be lapped and sealed over the top edge of the appliance to form a grease and vermin proof seal. Cooking appliances may only be fixed to a wall of non-combustible solid material. All other joints with wall surfaces are to be effectively sealed against the collection of grease and the harbourage of vermin.
- Stainless steel sheeting is to be adhered directly to the wall with a suitable adhesive or fixed by other approved means as to be vermin proof and free from buckles, cracks or crevices. Fixing screws may be used only in specific locations and shall be kept to a minimum. This includes double bowls sinks, benches and tables.

### Walls at Rear of Benches, etc.

- Walls at the rear of benches, sinks and basins shall be surfaced to a minimum height of 300mm with stainless steel, approved ceramic tiles, or acrylic or laminated plastics, adhered directly to the wall with a suitable adhesive or other means of so as to be vermin proof and free from buckles, fixing screws, cracks and crevices. This includes double bowl sinks, benches and tables.

### Windows and Window Ledges

- In food preparation areas all windows shall be at least 300mm above the top of any benches, sinks or wash and basins. All window ledges shall be splayed at 45 degrees to ensure that they cannot be used as shelves and finished with material matching the wall finish with all edges rounded to smooth surfaces.



### Dining Areas

- Unrestricted, provided that where the dining area is enclosed the wall finish is to be capable of adequate cleansing.

### Protective Strips

- Walls in areas likely to be damaged by trolleys or similar traffic are to be provided with approved metal strips of adequate dimension, installed and sealed in accordance with this guide.

### Exemptions

The provisions of the Food Hygiene Regulations 1989 will not apply in the case of walls in a food store.

- (a) In, at or on which is stored, handled or displayed only –
  - (i) food that is wholly enclosed in protective packages: or
  - (ii) fresh fruits or vegetables or both;
- (b) that is used as an area for dining or drinking or for the delivery or service of food incidental to that use.



### **Timber Framed Partitions**

- The bottom plate in all timber framed partitions in food preparation areas shall be placed on a dwarf wall constructed of brick, concrete or similar material raised not less than 100mm above the floor level and covered as for main wall at the intersection of the floor and wall junctions. Alternatively, the partition may be placed on non-corrosive metal legs with a minimum height of 150mm.

### **Vermin Control - Rodents**

- Openings  
All external doorways and other external openings are to be rendered rodent proof.

Frames and sills are to be rebated, recessed or otherwise constructed so as to provide a maximum tolerance of 6mm at any part for the ingress of rodents. Where external surface is to be sheeted with metal to a height of 300mm.

- Fixtures  
All equipment, fixtures, fittings are to be so constructed and installed as to preclude harbourage for vermin and rodents, to prevent accumulation of dust and dirt and to facilitate easy cleaning.
- Insect Proofing  
All food preparation and servery areas are to be protected from the ingress of insects in a manner approved by the Manager of Environmental Health.

### **Cooking Appliances**

- Proximity to Walls, etc.

All stoves, cookers and similar appliances are to be either:-

- (a) kept at least 150mm clear of walls where such fittings do not exceed a continuous run of 3 metres or
- (b) where the continuous run exceeds 3 metres the appliances are to be kept 250mm clear of the walls with an access space of 300mm at the end of each 3 metre run or
- (c) may be built into walls and completely vermin-proofed to the satisfaction of the Manager of Environmental Health. or
- (d) fitted with wheels or castors and provided with a flexible connection.  
Appliances may abut the walls and each other providing sufficient space is available to adequately move the appliance for cleaning purposes.

- Where Butting Together  
Where appliances are butted together, the gap between the fittings is to be sealed in such a manner as to eliminate any opening joint, space or cavity which would permit liquids, food particles or grease to collect therein.
- Distance Apart  
Appliances not sealed as in the above paragraph shall be placed at least 150mm apart, unless rendered easily moveable for cleaning purposes to the satisfaction of the Manager of Environmental Health.
- Thermostats  
Any deep frying equipment installed must be thermostatically controlled to prevent as far as possible any fire hazard due to over-heating of cooking oils.
- Gas Appliances  
In the case of gas burning equipment being built into walls, due regard is to be paid to the manufacturer's installation requirements or those of any other Statutory Body in relation to air intakes and vents to burners.

## Lighting

- Lighting

A food store shall be provided at all times with natural or artificial lighting adequate for the conduct of the activities performed in at or on that store.

In determining the adequacy of lighting in a food store, regard shall be given to AS1680-1976. Code of Practice For Interior Lighting and the Visual Environment.

- Light Fittings

All light fittings are to be recessed into the ceiling, walls and exhaust hoods, and are to be fitted with smooth, impervious covers. Where this method is not possible, light fittings are to be encased and sealed to prevent the formation of exposed ledges, gap or crevices.

Exposed fluorescent tubes, bulbs and open diffusers are prohibited.

## Hot Water Supply

- Storage Systems

Hot water storage system shall be provided of a capacity equal to double the capacity of all sinks, basins, and/or dish washing machines: but in each case the system must have a minimum storage capacity capable of providing a minimum delivery of 140 litres per hour at 75<sup>o</sup> C at the point of use.

- Quick Recovery Units

Quick recovery hot water storage units may be allowed at the discretion of the Manager of Environmental Health, in premises where the use of returnable tableware is minimal.

Note: All gas hot water appliances are to adequately vented in accordance with the Manufacturers installation requirements and the vent carried to an approved external outlet.

## Ventilation And Exhaust Equipment

- Ventilation

All rooms in a food store are to be provided with natural ventilation or mechanical ventilation systems installed in accordance with the provisions of the Building Code of Australia and Australian Standards.

All exposed portions of a mechanical ventilation and or air-conditioning system are to be finished in accordance with the specific requirements for walls and ceilings. All duct work and associated systems are to be vermin proof.

- Mechanical Exhaust Ventilation System

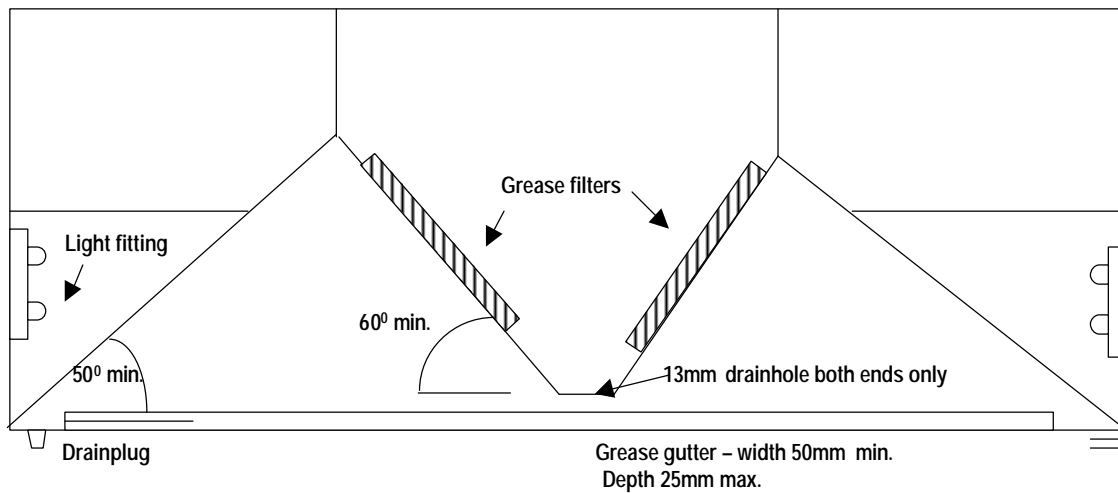
An approved ventilation system, incorporating a mechanical exhaust hood and a system of make-up air, is to be provided to all food preparation areas where cooking and or heating is carried out, in order to collect fumes, vapours, hot air and dust and to remove such emissions and heat from the food preparation area. Equipment and processes capable of producing steam, e.g dishwashers and boiling vats, shall, if required by the Manager of Environmental Health, having regard to the frequency of use and the amount of steam produced, be located under an approved mechanical exhaust ventilation canopy as per this section.

Fresh make-up air is required to replenish air removed from the food preparation area by the mechanical exhaust ventilation equipment.

The make-up air system is to be by an approved natural ventilation or by an approved mechanical ventilation system supplying air at a rate between 75% and 90% of the exhaust rate of the hood. These systems are to be designed, constructed and installed in accordance with the provisions of the relevant building regulations including specifically Australian Standard 1668 Parts 1 and 2.

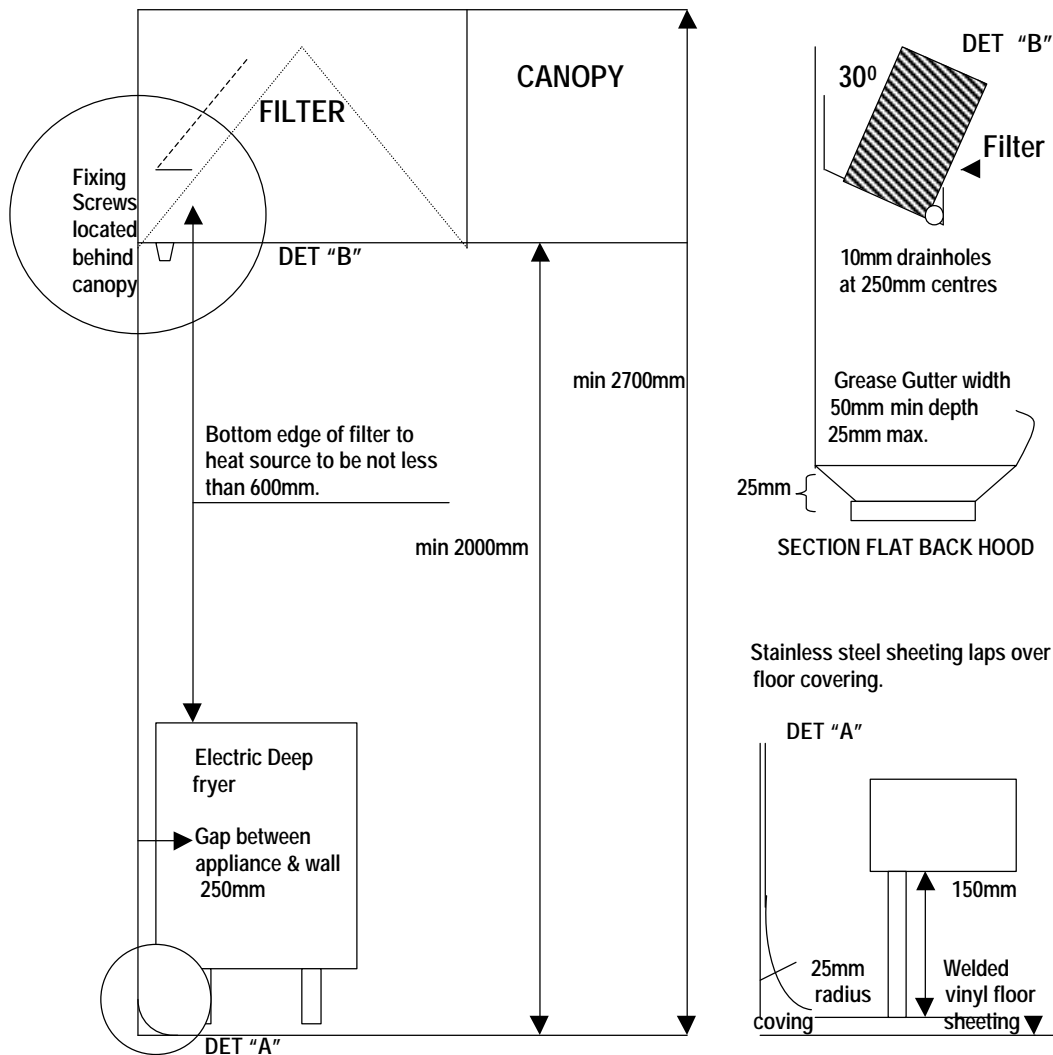
- Filters  
All hoods are to be fitted with approved grease filters mounted in frames and in positions that enable convenient removal and replacement and installed so as to prevent significant leakage of air around the filters.
- Heat Source Clearance  
The distance between the lowest edge of a grease filter and heat source shall not be less than-
  - a) For charcoal and similar type of open fires.....1350 millimetres
  - b) Where the heat source is provided by means of a naked flame, e.g. gas operated equipment.....1350 millimetres
  - c) Where the heat source is provided by electrically operated equipment.....600 millimetres

### SECTION OF ISLAND HOOD



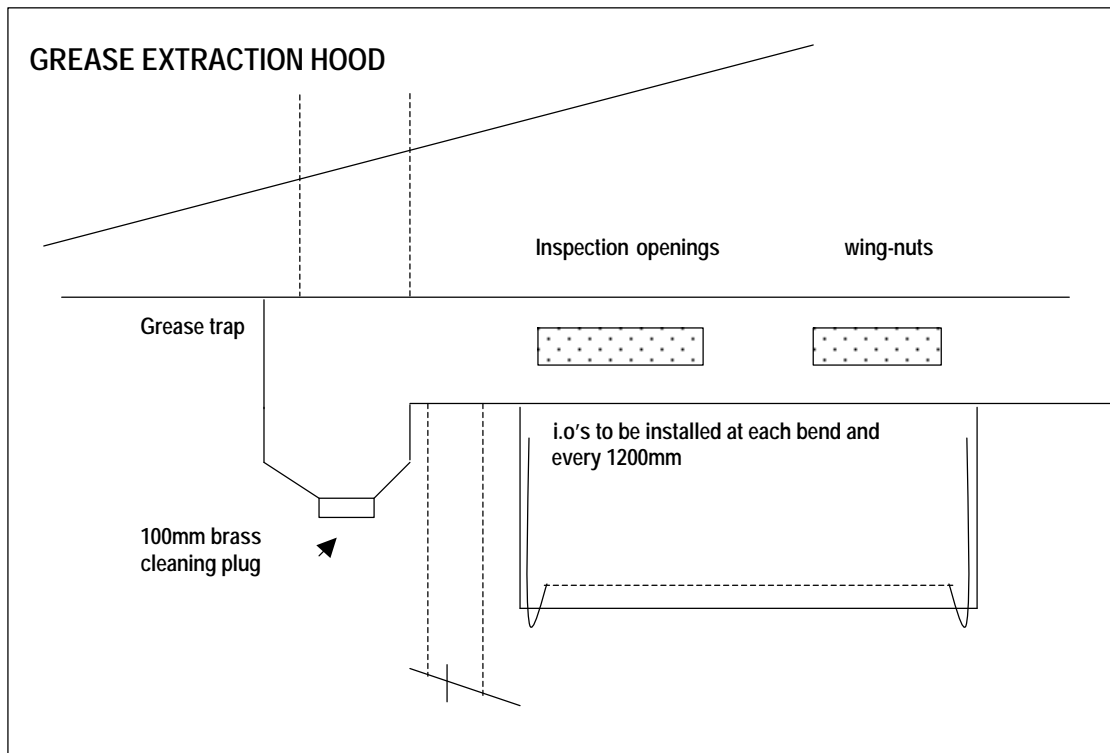
## Floor Clearance

- The lower edge of a canopy-type exhaust hood shall not be less than 2000 millimetres above floor level.
- To obtain this clearance at least 2700 millimetres ceiling height will be necessary or alternately, the exhaust hood may in some circumstances be recessed into the ceiling space.



- **Hood Overhang**  
The inside edge of the grease gutter shall be not less than 150 millimetres beyond the perimeter of the appliance over which the hood is installed, except on sides adjoining a wall.
- **Angles of Internal Surfaces**  
All internal surfaces of hoods shall be vertical or sloped at an angle not greater than 40 degrees from vertical. Unless otherwise approved, the faces of the filters shall be vertical or sloped at an angle not greater than 30 degrees from vertical.
- **Ducts**  
Approved access devices, large enough to enable cleaning of ducts, shall be provided at each change in direction of ducting and in horizontal duct runs at intervals not greater than 3000 millimetres. A drain shall be provided at the lowest point of each run of ducting.

Where an exhaust hood system penetrates a required fire-rated wall, floor or ceiling it is to be contained and/or protected in accordance with the Building Code of Australia.



- Capture Velocities  
Sufficient exhaust air flow shall be evenly distributed over the exhaust canopy to collect all cooking vapour emissions and heat. The capture velocities required are to be in accordance with the following table :-

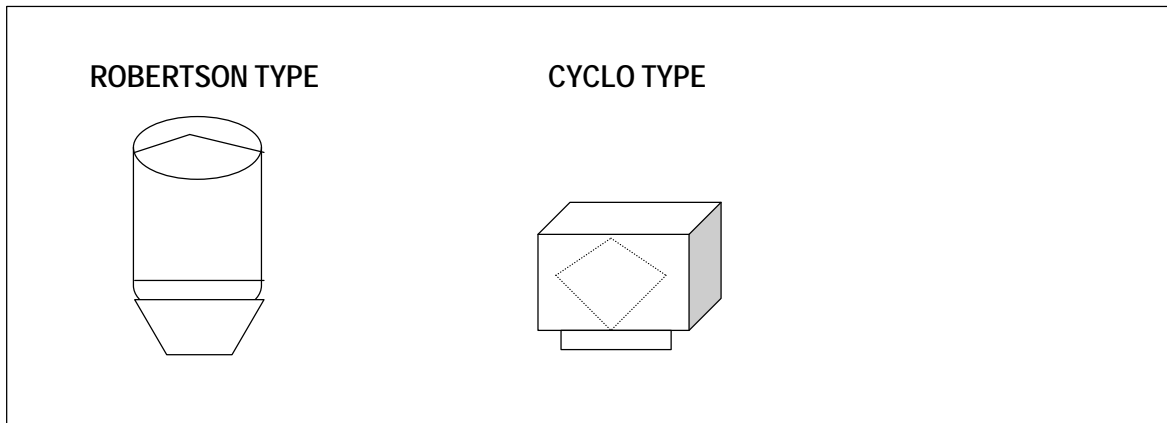
| Use   | Canopy Type | Against a Wall      |          | Island Type |
|---|-------------|---------------------|----------|-------------|
|   |             | i) For water vapour | 0.3 m/s  |             |
| ii) For general cooking vapours and aerosols                              | 0.4 m/s     |                     | 0.6 m/s  |             |
| iii) For fumes and aerosols arising from barbeques and similar facilities | 0.6 m/s     |                     | 0.95 m/s |             |

## Air Discharges From Exhaust Canopy

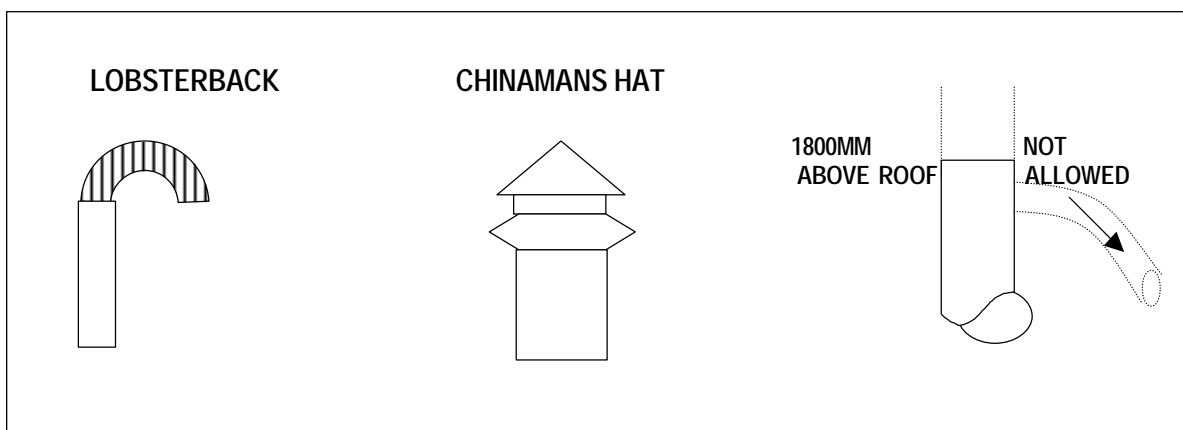
All exhaust air is to be discharged in an approved manner and location. At least 6000 millimetres separation is to be maintained at all times between exhaust discharge and fresh air intakes. All air discharges from exhaust hoods with a flow rate exceeding 1000 l/s are to be discharged vertically from above the highest roof level at discharge velocities of at least 5m/s. The point of discharge is to be at least 1000 millimetres above the ridge of a pitched roof, or 3000 millimetres above a flat roof. There shall be at least 6000 millimetres separation from property boundaries other than those abutting a roadway. Discharges at lower levels may be permitted with approval of the Manager of Environmental Health provided that the discharge is more than 15000 millimetres from any other higher structure.

Air discharges from exhaust hoods with a flow rate of 1000 l/s or less may apply for dispensation to the above requirements, however, no exhaust will be permitted to be discharged into the air space over adjoining properties or where the discharges are less than 2000 millimetres above any thoroughfare including accessible roof area.

## APPROVED TYPES



## UNAPPROVED TYPES



- Storage Racks  
So as to prevent the possibility of obstruction of airflow and fouling, storage racks are not to be fitted above and over cooking or heating equipment.
- Salamanders  
Salamanders are not to be installed above other cooking or heating equipment.

Note: All construction, installation and operation of mechanical exhaust ventilation systems are to be in accordance with AS1668 parts 1 and 2.

## Washing facilities

- Hand Wash Basins  
Hand wash basins shall be installed in an approved location in food preparation area and in such other locations as may be required by the Manager of Environmental Health. Basins shall have a minimum capacity of 5 litres. Such basins shall be provided with soap and single use towels or hot air dryers. The basin shall be easily accessible and not located beneath a bench. The basin shall be provided with adequate reticulated hot (minimum 75 degrees C) and cold water delivered through a common outlet. When disposable paper towels are used, a bin with a pedal operated lid is to be provided for the storage of used towels.

It is recommended in the interests of personal hygiene and for the prevention of contamination of food, that all hand basins in food stores be fitted with automatic, elbow, knee, foot or electronic operated taps. It is further recommended that liquid soap dispensers be provided at all hand wash basins.

## Dishwashing Facilities

- Provision of cleaning equipment

A proprietor of a food store or a food vehicle in at or on which eating utensils or drinking utensils are used shall provide in sufficient number and capacity as a necessary and use as prescribed in the store or vehicle .-

- glass washing machines
- dish washing machines
- double bowl sinks or
- tubs consisting of 2 compartments.

- Double Bowl Sinks

Double bowl stainless steel sink with a minimum bowl size of 450mm x 380mm x 240mm shall be fitted with draining area of at least 300 millimetres in length at each end. All sinks shall be fitted with a stainless steel or ceramic tile splash back extending at least 300 millimetres up the wall at the rear of the fitting.

- Dish and Glass Washing Machines

Each glass washing machine or dish washing machine that is provided shall:

- a) be conspicuously branded or marked with it's name or trade-name, it's model identification and the name and address of it's manufacturer;
- b) be automatic in it's washing and rinsing actions;
- c) be capable of completely washing in one operation eating utensils and drinking utensils;
- d) rinse the eating utensils and drinking utensils for not less than 10 seconds with water at a temperature of not less than 75<sup>o</sup> C.
- e) be equipped with or have incorporated therein a water heating device or be supplied with water from an individual hot water source in either case such as to ensure that water is heated to a temperature sufficient to deliver water at the point of rinsing complying with the requirements of provisions (d): and
- f) be fitted with –
  - (i) a thermometer that is clearly visible to the operator so fixed as to register the temperature of the water at time washing and rinsing operations are in progress; or
  - (ii) an automatic pilot light that is clearly visible to the operator and that will indicate when the water in the heating device has reached the temperature required by subparagraph (d); and shall not include as part of it's mechanism a brush.

- Pot Sinks

When the Manager of Environmental Health considers the scope of operation requires a single bowl pot sink, a sink of minimum dimensions of 600 x 380 x 380 millimetres shall be installed for the cleansing of cooking utensils. etc. Such sink is to be flashed as in "Double Bowl Sinks" above.

- Thawing Facilities

When required by the Manager of Environmental Health, food preparation areas shall be provided with facilities for the thawing of frozen food. These food establishments shall be provided with a thawing sink or tub of adequate size and such sink or tub shall be used for that purpose only.

Food is not to be thawed in wash up sinks, tubs or hand wash basins.

- Bar Area

A swab sink and an approved glass washing machine shall be provided within any bar area. The glass washer is to comply with Section 13 dishwashing machines. This area is also subject to the requirements of the Department of Tourism, Sport and Racing.

- Grease Traps  
When required by the Manager of Environmental Health, the Plumbing Inspector, or the Trade Waste Office, the installation of an approved Grease Interceptor Trap is necessary. Adequate access must be provided for cleaning of the trap and in no case will access be allowed through any food preparation area.

A grease interceptor trap for use in, at or in connection with a food store shall, where practicable, be located in a position exterior to the food store.

Where it is not practicable to comply with the requirements set forth above a grease trap shall be located in an area in such food store which is not used for the sale, preparation, packing, handling, serving or supplying food for sale.

A grease interceptor trap for use in, at or in connection with a food store shall, where practicable, be located in a position exterior to the food store.

Where it is not practicable to comply with the requirements set forth above, a grease trap shall be located in an area such food store which is not used for the sale, preparation, packing, handling, serving or supplying food for sale.

All grease interceptor traps must be covered by a current permit to discharge trade waste to sewer and be cleaned regularly to meet inspection standards. An application for a permit must be lodged at the following times:

- during the processing of a Building Application for new premises or extensions intended for commercial usage;
- change in tenancy of such premises;
- shop fit-outs of such premises;
- during the processing of an application to strata title such premises;
- exiting premises where trade waste is generated and no permit or agreement has been issued;
- change of ownership of such premises

Application forms are available from the Council. Note: All plumbing works shall be in accordance with the Sewerage and Water Supply Act 1949-1982

## Food Factories

Cleaning provisions will be by individual assessment subject to the type of food prepared, processed, manufactured and or packaged, the size of the operation and the equipment to be cleaned.

## Shelving

The surface finish shall be smooth, impervious, durable, non-toxic, resistant to corrosion and free from open joints, cracks, crevices, etc. and must be capable of easily being cleaned. Shelving may be free standing or fixed with the lowest shelf being not less than 150mm above the floor level.

- Approved Material  
Approved shelving material includes galvanised piping with sealed ends, galvanised metal bars, stainless steel, solid core timber, jointless timber.

Note: Particle board solid core or jointless timber is not an approved material for shelf construction unless rendered impervious with an approved finish such as laminate.

- Clearance from Walls  
All shelving is to be kept not less than 40mm clear of walls, or alternatively flashed or sealed to the wall.



## **Cupboards Below Sinks**

Cupboards or enclosures under sinks, tubs or basins are prohibited.

## **Curtains etc.**

Curtains or other absorbent material shall not be used to enclose areas beneath benches or shelves.

## **Cupboards Adjacent to Sinks and Basins**

Particle board shall not be used adjacent to sinks and basins.

Marine plywood or similar water resistant material or suitable water proof glue may be utilised.

## **Preparation Benches and Tables**

- Benches and Tables  
Sufficient benches and tables on which to carry out all food preparation shall be provided and installed to the satisfaction of the Manager, Environmental Health.

Such benches and tables shall be so constructed as to provide vermin proof joints.

All work surfaces are to be seam-free and exposed edges of benches or other fixtures and fittings used for the preparation, handling or serving of food are to be finished with a smooth, impervious, durable, non-toxic surface and resistant to corrosion.

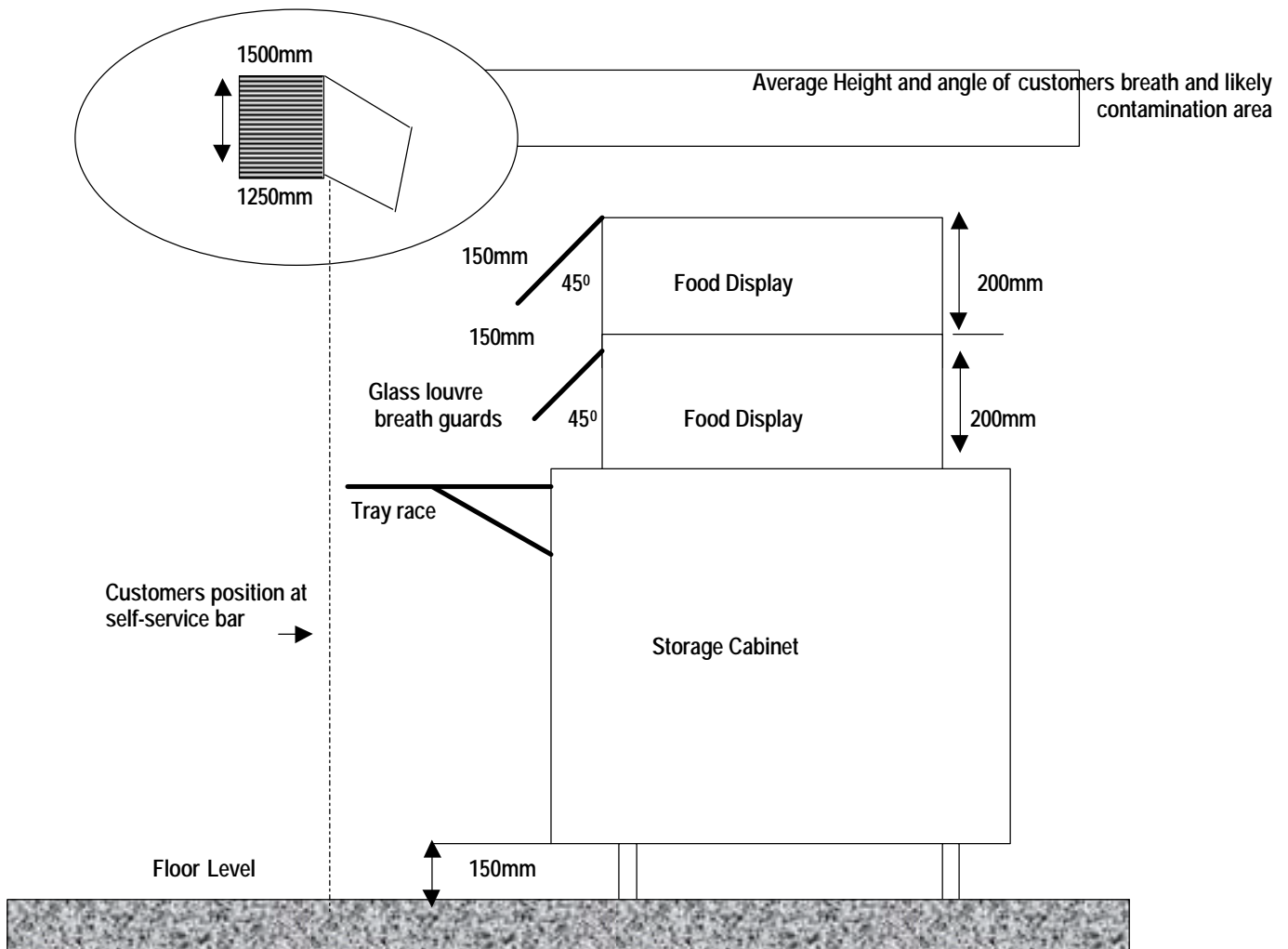
## **Sandwich Bar, Counter, and Food Display**

- Counter  
The serving counter surface finish shall be smooth, durable, non-toxic, resistant to corrosion, impervious and unbroken, free from open joints, cracks, crevices etc. and capable of easily being cleaned.
- Drink Straw Dispenser  
The proprietor of the premises shall provide and maintain in working order a container for drinking straws which is fly, dust and vermin proof and capable of dispensing drinking straws individually without the remainder of the straws in the container being handled.
- Protective Barriers and Food Displays  
All exposed food which is not covered or wrapped with an approved material and is displayed or stored for sale on bars, counters, self service food bars, smorgasbords and the like is to be protected by means of an approved sneeze barrier, cabinet or case to prevent likely contamination by droplet infection from customers breath, sneezing, coughing, or from dust.

Sneeze barriers and display sides of cabinets and cases are to be constructed of glass, perspex or other approved material.

Where smorgasbords or self-service food bars are intended, they are to be protected by sneeze barriers to provide a physical barrier between customers and exposed foods - sneeze barriers to provide a physical barrier between customers and exposed foods - sneeze barriers are to be constructed so that;

- (a) The distance from the floor to the leading edge of the sneeze barrier is a maximum of 1350 millimetres. and
- (b) The leading edge of the sneeze barrier is to protrude beyond the exposed food by at least 150 millimetres.



For the purpose of this specification, an absorbent material, e.g tea-towel, dish cloth or paper, does not satisfy as an effective cover over a receptacle containing food. Approved materials include glass, stainless steel and perspex.

Uncooked meat, such as poultry, game or fish shall not be stored adjacent to any food which is normally consumed in the state in which it is sold, unless that uncooked meat, poultry game or fish is separated from the food by a partition of glass or similar material, which is sealed in a manner that will prevent contamination by seepage.

- Benches Subject to Heat

Benches subject to heat shall be surfaced with stainless steel or other approved heat resistant impervious material.

Where such benches abut a wall the impervious material shall be carried up the wall to at least 150mm above the upper edge of the appliance impervious material to a height of at least 2 metres from floor level.

- Supports, Brackets and Legs

Construction of supports, brackets and legs shall be of solid steel bars, solid steel brackets, tubular steel or galvanised piping, with all ends sealed by means of brazed or welded plugs or caps to prevent access by vermin. They shall be finished smooth, free from crevices and easy to clean. All metal surfaces shall be stainless steel or galvanised, painted surfaces will not be acceptable. The use of timber supports or brackets is prohibited.

## Self Service Tableware and Utensils

The following provisions are intended to prevent contamination by customers unnecessarily handling self-service tableware and utensils.

Cutlery and other dispensing utensils kept in locations for customer self-serve (other than a table which has been pre-set) are to be stored so that each set of implements are adequately wrapped, or stored so that customers will only contact the handle (or other part of the surface of the implement that ordinarily does not come into contact with the food) when the implement is being removed for use by the customer.

Plates, cups and other tableware are not to be kept in locations for customer self-service (other than at a table which has been pre-set) unless adequate measures are taken to prevent possible contamination by customers handling such tableware unnecessarily.

## Food Conveyors

Food conveyors are to be constructed of stainless steel or other approved material and are to be provided with access panels to give adequate access for maintenance and to facilitate cleaning. Adequate access is also to be provided to any "well" or "bund" formed at the bottom of a food conveyor to facilitate cleaning.

Any conveyor belt used, shall be of such composition so as not to impart any impurity to the product conveyed thereon.

Vertical lift conveyors (dumb waiters) are to be constructed with a lidded compartment of stainless steel or other approved material. The junction of all internal surfaces are to be curved internally with an easy radius. The compartment is to be capable of being easily removed from the conveyor to facilitate cleaning.

Where a food conveyor is enclosed or housed in a shaft or duct, the walls of the shaft or duct are to be finished in accordance with the provisions of "Specific Requirements – Walls" (Refer Regulation 9). A smooth painted or other non-absorbent smooth material would be accepted for a finish to internal walls of a shaft or duct.

Food conveyors and all associated equipment are to be in accordance with the requirements of the Queensland Department of Employment, Vocational Education, Training and Industrial Relations, Division of Workplace Health and Safety.

## Fittings and Appliances

Any fitting or appliance having a weight greater than 16 kilograms shall be deemed to be not easily movable unless it is mounted on wheels or castors capable of supporting it when loaded.

Every fixture and every fitting and appliance that is not easily movable shall

- (a) be sealed to an adjacent wall surface or sufficiently free standing from that surface to allow access for cleaning and vermin control; or
- (b) be located at a distance of not less than 150 millimetres from the wall surface and
- (c) be installed on a plinth, or
- (d) be mounted on legs or brackets.

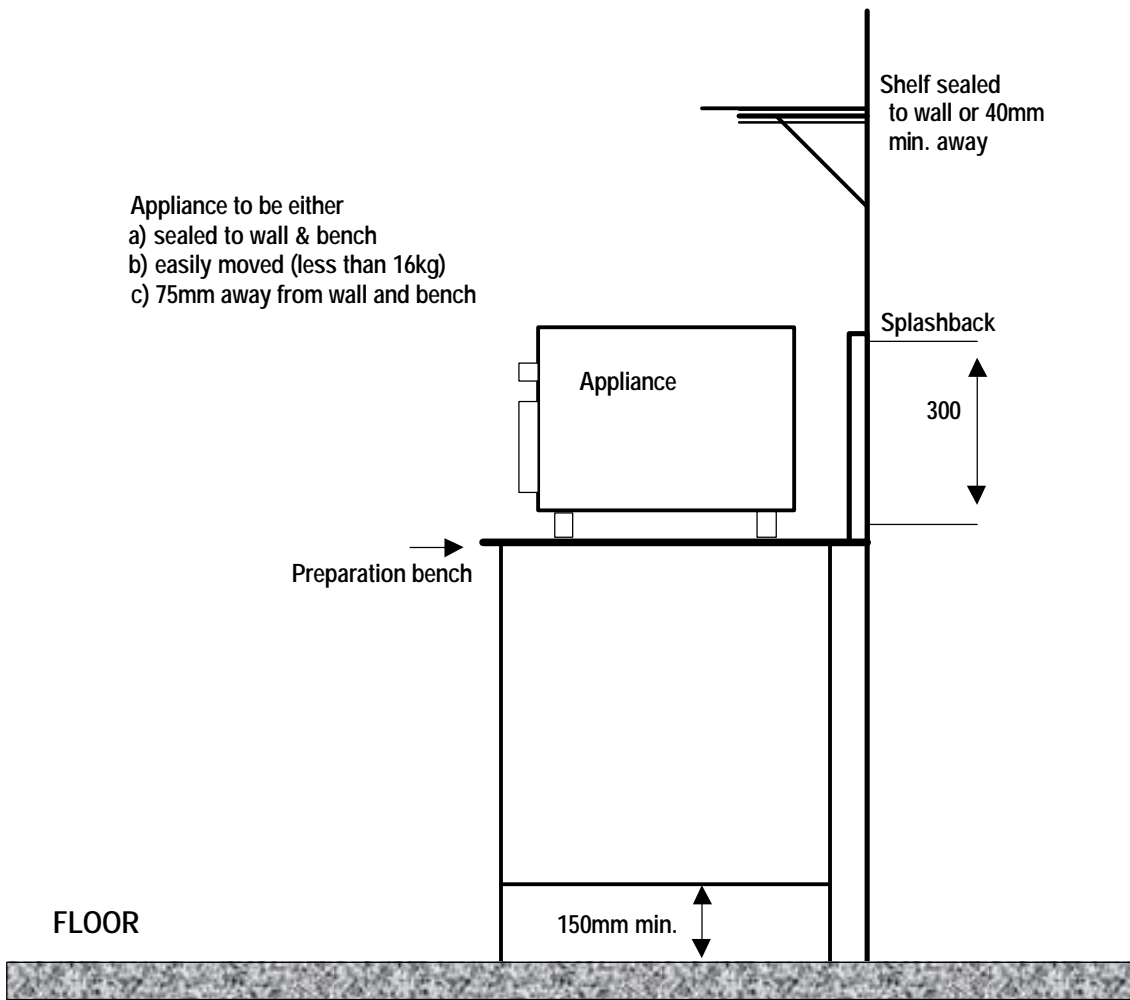
For the purposes of the paragraph (d) above, legs and brackets shall –

- (i) be so constructed as to provide a clear space between the floor and the underside of the fixture, fitting or appliance in question adequate for efficient cleaning and in any case not less than 150 millimetres; and

- (ii) be so constructed as to provide a clear space of not less than 40 millimetres between the adjacent wall or other vertical surface and the legs or, in appropriate case, brackets and any brace or other member attached thereto.

Every fixture, fitting or appliance that is not easily movable and that is located or mounted on a counter, bench, work table or like equipment.

- (a) shall be located or mounted in such a manner as will ensure that a clear space adequate for efficient cleaning and not less than 75 millimetres is maintained –
- (i) the fixture, fitting or appliance and the top of the counter, bench, work table or like equipment and
  - (ii) the fixture, fitting or appliance and each adjacent wall or other vertical surface: or
- (b) be sealed to the counter, bench, work table or like equipment and to each adjacent wall or other vertical surface.



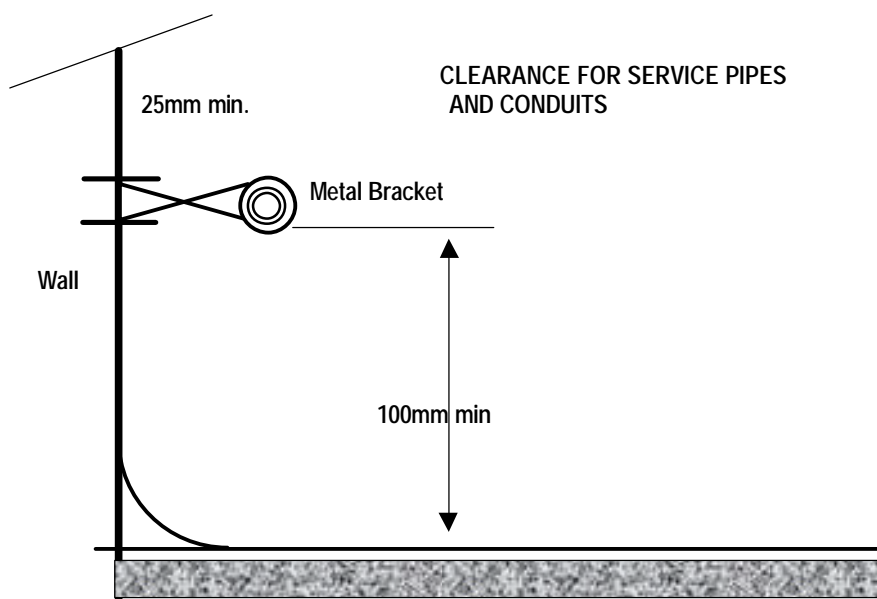
- (a) Are to be concealed where practicable in ducts or encased into walls and/or floors are not permitted to be laid along the intersection of the floor and walls or floors and plinths. or
- (b) Alternatively, fixed in approved wall brackets so as to provide 25mm clearance between the wall and pipe and shall be kept not less than 100mm clear of the floor.

### Vermin Proofing of Openings

All openings in walls, floors and ceilings through which service pipes and the like, pass, shall be vermin-proofed.

- Soil Pipes

Manholes, inspection or cleaning openings and exposed pipes shall not be located in a food store in areas where food is prepared, stored, packed served or supplied for sale.

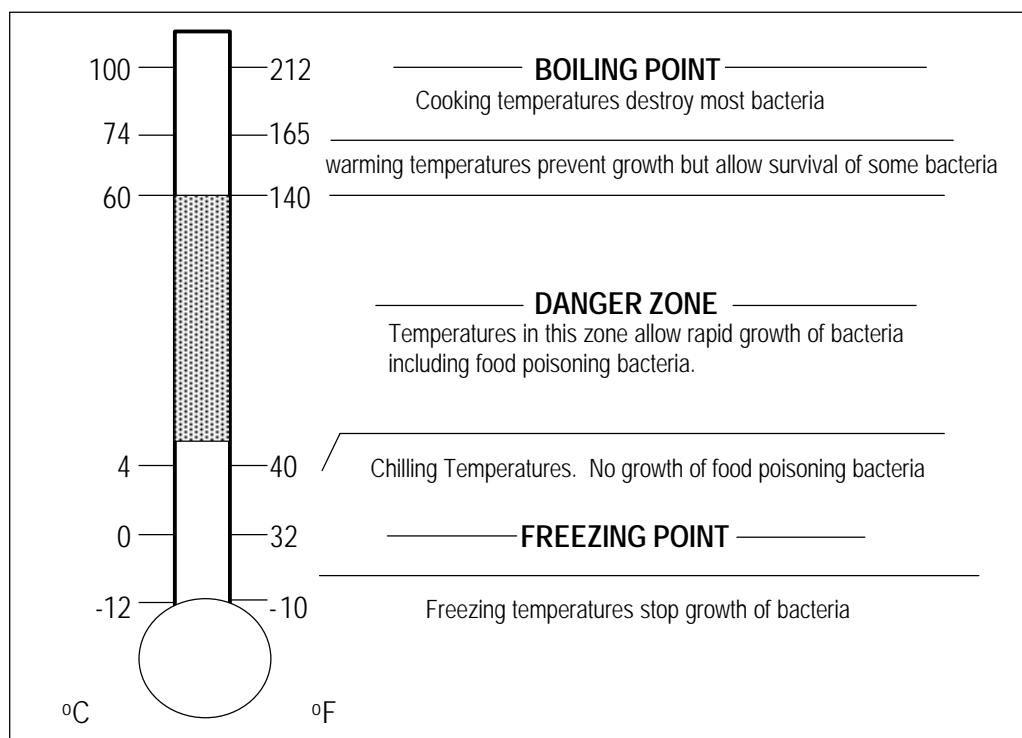


### Storage of Potentially Hazardous Foods

- **Display Compartment**  
In situations involving storage and or display of foods on multi-level racks above each other ( e.g in cool rooms or upright refrigerators) and where a separate compartment is not practicable, raw foods are to be kept stored or displayed below food that is ordinarily consumed in the same state which it is sold.

Potentially hazardous foods shall be stored either –

- in approved refrigeration equipment at a maximum temperature of 5 degrees C. or
- in approved hot storage equipment at a minimum temperature of 60 degrees C.



## **Fish Cutting Rooms**

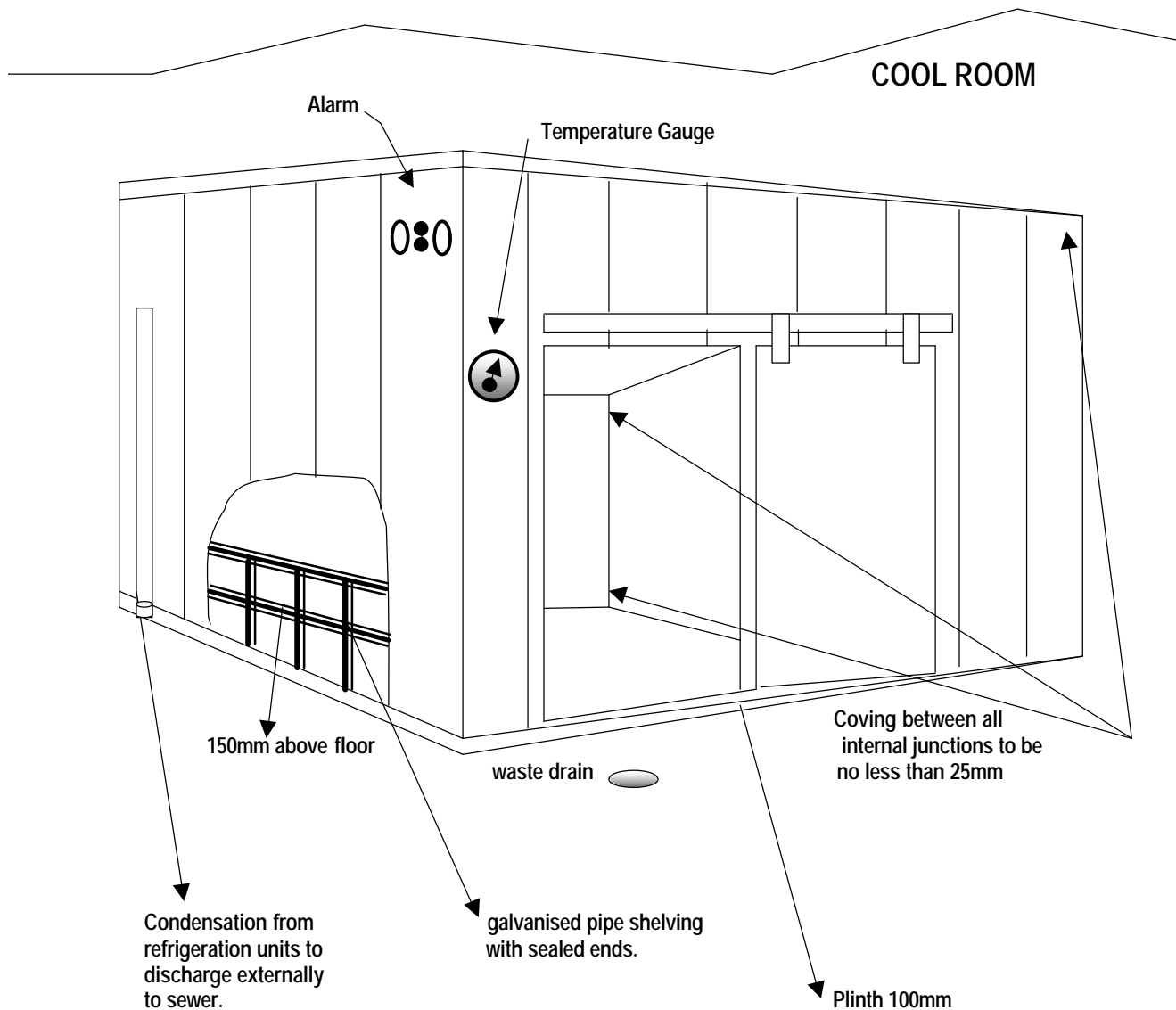
- **Separate Room**  
On premises where the thawing, cleaning, cutting and/or filleting of fish is undertaken a separate fish cutting room shall be provided.
- **Insect Screening, etc.**  
The fish cutting room shall be enclosed and insect screened. The fish cutting room shall consist of walls of substantial waterproof construction to a minimum height of 2 metres.  
Such walls shall be cement rendered to a steel trowelled finish or ceramic tiled and covered.
- **Thawing Facilities**  
The fish cutting room shall be graded and drained to an internal floor waste. Solid traps installed in connection with floor drains shall be designed so as to allow adequate clearing.
- **Floor Waste**  
The fish cutting room floor shall be graded and drained to an internal floor waste. Solid traps installed in connection with floor drains shall be designed so as to allow adequate clearing.
- **Compliance**  
Constructional standards of fish cutting rooms are to comply with the Department of Primary Industries and the Queensland Fish Management Authority.

## **Cold Storage Rooms, Chillers and Freezers**

- **Application**  
Any reference in this specification to a cold room shall be deemed to apply to any refrigerated or cooling chamber of sufficient size to allow human entry, and shall include chillers and freezers. It should be noted that the approval of the Council's Building Section is required prior to installation of a cold room.
- **Operating Temperatures**
  - (a) All refrigerators, cold rooms and chillers designed to keep food chilled but not frozen shall operate at a temperature of not more than 5 degrees Celsius.
  - (b) Refrigerators and freezers designed for the purpose of holding food-stuffs in a frozen state shall maintain such food at a temperature of not more than -15 degrees Celsius.
  - (c) Each such cool room or freezer room shall be equipped with a thermometer indicating or recording temperature in the warmest part of the room in question accurate to 1 degree Celsius and located external to the room so as to be easily readable.
- **Internal Walls**  
Where a cold room is provided, the internal wall and ceiling of such cold room shall be lined with approved sheet metal, laminated plastic, or other approved smooth impervious material. Such lining shall be applied in a tradesman like manner.

All internal angles thereof between walls or other vertical surfaces, floors and ceilings thereof shall be coved to a radius of not less than 25mm.

- **Floor**  
The floor shall be constructed of smooth concrete, treated with approved materials, tiles or other approved and hard wearing impervious material, even, free from cracks and crevices and coved to a radius of 25mm. Floors shall be graded to a trapped floor waste external to the cold room or freezer. Floor wastes are not permitted within the cold room. A raised sill shall not be permitted across the door opening.



- **Air Curtains**  
Air Curtains may be provided over the opening of a cold room. Approval and specification, the equipment are required prior to installation. Curtains of absorbent material are not permitted.
- **Shelving, Racks, etc.**  
A cold room is to be equipped with approved shelving, racks or other fittings of impervious, corrosion resistant material for the storage of food 150mm above floor level. Such fittings are to be so designed as to permit free circulation of air between the fittings of the walls of the cold room without the removal of the food from the cold room. Approved shelving for cold rooms shall mean galvanised piping (with sealed ends). Stainless steel or other approved impervious material. Timber shelving will not be approved of in cold rooms.
- **Flashing to Wall**  
Where the cold room abuts closer than 1 metre to any wall it shall be sealed to the wall with all joints flashed, sealed or otherwise treated to prevent the entry and harbourage of vermin.
- **Cavity Above Cold Room**  
The top of the cold rooms at food stores shall not be permitted; unless an approved fully enclosed and vermin proofed access way is provided between the cold room and such foods stores.

- Alarms, Lighting etc.  
The cold room shall be equipped with internal artificial lighting sufficient to permit efficient inspection of the interior and contents.

All low temperature rooms are to comply with the building regulation requirements regarding sizes of door openings, alarms devices and capability of being opened from within.

- Location of Motors  
Refrigerator motor units shall be located within the cabinet of the appliance or external to food handling areas in such locations as to minimise noise nuisance and the location is to comply with the Noise Abatement Act. Council By-Laws and to the satisfaction of the Manager, of Environmental Health.

Refrigerator motor units whether located within the cabinet or remote from the cabinet are to be supported on an open frame of tubular material supported on legs not less than 150mm above floor level.

- Condensate and Waste Water  
Condensate from refrigeration units and waste water from refrigerated food display cabinets are to be collected and discharged externally to the sewer.

## **Storage**

- Dry Goods Storage  
A separate area of adequate size with the floors, walls and ceilings constructed of approved materials, shall be provided for the storage of dry ingredients.

After packaged supplies have been opened the contents shall be stored in impervious, lidded containers and stored in impervious, lidded containers and stored at least 150mm clear of the floor.

- Vegetable Storage  
Vegetables shall be stored in an approved enclosure which is adequately ventilated and vermin-proofed to prevent any contamination.
- Cleaning Equipment  
A separate room or enclosure shall be provided for the storage of cleaning materials and equipment do as to physically separate such equipment from food storage or preparation areas.
- Refuse Storage  
There is to be provided in a location approved by Council's Waste Manager, an area of sufficient size to house all refuse containers. Such area shall be imperviously paved provided with a hose cock and hose grades and drained to Council's sewer. The area is to be roofed, if necessary, to prevent the ingress of stormwater and be accessible to Council's refuse collection vehicles.

## **Toilet Facilities**

For the purposes of the following Tables, the meaning of "urinal" and "washbasin" are as defined in the Building Code of Australia 1990. All washbasins provided for employees are also to comply with the requirements of section 12 of this guide.

Note: For females – adequate means of disposal of sanitary towels are to be provided.



## TOILET FACILITIES –EMPLOYEES

| User   | Closet Fixture |    |            | Urinal(s) |    |            | Washbasin(s) |    |            |
|--------|----------------|----|------------|-----------|----|------------|--------------|----|------------|
|        | 1              | 2  | Each Extra | 1         | 2  | Each Extra | 1            | 2  | Each Extra |
| Male   | 20             | 40 | 20         | 25        | 50 | 50         | 30           | 60 | 30         |
| Female | 15             | 30 | 15         |           |    |            | 30           | 60 | 30         |

Note: Unisex Facility – Instead of separate facilities for each sex, if not more than 10 persons are employed, a unisex facility may be provided comprising one (1) closet pan, one (1) washbasin and means for the disposal of sanitary towels.

- Sanitary Facilities for People with Disabilities  
For food operations which have a floor area of more than 500m<sup>2</sup> or have ten (10) or more closet pans may be required to provide sanitary facilities suitable for people with disabilities. Reference should be made to the Building Code of Australia and Councils Building section.
- Toilet facilities  
Where a food store caters for sit-down diners, minimum toilet facilities in accordance with the following table shall be provided. (Unless otherwise exempted by the Manager of Environmental Health).
- Toilet Facilities – Customers  
Where a food store caters for sit-down diners, minimum toilet facilities in accordance with the following table shall be provided. (Unless otherwise exempted by the Manager, of Environmental Health).

## TOILET FACILITIES – CUSTOMERS

| User   | Closet Fixtures |     |            | Urinals |     |            | Washbasin(s) |     |            |
|--------|-----------------|-----|------------|---------|-----|------------|--------------|-----|------------|
|        | 1               | 2   | Each Extra | 1       | 2   | Each Extra | 1            | 2   | Each Extra |
| Male   | 100             | 300 | 200        | 50      | 100 | 50*        | 50           | 200 | 200        |
| Female | 25              | 50  | 50**       |         |     |            | 50           | 150 | 200        |

- \* Where a number of male patrons exceeds 250, not less than 5 urinals must be provided, plus one additional urinals for every additional 100 males 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.

### Shopping Centres

A maximum of fifty (50) diners can be catered for at food stores in plazas/shopping centre areas, without the provision of separate toilet accommodation, provided that customer toilets are readily available at all times the store is operating, in the ratio of:

50 Males: 1 pedestal. 1200mm urinal. 2 wash hand basins  
50 Females: 2 pedestals. 2 wash hand basins

Note: Customer toilets are to be located in close proximity to food stores and are additional to staff toilet requirements.

## **Sanitary Conveniences**

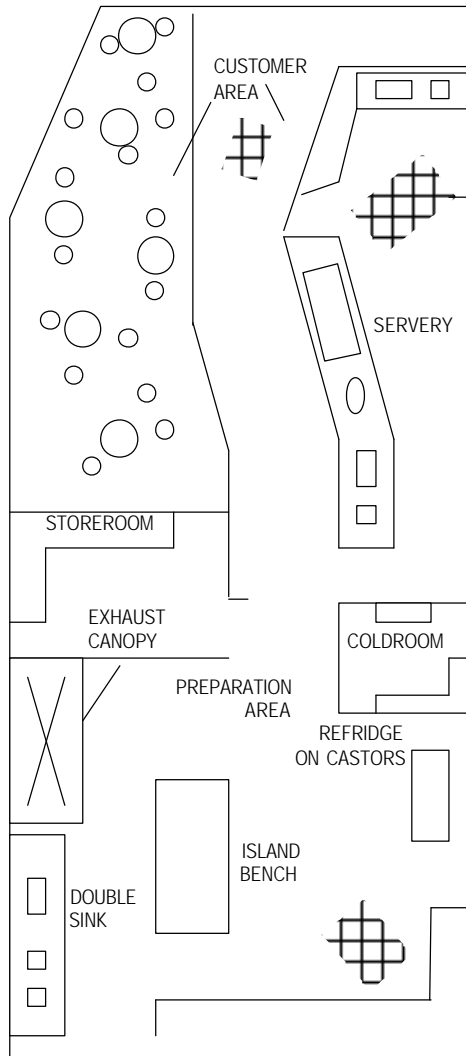
- General

Toilets and airlocks are not to be used for the storage or preparation of food or other goods.

Rooms containing toilets and urinals are not to be in direct communication (by a door, window or other opening) with an area and or room used for the storage or preparation of food for sale or where food is consumed .

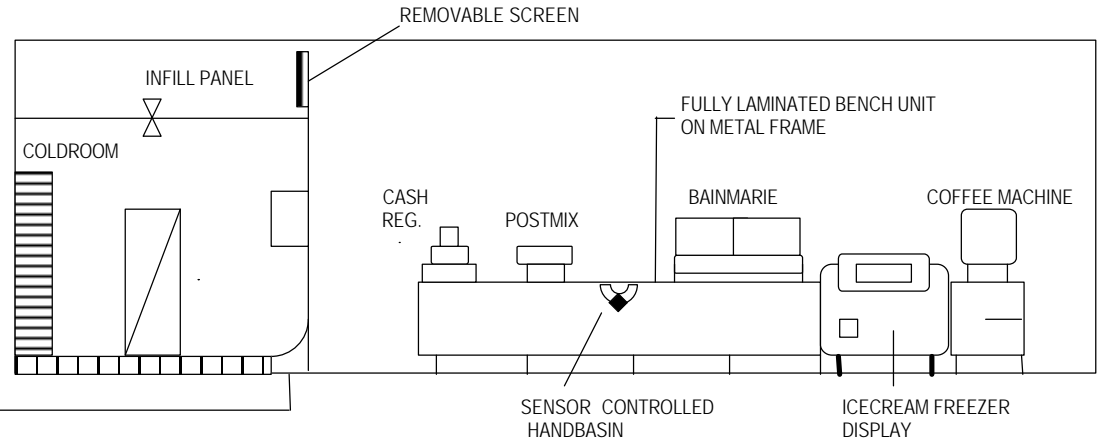
All toilets and hand washing and drying facilities are to be in locations conveniently accessible.

# EXAMPLE FLOOR PLAN

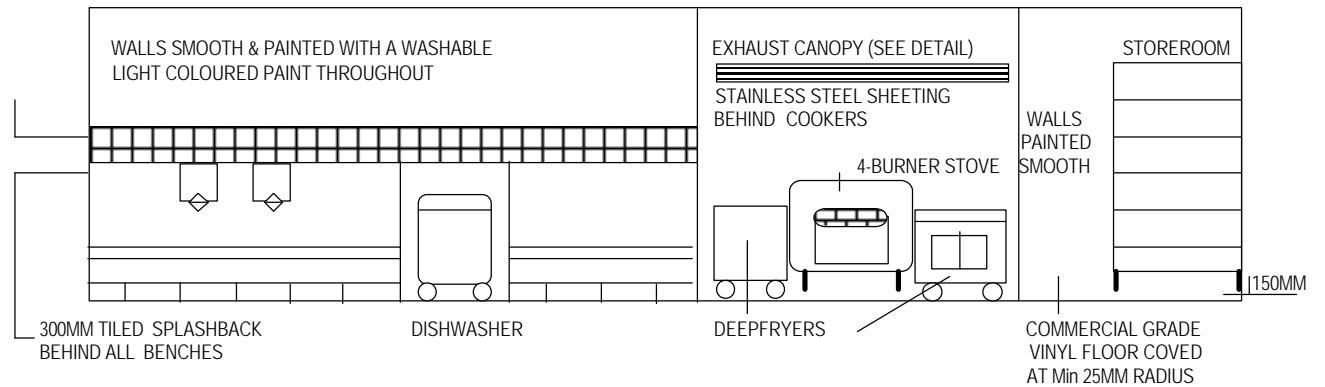


## SECTION A

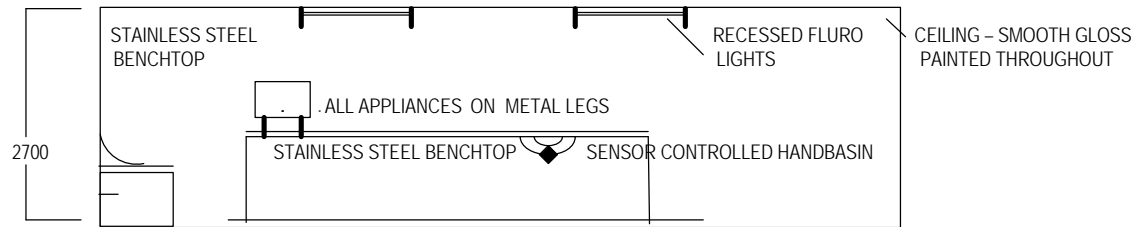
TILED FLOOR THROUGHOUT  
COVERED TO WALLS AND  
FIXTURES AT AN ANGLE 45°  
(SEE DETAIL)

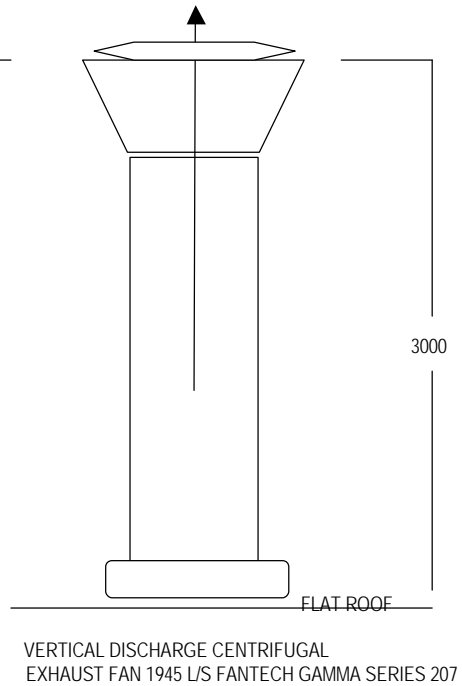
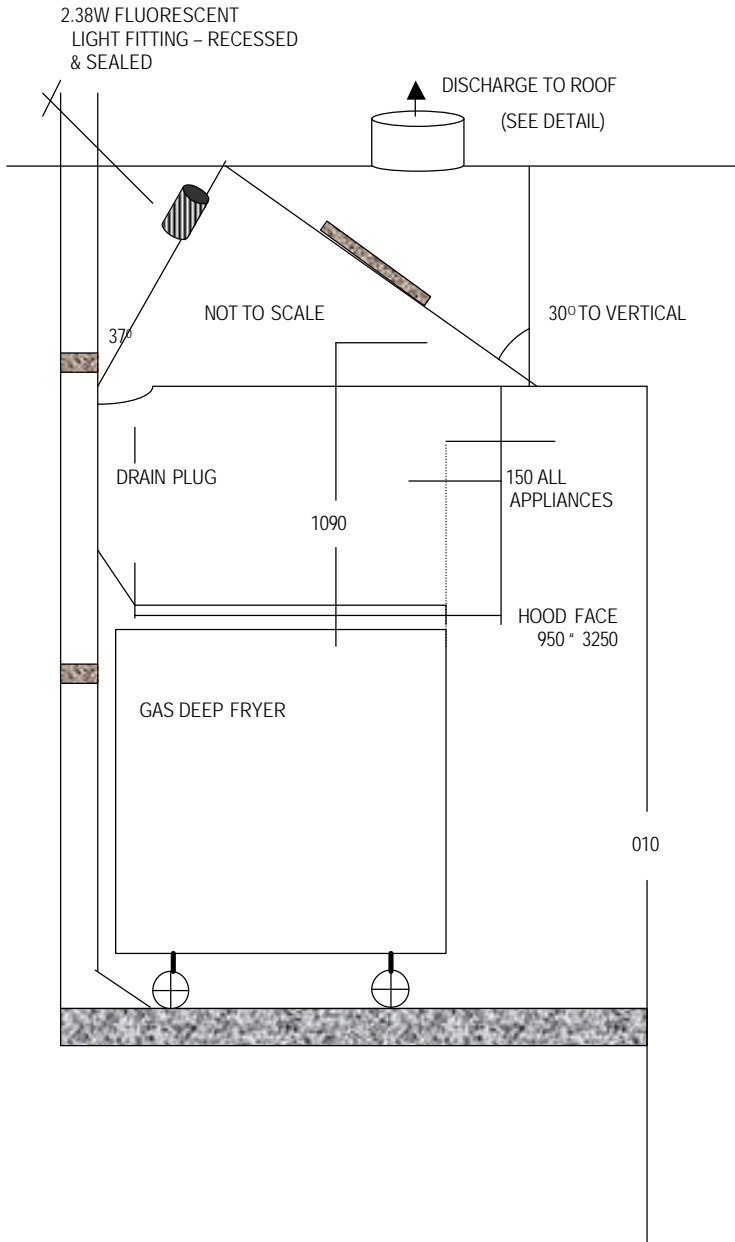


## SECTION B



## SECTION C

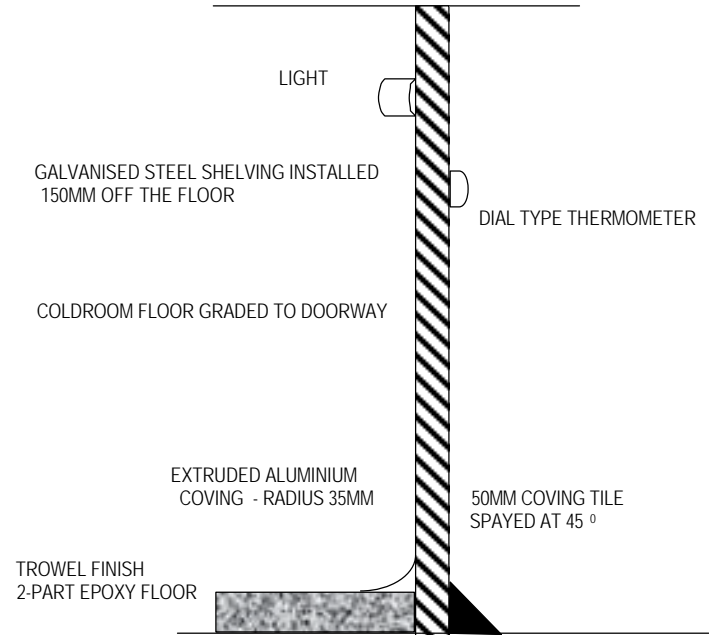




MINIMUM 0.4 M/S AT HOOD FACE

### EXHAUST CANOPY DETAILS

### COLDROOM



### COVING /FLOOR FINISH DETAILS

