



**GUIDELINE FOR THE DESIGN,
CONSTRUCTION & FIT OUT OF FOOD
PREMISES**

PLANNING & DEVELOPMENT DIRECTORATE – 1300 307 800

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Guidelines for the Design, Construction & Fit Out of Food Premises

BACKGROUND INFORMATION

National food safety standards were introduced in Australia in 2001. The standards are designed to allow a more flexible approach to owning and operating a food business.

In Queensland, all food laws are contained within the:

- *Food Act 2006*
- Food Standards Code
 - Σ Chapter 3 – Food Safety Standards
 - Σ Standard 3.1.1 Interpretation & Application
 - Σ Standard 3.2.2 Food Safety Practices & General Requirements
 - Σ Standard 3.2.3 Food Premises & Equipment

The Act is available on the Queensland Government website – www.legislation.qld.gov.au. The Standards are available from the Food Standards Australia New Zealand (FSANZ) website – www.foodstandards.gov.au.

Information in this guideline has been extracted from the Food Safety Standards, Australian Standard 4674-2004 *construction and fit-out of food premises* and Australian Standard 1668.2-2012 *The use of ventilation and airconditioning in buildings – Mechanical ventilation in buildings*.

INTRODUCTION

This Guideline deals with the requirements for the design and construction of food premises and the manufacture and installation of fixtures, fittings and equipment used by food businesses.

This Guideline is based on the requirements of the national Food Safety Standards and has been prepared for the information of owners, operators, prospective owners, architects, designers, builders, contractors, equipment manufacturers and all persons associated with the planning and construction of food businesses. The information is also provided for caterers operating a food business from home or persons operating a charity or not-for-profit organisation.

This Guideline is intended to outline basic requirements and minimum structural standards. Following the information in this guideline will assist in creating a food premises that is easy to clean, has sufficient space and facilities to produce safe food, encourages high standards of hygiene and ultimately protects public health.



Guidelines for the Design, Construction & Fit Out of Food Premises

ISSUES TO CONSIDER PRIOR TO APPLICATION

When building, purchasing or leasing a food business, or premises used as a food business, it is strongly advised that you contact the following Council Directorates regarding any approvals or requirements additional to those under the *Food Act 2006*.

PLANNING & DEVELOPMENT – 1300 307 800

1. Town planning approval may be required for new businesses, extensions or alterations to existing businesses or the change of use of an existing business (eg – service station converted to takeaway food shop).
2. Building approval is required for the construction of new premises and where structural alterations or renovations are proposed for existing premises.
3. Plumbing approval is required for new fixtures or drainage and for alterations to existing plumbing and drainage (this includes grease traps). (The plumbing section also administers the requirements for grease traps.)
4. Fixed advertising signs and their content is administered via Council's Subordinate Local Law No. 1 (Administration).
5. Food business licensing is required for all food businesses handling unpackaged food. This guideline outlines the requirements and process for licensing.
6. Itinerant vending/beach use is administered via an Approval to Undertake a Prescribed Activity issued pursuant to Council Local Law 1 (Administration).

CORPORATE & COMMUNITY SERVICES – 1300 307 800

1. Footpath use is managed via Council's Local Laws Branch. An approval and suitable public liability insurance is required if your proposal includes placing goods on the footpath or footpath dining.



Guidelines for the Design, Construction & Fit Out of Food Premises

APPLICATION & PLAN APPROVAL

To commence the approval procedure, an application form and plans need to be submitted to Council. An application for licence under the *Food Act 2006* should be submitted with the appropriate fee and copies of plans.

Two copies of plans as follows are to be submitted to the Planning & Development Directorate for approval before the construction, fit out, renovation or alteration of the premises is commenced.

- Site Plan**
This is a plan of the site showing the food premises location, waste storage, car parking, staff and public toilet facilities and adjacent land uses. It should be drawn to a scale of not less than 1:100 (1 cm on the plan = 1 m).
- Floor Plan**
The floor plan should contain details of the layout of all the equipment, fixtures and fittings in a bird's eye view (looking down on the premises) drawn to a scale of not less than 1:50 (1 cm on the plan = 0.5 m). The plan should indicate
 - proposed layout of equipment, fixtures and fittings
 - details of materials used
 - details of finishes to surfaces
 - door and window openings
 - staff toilets
 - mechanical exhaust ventilation
 - refuse storage areas
- Sectional Elevations**
Sectional elevations are a side-on view of the walls of the premises and should indicate the height of structures, benches, equipment and fixtures, including fixtures, fittings and equipment within cool rooms/freezer rooms (if applicable). Sectional elevations should be drawn to a scale of not less than 1:50.
- Hydraulic Plans**
Hydraulic plans are plumbing and drainage plans that show the location of water and sewerage pipes and connection types, tundishes and grease traps, and should be drawn to a scale of not less than 1:50.
- Mechanical Exhaust Ventilation Plans**
If a mechanical ventilation system is required, it must effectively remove all fumes, vapours, steam or smoke. A system installed in accordance with the Australian Standard AS 1668 Part 2 would be deemed to comply with the requirements for mechanical ventilation.
- Transport Vehicle Plan**
A transport vehicle plan should contain the details of the layout of all the equipment, fixtures and fittings and the types of material used

DESIGN AND CONSTRUCTION

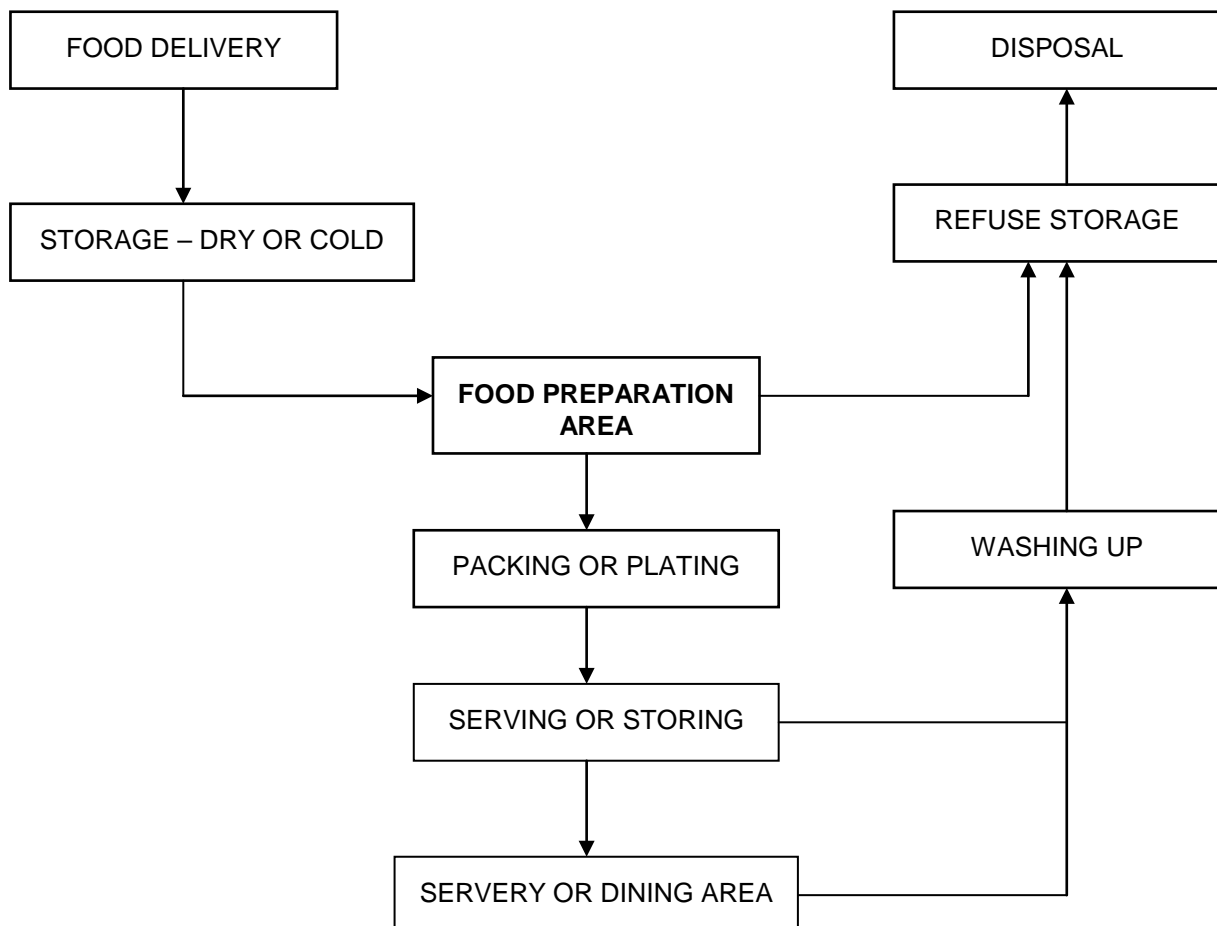
GENERAL

Subject to further requirements in this guideline, food premises must:

- ✓ be appropriate for the activities for which the premises are used
- ✓ provide adequate space for the activities to be conducted on the food premises and for the fixtures, fittings and equipment required
- ✓ permit the food premises to be effectively cleaned and sanitised
- ✓ exclude dirt, dust, fumes, smoke and other contaminants
- ✓ not permit the entry of pests
- ✓ not provide harbourage for pests

The design should also incorporate principles of risk management. Sensitive areas in which food is at a greater risk (ie undergoing preparation and handling prior to sale), should be separated from high contaminant risk such as the receiving area for raw product, cleaning areas and waste disposal areas.

Figure 1 – Example of correct flow of food through premises





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WATER SUPPLY

An adequate supply of hot and cold potable water is to be provided through a common outlet to all sinks and basins in the premises. Potable water means water that is acceptable for human consumption and should meet the National Health and Medical Research Council's Australian Drinking Water Guidelines.

If a reticulated Council water supply is not available, rainwater may be used subject to the installation of an approved automatic water treatment and disinfection system (eg ultraviolet treatment), or the use of a water treatment system relying on manually dosed chlorination. Where a non Council water supply is used, Council requires quarterly testing at the owner's expense (as per Council's fees and charges).

Hot water units should be installed external to the food preparation area where possible. Where units are installed within the food preparation area, the unit is to be wall mounted or free standing with sufficient room around the unit to easily clean it. A minimum 150mm clearance to all surfaces is recommended. Hot water units are not permitted under sinks, benches or in cupboards (except for booster units for dishwashers or glasswashers).

SEWAGE & WASTEWATER DISPOSAL

A sewage and wastewater disposal system capable of disposing of all sewage and wastewater must be constructed and located so that there is no likelihood of the sewage and wastewater contaminating the water supply or food.

The majority of food premises will require the installation of a grease trap. It is recommended that you contact Council's Planning & Development Directorate regarding the requirements for grease traps. Please note that grease traps are to be installed external to food preparation areas.

GARBAGE & RECYCLABLE MATTER

Facilities for the storage of garbage and recyclable matter must adequately contain the volume and type of matter generated, enclose it to keep pests and animals away from it and be designed and constructed to be easily and effectively cleaned.

Refuse containers should be constructed of an impervious material such as metal or plastic with fitted lids. External storage areas should be enclosed, imperviously paved and provided with a hose cock and hose and drainage designed to prevent stormwater entering Council's sewer. Containers unable to be lifted for draining after cleaning should have drainage bungs at the base. Refuse storage areas are to be effectively vented by natural or artificial means.

The storage and disposal of rubbish must comply with the *Environmental Protection (Interim Waste) Regulation 1996*.



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VENTILATION

Food premises should be naturally ventilated by operable windows and doors equivalent to not less than 5% of the floor area.

Where insufficient natural ventilation is available, an approved system of mechanical ventilation should be provided. The system is to be installed in accordance with the Building Code of Australia and relevant Australian Standards.

For information regarding mechanical exhaust ventilation for cooking appliances, refer to the Mechanical Exhaust Ventilation section in Fixtures, Fittings and Equipment.

LIGHTING

Lighting must be sufficient for the activities conducted on the premises and comply with the Building Code of Australia and relevant Australian Standards.

Light fittings are to be provided with diffusers to prevent contamination of food in the event of a tube or globe shattering. It is recommended that light fittings be flush mounted. Fittings must not harbour dirt, dust or insects and must be easy to clean.

PEST CONTROL

Pests are to be excluded from the premises wherever possible.

- Opening windows are to be fitted with mesh screens that can be easily removed and cleaned.
- Entrances and exits should be fitted with self-closing doors, self-closing mesh screen doors, air curtains or plastic strip curtains.
- Holes and spaces in walls, ceilings and rooves are to be sealed. Spaces between equipment and walls are to be sealed or allow sufficient room for easy cleaning.
- Insect control devices ('zappers') can be installed but must not be located directly over food preparation or storage areas, exposed food, clean equipment or unwrapped packaging material. Insect control devices must be able to capture and hold all insects within the device and be cleaned regularly.

AREA REQUIRED

It is recommended that a minimum kitchen area of 8m² be provided where dining facilities for up to 25 diners are available. This area should increase by 0.25m² per person above 25 diners.

STRUCTURAL REQUIREMENTS

FLOORS

Floors must be designed and constructed in a way that is appropriate for the activities proposed on the premises. They must:

- ✓ be able to be effectively cleaned
- ✓ be unable to absorb grease, food particles or water
- ✓ be laid so there is no ponding of water
- ✓ be unable to provide harbourage for pests

Table 1 - Suitability of Floor Finishes

| FINISH | | | | | | | | | COMMENTS |
|--|------------------|------------------|-----------------------|---------|------------|----------------------|-----------|--------------|---|
| | Wet washed areas | Food preparation | Vegetable preparation | Servery | Store room | Chillers or freezers | Bin store | Eating areas | |
| Stainless steel non-slip profile | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | Welded joints |
| Ceramic tiles | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | Epoxy grout finished flush with surface. Laid in accordance with AS3958.1 |
| Quarry tiles | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | Sealed |
| Steel trowelled case hardened concrete | | | ✓ | | ✓ | ✓ | ✓ | ✓ | Smooth sealed finish, no joints |
| Carpet or carpet tiles | | | | | | | | ✓ | |
| Wooden flooring | | | | | | | | ✓ | Sealed |
| Polyvinyl sheet | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | Heat welded joints (not suitable adjacent to hot fat appliances) |
| Laminated thermosetting plastic sheet | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | Heat welded joints (not suitable adjacent to hot fat appliances) |
| Vinyl tiles | | | | | ✓ | | | ✓ | |
| Plastic matting | | | | ✓ | | | | | Should be used for safety reasons only. It is to be easily cleaned & laid in sections that can be removed for cleaning. |
| Cork tiles | | | | | | | | ✓ | Sealed |
| Epoxy resins | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | Complying with AS3554 |



Guidelines for the Design, Construction & Fit Out of Food Premises

SOURCE: AS4674-2004 (Table 3.1)

NOTES:

- In areas where liquid is likely to be spilled, or where a large amount of water is required for cleaning, the floor should be evenly graded (at least 1:100) and drained to a floor waste.
- Floor surfaces are to be laid according to the manufacturer specifications.
- Tiles are to be spaced no more than 5mm apart and grouted with an epoxy type grout finished flush with the surface of the tiles.

PLINTHS

Plinths should be used to hold heavy equipment that is difficult or unable to be moved for cleaning. Plinths should be:

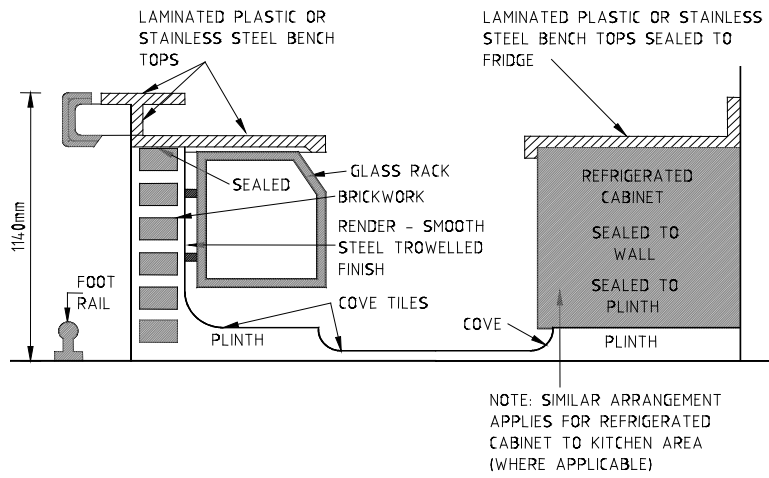
- ✓ an integral part of the floor
- ✓ constructed of a solid material
- ✓ finished in the same manner as the floor
- ✓ at least 100mm in height
- ✓ recessed under fittings to provide a toe space of not more than 50mm
- ✓ sealed to the underside of the equipment
- ✓ rounded at all exposed edges
- ✓ coved at the intersection of wall and floor

Plinths may be omitted where the equipment is supported on castors allowing easy movement for cleaning, or metal legs providing a clearance of at least 150mm. For information regarding alternatives to plinths, refer to the Metal Supports, Wheels, Brackets, Framing, Etc section in Fittings, Fixtures & Equipment.

Figure 2 - Plinth Arrangement

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VERTICAL SECTION

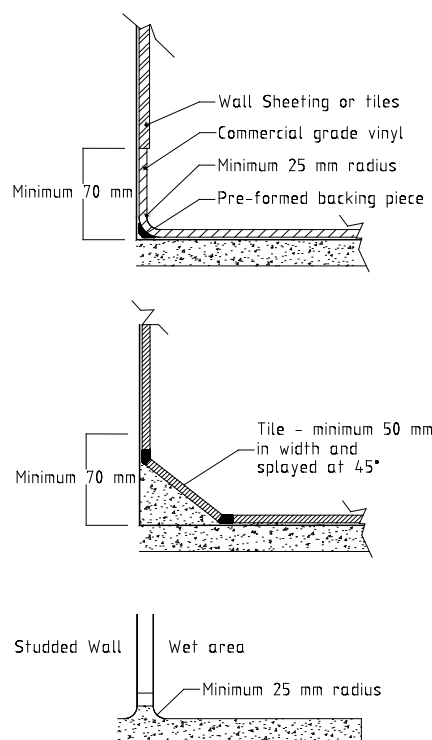


COVING

The intersections of floors and walls and/or floors and plinths are to be coved. Coving is to be integral to the finish surface of both floor and wall so as to form a continuous uninterrupted surface. Coving should be formed to a minimum 25mm radius curve and continued up the wall to a height of at least 70mm.

Feather edge skirting and aluminium coving is not permitted. Where vinyl or similar sheeting is installed, a solid preformed coving piece is to be used to support the sheeting.

Figure 3 - Coving Methods



WALLS & CEILINGS

Walls and ceilings must be designed and constructed to protect food from contamination. They must:

- ✓ be sealed to prevent the entry of dirt, dust and pests
- ✓ be unable to absorb grease, food particles or water
- ✓ be able to be easily and effectively cleaned
- ✓ be unable to provide harbourage for pests

The finishing materials of the wall and ceiling surfaces are to be a durable, corrosion resistant, impervious, non toxic material and provide a smooth even surface, free of buckles or ledges, fixing screws, picture rails, architraves, skirting boards, open joint spaces, cracks or crevices.

Table 2 – Suitability of Wall Finishes

| FINISH | Wet washed areas | Food preparation | Vegetable preparation | Servery | Store room | Chillers or freezers | Bin store | Eating Areas | COMMENTS |
|-------------------|------------------|------------------|-----------------------|---------|------------|----------------------|-----------|--------------|--|
| Stainless steel | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | Welded joints Waterproof screw covers |
| Ceramic tiles | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | Epoxy grout finished flush with surface |
| Vinyl sheet | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | Heat welded joints |
| Painted plaster | | | | | ✓ | | ✓ | ✓ | Smooth finish |
| Feature brick | | | | | | | | ✓ | |
| Aluminium sheet | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | Welded or sealed joints |
| Steel sheet | | | | | | | ✓ | | Welded or sealed joints |
| Trowelled cement | | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | Polished surface |
| Wood panelling | | | | | | | | ✓ | Sealed |
| Painted brickwork | | | | | ✓ | | ✓ | ✓ | Flush joints and solid surfaces |
| Concrete | | | | | ✓ | | ✓ | ✓ | Sealed smooth finish |
| Pre-formed panels | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | H bar joints mastic sealed. In wet areas or food preparation area, integrated into a dwarf wall or set on plinth |

SOURCE: AS4674-2004 (Table 3.2)

NOTES:

- Coverstrips should not be used in food preparation areas. Any joints between sheeting need to be filled with filler and finished flush with the surface of the sheeting material.
- Where ceramic tiles are used as a wall finish, they need to be continued to the ceiling or to a minimum height of 2m. Where the wall finish between the top edge of the wall tiling and the ceiling is to be of cement render or other approved material, the surface

should be finished flush so as to eliminate a ledge upon which dust and grease can accumulate.

- Tiles are to be grouted with an epoxy type impervious grout and finished flush with the surface of the tiles.
- Walls at the rear of cooking appliances should be surfaced with an impervious material that extends from the exhaust canopy to the floor. In the case of cooking appliances sealed to the wall, the impervious material should be lapped over the top edge of the appliances to form a grease and vermin proof seal. Cooking appliances can only be sealed to a wall where the wall is of a non-combustible solid material.
- Walls at the rear of benches, sinks and hand basins should be surfaced with an impervious waterproof material to a height of at least 300mm and extending 150mm either side.
- In wet areas, the bottom plate in all timber frame partitions in food preparation areas should be placed on a dwarf wall constructed of concrete or similar material raised not less than 70mm above the floor level and coved at the intersection of the floor and the wall to a radius of at least 25mm.

Table 3 – Suitability of Ceiling Finishes

| FINISH | Wet areas | Vegetable preparation | Servery | Store room | Chillers or freezers | Bin store | Eating areas | COMMENTS |
|-------------------|-----------|-----------------------|---------|------------|----------------------|-----------|--------------|----------------------|
| Painted plaster | ✓ | ✓ | ✓ | ✓ | | ✓ | ✓ | Smooth finish |
| Steel sheet | ✓ | ✓ | ✓ | ✓ | | ✓ | ✓ | |
| Trowelled cement | ✓ | ✓ | ✓ | ✓ | | ✓ | ✓ | Polished surface |
| Wood panelling | | | | | | | ✓ | Sealed surface |
| Concrete | ✓ | ✓ | ✓ | ✓ | | ✓ | ✓ | Sealed smooth finish |
| Pre-formed panels | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | |
| Acoustic panels | | | | | | | ✓ | Suspended T bars |
| Decorative panels | | | | | | | ✓ | |

SOURCE: AS4674-2004 (Table 3.3)

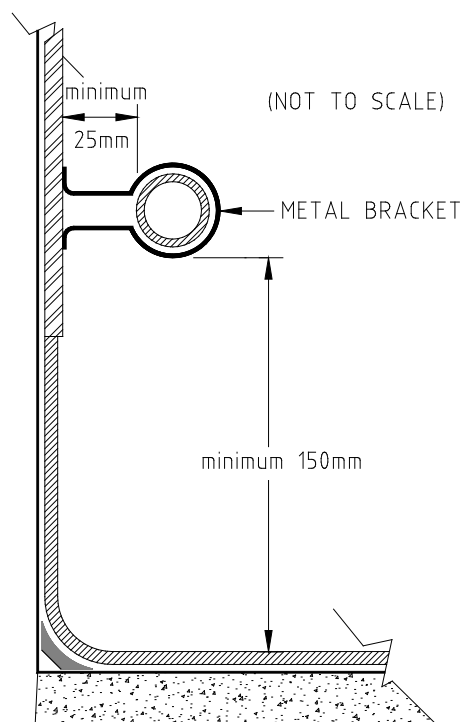
NOTES:

- Drop-in, removable panel ceilings are not to be used in food preparation areas or over areas where open food is displayed or served.
- The ceiling height should not be less than 2.4m.
- Light fittings should be recessed or sealed flush with the ceiling surface and should be easily removable for cleaning.
- The intersection of the walls and ceiling should be tightly joined and adequately sealed so as to be dust and vermin proof.

PIPES, CONDUITS & WIRING

Service pipes, conduits and wiring should be concealed in floors, plinths, walls or ceilings. Alternatively, they are to be fixed in brackets with at least 25mm clearance between the pipe and adjacent vertical surface and 150mm clearance between the pipe and adjacent horizontal surface.

Figure 4 - Clearances for service pipes & conduits



WINDOWS AND WINDOW LEDGES

In food preparation, packing or serving areas, all windows should be at least 300mm above the top of any bench, sink or hand basin. All windowsills and other ledges should be



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splayed at least 45°C to the horizontal and be finished with material matching the wall finish.

FIXTURES, FITTINGS & EQUIPMENT

Fixtures, fittings and equipment must be adequate for the production of safe and suitable food and be fit for their intended use. They must be designed, constructed, located and installed so that:

- ✓ there is no likelihood that they will cause food contamination
- ✓ they are able to be easily and effectively cleaned
- ✓ adjacent floors, walls, ceilings and other surfaces are able to be easily and effectively cleaned
- ✓ they do not provide harbourage for pests

The food contact surfaces of fixtures, fittings and equipment must be:

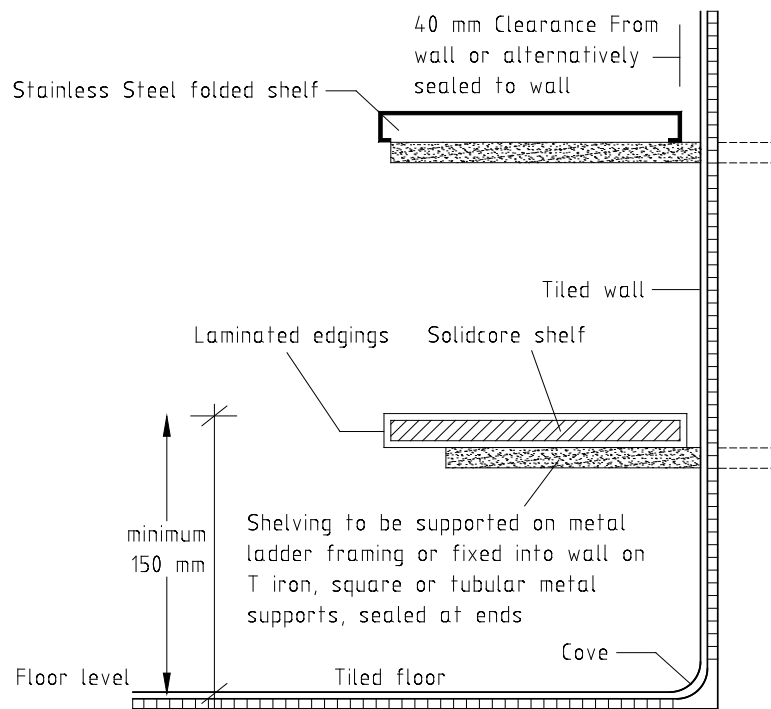
- ✓ able to be easily and effectively cleaned and sanitised
- ✓ unable to absorb grease, food particles and water
- ✓ made of a material that will not contaminate food

FIXTURES & FITTINGS

SHELVING

- The surface finish should be smooth, non-absorbent, free from open joints, cracks, and crevices and able to be easily cleaned.
- Shelving may be free standing or fixed. Where cupboards and cabinets are free standing, all surfaces including the back are to be smooth and easily cleaned. Where shelves are fixed, they are not to have a false or separate back or bottom.
- The lowest shelf is to be not less than 150mm above the floor level to allow easy cleaning.
- Approved shelving materials include galvanised piping with sealed ends, galvanised metal bars and stainless steel. Particle board or similar material is not an approved medium for shelf construction unless surfaced and edged with an impervious material.
- Shelves are to be kept 40mm clear of the walls or sealed to the wall.
- Adjustable shelving or brackets that form cavities or openings are not permitted.

Figure 5 - Shelving



PREPARATION BENCHES & TABLES

- Sufficient benches and tables on which to carry out all the necessary work of food preparation should be provided.
- Benches and tables are to be constructed to ensure vermin proof joints.
- All surfaces and edges should be sheeted with laminated plastic, stainless steel or other approved material. Plastic and metal edge stripping is not permitted. Wherever possible, moulded edges should be provided. The underside of benches and tables are to be sealed with an impervious surface or finish.
- Benches subject to heat should be surfaced with stainless steel or other approved heat resistant impervious material and carried up the wall to at least 300mm above the upper edge of the heat source.
- Benches may be free standing or fixed. Where free standing benches are used, they are to be at least 150mm clear of the walls or the adjacent walls are to be tiled or sheeted with an impervious material to a height of at least 2m. Where fixed benches are used, they are to be flashed with impervious material to a height of at least 300mm on the adjoining wall and fitted in a manner to prevent vermin harbourage.



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DISPLAY CABINETS, BARS & COUNTERS

- Sliding doors should be hung from the top of the door and the bottom guides or runners should terminate not less than 25mm from the end of the opening.
- Serving counters should be smooth, durable, impervious and unbroken, free from open joints, cracks, crevices and rough surfaces and be capable of being easily cleaned.
- Displays for wet foods (eg meat, fish) shall be covered at all intersections and installed in accordance with the relevant Australian Standards.
- Refrigerated counters (either a number of refrigerated cabinets or a frame in one piece) are to be fitted with a continuous top of stainless steel or other approved material either cast or welded in one piece, free of open or rough joints, cracks or crevices. A raised edge or lip is to be formed around each opening in the bar top to prevent any spillage, food refuse or liquid falling into the food wells. All internal and external angles are to be coved or rounded with all joints finished smooth to allow easy cleaning.
- Any cavity, space or crevice formed between counters, facades, fittings, equipment, walls, etc should be made vermin proof. Where such a space is considered to be imperative for design or decor, access panels should be provided for easy cleaning to the satisfaction of Council's Community Services Directorate.

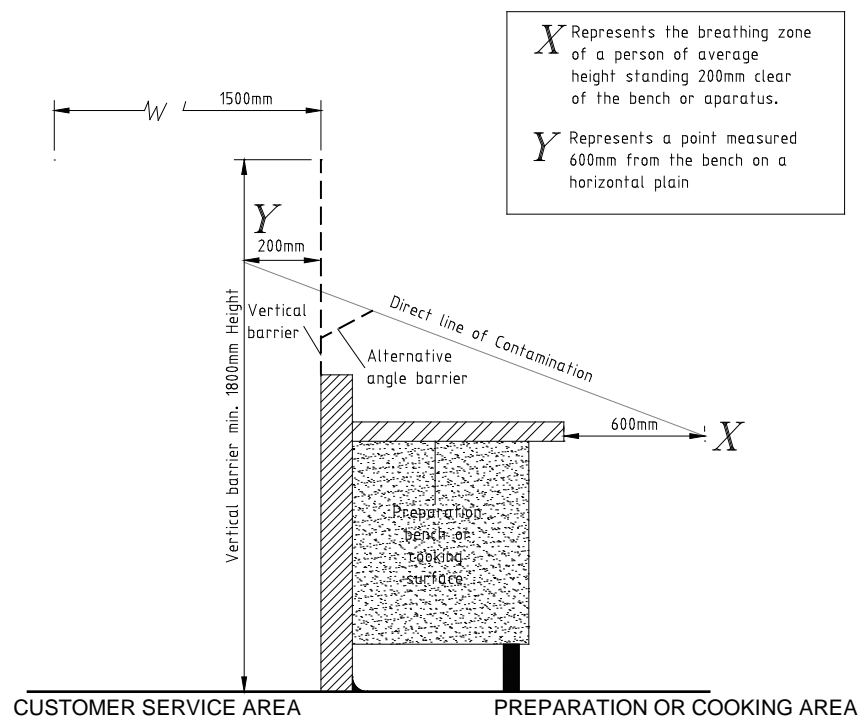
PROTECTIVE BARRIERS & SNEEZE GUARDS

Protective barriers are aimed at protecting food by breaking the direct line of contamination between customers and food with a physical barrier and are commonly referred to as sneeze guards.

Food preparation benches or appliances within a horizontal distance less than 1500mm from a customer area should be protected by a barrier.

- Protective barriers may be constructed of glass, perspex or other material. Where non-toughened glass is used, all exposed leading edges are to be covered with a tight-fitting, durable protection strip to guard against cracking or chipping.
- Vertical barriers should be extended to a minimum of 1800mm above floor level.
- Angled or curved barriers may be constructed provided that the direct contamination line is interrupted. The direct contamination line is a line drawn between the customer's face and an imaginary point 600mm horizontally behind the bench or appliance.

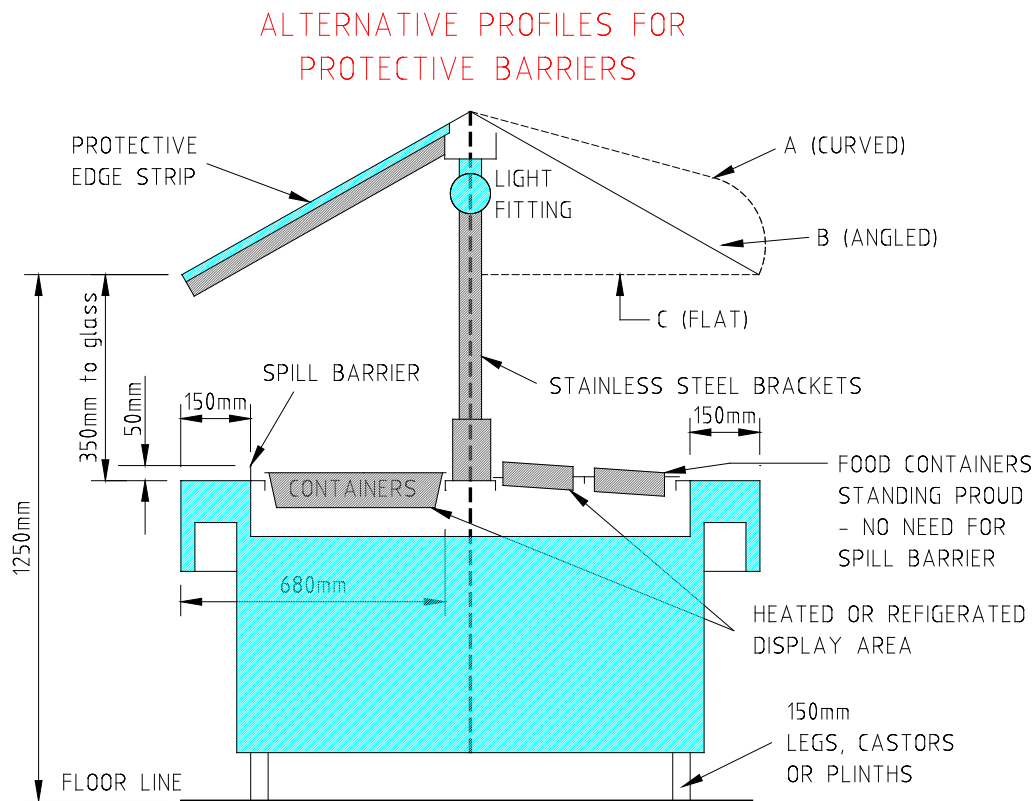
Figure 6 - Protective barrier for food preparation



Smorgasbords or self-serve food bars also require protection from contamination by customers via the installation of a sneeze guard.

- The sneeze guard may be constructed of glass, perspex or other material. Where non-toughened glass is used, all exposed leading edges are to be covered with a tight-fitting, durable protection strip to guard against cracking or chipping.
- The distance from the floor to the leading edge of the sneeze guard should be a maximum of 1250mm in height.
- The leading edge of the sneeze guard is to protrude beyond the exposed food by at least 150mm.
- The end of the sneeze guard is to protrude beyond the exposed food by at least 150mm or be fully enclosed.
- The vertical height of the self-service access (between the top of the display cabinet and the bottom of the sneeze guard) is to be no greater than 350mm.
- A spill barrier of at least 50mm should be installed on the periphery of the food display containers, unless the containers stand proud.
- The maximum depth of the self-serve bar shall be 680mm from the leading edge of the bar to the rear edge of the furthest food display container.

Figure 7 - Sneeze guard for self-service



METAL SUPPORTS, WHEELS, BRACKETS, FRAMING, ETC

In addition to plinths for heavy equipment, the following may be used to support fridges, sinks, tubs, draining boards, wash basins, tables, benches, shelving, counters, display cabinets, etc:

- *Wheels or castors* – able to support the weight of the fully loaded equipment and enable easy movement. Sufficient space is required to move the equipment to allow access to the floor and walls adjacent to the equipment for cleaning.
- *Legs* – metal or moulded plastic that will not be corroded by water or cleaning chemicals (eg stainless steel, galvanised tubing). Tubular steel shall be capped or sealed to prevent the access of vermin. Legs are to be finished smooth, free of cavities, crevices, ledges and recesses to prevent the build up of dust or grease and allow easy cleaning. Legs are to be a minimum of 40mm clear of the walls and not less than 150mm in height.
- *Brackets* – metal that will not be corroded by water or cleaning chemicals. Tubular steel shall be capped or sealed to prevent the access of vermin. Hollows formed in pressed metal are to be filled. Brackets are to be finished smooth, free of cavities, crevices, ledges and recesses to prevent the build up of dust or grease and allow easy cleaning. Brackets are to be securely fixed so that no cracks or crevices are formed and a clear space between the floor and the underside of the fitting of not less than 150mm is provided.



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- *Framework* – in addition to above requirements, designed and fixed to allow easy access for cleaning and prevent access and harbourage of vermin. Timber framing is not permitted.

NOTE: Equipment placed on bench tops must be able to be easily lifted and moved by one person. If this is not possible, the equipment must be sealed to the bench top or raised to a height where staff can easily clean under the equipment.

FOOD CONVEYORS & DUMB WAITERS

The compartment holding the food must be constructed of a smooth, impervious material with coved internal angles. Compartments and walls are to be free from cracks, crevices and open joints and access must be provided for cleaning.

CLEANING & SANITISING FACILITIES

Sufficient cleaning and sanitising equipment and facilities are to be provided appropriate for the size and type of activities proposed on the premises.

Table 4 - Equipment & facilities for cleaning & sanitising

| TYPE OF FOOD PREPARATION | MINIMUM FACILITIES |
|--|---|
| No preparation or minor handling of prepackaged food | Single bowl sink |
| All other premises | Double bowl sink – OR Dishwasher or glasswasher & single bowl sink (where all food contact equipment will fit in the dishwasher or glasswasher) – OR Double bowl sink & a dishwasher or glasswasher (where some equipment has to be washed/sanitised in the sink) – OR Triple bowl sink (where rinsing is required before or after sanitising) |
| CLEANING & SANITISING OPERATIONS | MINIMUM FACILITIES |
| Using equipment that: <ul style="list-style-type: none"> ▪ is to be washed in sinks ▪ will not fit in standard double bowl sink ▪ does not require sanitising | Pot sink of size adequate for largest equipment |
| Using equipment that: <ul style="list-style-type: none"> ▪ is to be washed in sinks ▪ will not fit in standard double bowl sink ▪ requires sanitising | Double pot sink adequate for largest equipment |
| Where food prepared by immersion in water or washing under running water | Designated food preparation sink |
| Where floors, etc are wet washed | Cleaners sink & floor waste |

| | |
|--|------------------|
| Where floors & equipment are to be hosed | Hose connections |
|--|------------------|

SOURCE: AS4674-2004 (Table 4.1 & 4.2)

DISHWASHERS & GLASSWASHERS

Dishwashers and glasswashers should meet the following requirements:

- Be conspicuously branded with its name, model identification and name and address of the manufacturer.
- Be automatic in its washing and rinsing actions.
- Be capable of completely washing and rinsing in one operation.
- Be designed so all utensils are dry by the end of the cycle.
- Rinse utensils for at least ten seconds with:
 - water at a minimum temperature of 50°C containing a minimum of 50mg/l sodium hypochlorite, or
 - water at a minimum temperature of 80°C
- Be equipped with a water heating device or be supplied with water from an individual hot water source.
- Be fitted with a thermometer clearly visible to the operator indicating temperature for the washing and rinsing operation or be fitted with an automatic pilot light visible to the operator that indicates when the water in the heating device has reached the correct temperature.
- Not include a brush as part of the mechanism.
- Be fitted with control devices to ensure the machine will not operate until the rinsing water is at the required temperature.
- Be provided with an approved exhaust ventilation system.
- Be designed to use chemical sanitisers. Rinsing must be incorporated to ensure no chemical residue remains.
- Be located so the cleaning of surrounding walls and floors is not affected.

DOUBLE BOWL SINKS

Double bowl sinks should be constructed of stainless steel and have a minimum bowl size of 450 x 300 x 300 mm. They should be fitted with draining areas of at least 400mm in length at each end and have a splash back as an integral part of the unit, extending at least 300mm up the wall at the rear.



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The wash method for double bowl sinks requires one bowl to be supplied with sufficient soap or detergent for washing and the other bowl supplied with hot water at a temperature of not less than 75°C for the final rinse.

Where necessary, a single bowl pot sink (or sinks) of minimum dimensions 600 x 380 x 380 mm should be installed for the cleansing of large cooking utensils etc.

Where draining racks above sinks are used they should be of approved metal construction. Walls to which draining racks are fixed should be flashed to 300mm above the rack.

The provision of enclosed cupboards under sinks is not permitted.

FOOD PREPARATION SINKS

If food preparation requires food to be washed or immersed in waster, a separate sink should be provided solely for this purpose. The minimum bowl size should be approximately 400 x 320 x 150 mm. The number and size of the sinks should be determined by the operations at the premises.

The food preparation sink must be adequately isolated from all other sinks by one of the following means:

- If the preparation sink is part of the same unit which incorporates other wash sinks, provide a barrier 300mm high constructed of stainless steel or other approved material extending from the splash back to the outer edge of the sink unit. The top edge of the unit may be slightly tapered towards the outer end to improve ergonomics.
- If the preparation sink is a separate unit to other sinks, a void of at least 150mm must separate the units.

HAND WASHING FACILITIES

Hand washing facilities must be provided in premises where unpackaged food is handled and must be additional to other sinks and basins provided on the premises. The allocation of one bowl of a double bowl sink for hand washing is not acceptable.

Hand washing facilities must be located:

- ✓ where open food is handled
- ✓ where utensils and equipment are washed
- ✓ immediately adjacent to toilets or toilet cubicles
- ✓ within easy access of food handlers – recommended within 5m

Hand washing facilities must be:

- ✓ permanent fixtures
- ✓ installed at bench height and fixed to the wall, a supporting frame or bench top



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- ✓ connected to a supply of warm running potable water – hot and cold water through a mixer tap. It is recommended that hand basins be fitted with hands free taps where possible. Water for hand washing should be between 20°C and 40°C.
- ✓ of a size that allows for easy and effective hand washing – minimum internal dimensions 445 x 280 x 130 mm
- ✓ clearly designated for the sole purpose of washing hands, arm and face

Hand washing facilities must NOT be:

- ✓ located under sinks or benches
- ✓ obstructed by equipment
- ✓ used for any other purpose

Hand washing facilities must be provided with:

- ✓ a wall mounted liquid soap dispenser and an adequate supply of liquid soap
- ✓ a wall mounted single use paper towel dispenser and an adequate supply of single use paper towels (Hot air dryers are not acceptable as the only means of drying hands)
- ✓ a hands free waste receptacle for used paper towels

MECHANICAL EXHAUST VENTILATION

All food preparation areas where gases, odours, fumes, smoke, steam, vapour and/or particulate matter is generated require the installation of mechanical exhaust ventilation. Natural ventilation is only suitable where there is little or no cooking that produces steam or 'greasy' air.

Mechanical exhaust ventilation systems are to be designed, constructed and installed to capture the air borne by products of the cooking process, convey them to outside air and dispose of them without nuisance. They are to comply with the Building Code of Australia and the relevant Australian Standards. Range hoods are not permitted over cooking appliances except in some B&B or homestay operations.

Fresh make-up air will be required to replenish the air removed by the exhaust system. Make-up air may be provided either naturally or by a mechanical air supply system.

The following equipment requires mechanical exhaust ventilation:

- appliances with a total maximum electrical power input exceeding 8kW
- appliances with a total maximum gas power input exceeding 29MJ/h
- dishwashers and other washing and sanitising equipment that vent steam and/or heat to the extent that there is likely to be condensation collecting on walls or ceilings

EXEMPTIONS

- Microwave ovens and similar low power cooking equipment which are used infrequently or solely for the purpose of reheating food will be exempt from this requirement.



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- One chicken rotisserie of up to ten bird capacity may be installed without the provision of mechanical exhaust ventilation. If more than one rotisserie is installed, mechanical exhaust ventilation is to be provided.
- A half exhaust canopy may be permitted over large bakery ovens subject to approval. Consideration will be given to the heat efficiency of the oven.
- The premises must be maintained to a satisfactory hygienic standard with no apparent fouling or soiling of adjacent floors, walls, ceilings or benches.

EXHAUST HOODS

Exhaust hoods are designed to capture and exhaust cooking vapours and prevent condensation falling onto the food, the cooking appliance or the floor.

Exhaust hoods should be constructed of galvanised sheet steel, stainless steel or aluminium. Joints are to be smooth and free from obstructions and sealed with a suitable compound. All edges are to be sealed or flashed to the wall and ceiling.

HOOD OVERHANG

The inside of the grease gutter should be not less than 150mm beyond the edge of all appliances, except on sides adjoining a wall. Where woks, salamanders and open flame charcoal equipment using solid fuel are used, 300mm clearance is required.

ANGLES OF INTERNAL SURFACES

The face of filters should either be vertical or sloped at an angle not exceeding 30° measured from the vertical.

All internal surfaces of hoods should be vertical or sloped at an angle not greater than 40°.

INTERNAL LIGHTS

Internal lights should be flush mounted and free of any protrusions.

FILTERS

Canopies are to be fitted with flush mounted grease-arresting filters. Grease filters are to be fitted so that they are easily removed for cleaning purposes.

FLOOR CLEARANCE

The lower edge of the exhaust hood should be not less than 2m above the floor level and not more than 1200mm above the appliance.

To obtain this clearance, a minimum 2.4m ceiling height will be necessary. The exhaust hood may be recessed into the ceiling space in some instances.

HEAT SOURCE CLEARANCE

The distance between the lowest edge of a grease filter and cooking surface should be not less than:

- 1350mm where charcoal or a similar type of open fire is used
- 1050mm where a naked flame is used
- 600mm where electrical equipment is used

Figure 8 - Wall exhaust hood

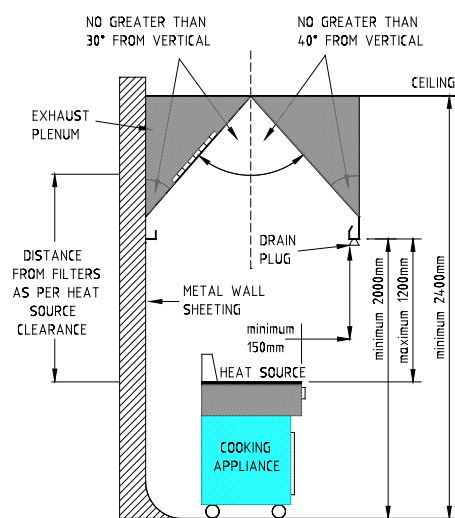
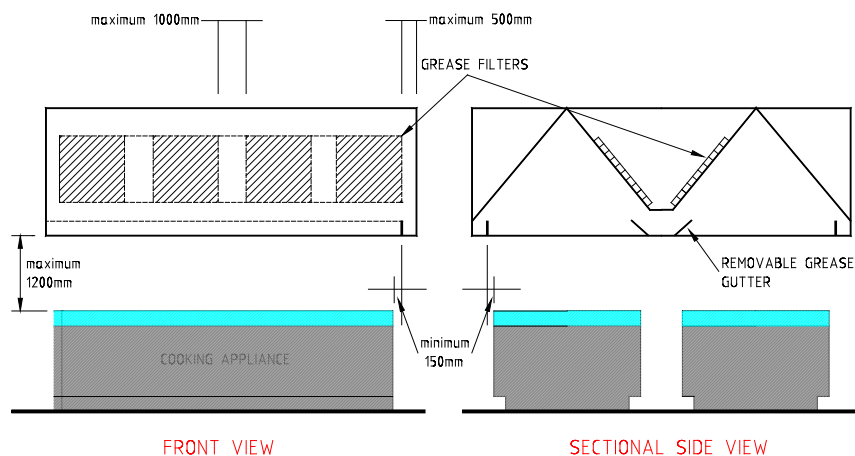


Figure 9 - Island exhaust hood





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CAPTURE VELOCITIES

Exhaust hoods should be provided with an evenly distributed airflow across the hood face so as to collect all cooking vapours and heat. The capture velocities required should be in accordance with the following:

| ACTIVITY | VELOCITY (m/s) | |
|-----------------------|----------------|---------------|
| | WALL CANOPY | ISLAND CANOPY |
| Heating or water only | 0.3 | 0.47 |
| General cooking | 0.4 | 0.6 |
| Frame cooking | 0.6 | 0.95 |

Utensil storage and racks are not permitted over or above cooking or heating equipment. Similarly, wall mounted appliances such as salamanders, should not overhang or be positioned above cooking appliances.

DUCT WORK

Ducts should be constructed of an approved material and gauge (eg galvanised steel 1.2mm, stainless steel 0.9mm). Cleaning points should be provided in horizontal runs at intervals not greater than 3m and at each change of direction.

A drain should be provided at the lowest point of each section of ducting.

Where ducts penetrate a required fire-rated wall, floor or ceiling, they are to be contained and/or protected in accordance with the Building Code of Australia and relevant Australian Standards.

RISERS

Risers should be sited and connected to the plenum in such a position that any condensate which forms within the duct work or rainwater which may enter, will not fall through the exhaust openings (grease filters) and onto the cooking surface below.

DISCHARGE POINT

Exhaust air is to be discharged in a vertical direction at a minimum velocity of 5m/s.

The point of discharge is to be at least:

- 1m above the ridge of a pitched roof
- 3m above a flat roof
- 6m from a property boundary
- 6m from any air intake, natural ventilation or opening

Discharge at a lower level may be permitted provided that the discharge is more than 15m from any other higher structure.



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Exhaust systems with a flow rate not exceeding 1000L/s may receive a relaxation on the location of the discharge point. In any case, no exhaust can discharge over adjoining properties or where the discharge is less than 3m above any pedestrian thoroughfare including an accessible roof area.

OPENING IN BUILDINGS

All openings in walls, floors, ceilings or rooves through which the duct passes, should be made vermin proof. Council's Planning and Development Directorate is to be notified as building approvals may be required.

EQUIPMENT

COOKING APPLIANCES

- Appliances are to be kept at least 150mm clear of walls. Alternatively, cooking appliances may be built into walls and completely vermin proofed subject to restrictions of gas or electricity supply and gas ventilation requirements.
- Appliances are to be spaced a minimum of 150mm apart or supported on wheels or castors with flexible hoses to allow movement. Alternatively, the gap or crevice between the appliances is to be suitably flashed over or sealed in such a manner as to eliminate any open joint, space or cavity which would permit liquid, food particles or grease to collect.
- Appliances should be kept at least 150mm clear of any benches or cupboards except in the case of a bench intended for use in connection with the cooking operation.
- Deep frying equipment must be thermostatically controlled to minimise any fire hazard due to overheating of cooking oils.

POST MIX MACHINERY, SYRUP STORAGE & ICE MACHINES

Post mix machinery, syrup storage and attachment points, ice making machines and beer reticulation service areas must be located in a fully lined and sealed, food grade room. Ice making units and post mix machinery will be assessed in the same category as food appliances with regard to separation distances, cleaning and sealing requirements.

TEMPERATURE GAUGES & THERMOMETERS

Temperature gauges accurate to $\pm 1^{\circ}\text{C}$ should be provided to each hot and cold storage or display unit and to each refrigerator, cold room or freezer room. Temperature gauges should be clearly visible and fitted to display the internal operating temperature of the appliance.

A temperature measuring device that can accurately measure the temperature of potentially hazardous food to $\pm 1^{\circ}\text{C}$ must be provided and be readily accessible to measure the temperature of foods. A portable probed thermometer for each premises is necessary to satisfy this requirement.

CROCKERY & TABLEWARE

A food business must not use any chipped, broken or cracked eating or drinking utensils.

Self serve cutlery or tableware shall be presented so that no person has contact other than with the handle or any other part of the surface that ordinarily does not come in contact with food. Suitable dispensers should be provided for this purpose.



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Tableware designated as non-returnable shall be destroyed after use. Suitable dust and vermin proof dispensers shall be provided for all non-returnable tableware.

STORAGE

COLD STORAGE

Cold storage equipment (cool rooms, freezers, refrigerators, etc) and cold display equipment (cabinets, bain maries, sandwich bars, etc) should be large enough for the business to store food at 5°C or less. Refrigerators, cold rooms and chillers should be able to reduce the temperature of potentially hazardous food from 60°C to 21°C within two hours and from 21°C to 5°C within a further four hours. Freezers must be capable of keeping frozen food frozen (recommended less than -15°C).

REFRIGERATORS & FROZEN FOOD CABINETS

Refrigerators should be able to maintain the temperature of food at less than 5°C and frozen food cabinets less than -15°C.

Refrigerators and frozen food cabinets (upright or horizontal models) are to be placed on solid plinths 100mm in height, 150mm metal legs or fitted with adequate castors. (see the Metal Supports, Wheels, Brackets, Framing, Etc section in Fixtures, Fittings & Equipment)

Refrigerators and frozen food cabinets may be fitted against the wall, provided they can be flashed onto the wall and sealed on the top, sides and bottom to prevent the access of vermin.

All cabinets and units are to comply with the relevant Australian Standards.

COLD STORAGE ROOMS AND FREEZERS

WALLS & CEILINGS

The internal walls and ceilings of cold rooms and freezers should be lined with approved non-corrosive sheet metal, laminated plastic, or other approved smooth, impervious material. Such linings should be applied in a sound manner with all joints sealed.

Doors are to be fitted to allow for opening from inside, and an alarm provided in accordance with the Building Code of Australia and relevant Australian Standards.

FLOORS & DRAINAGE

Floors are to be of an approved impervious surface (eg seamless vinyl, epoxy toppings). Alternatively, concrete of a minimum 32 mpa with a hardener additive and surface sealant, finished free of cracks and inequalities and covered 70mm up all walls may be used. Floors should be graded to the door opening and to a floor gully located outside the cold room as



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near to the door opening as practicable. Floor gullies are not permitted within the cold room.

SHELVING

Shelving should be approved material capable of easy removal for cleaning and at least 25mm clear of walls. The lowest shelf should be not less than 150mm from the floor.

Approved shelving for cold rooms include galvanised piping (with sealed ends) and stainless steel. Timber shelving is not approved in cold rooms.

SITING

Cold rooms should be set at least 300mm from walls or adequately sealed to the walls to prevent any vermin harbourage. The void above any cold room or freezer is to be enclosed to all walls and ceilings, in an approved manner.

External cold rooms or freezers are not permitted unless an approved enclosed access is provided to the food premises. This provision does not apply to bulk cold or freezer stores or the storage of food in sealed packaging.

MOTOR UNITS FOR REFRIGERATORS, FREEZERS & COLD ROOMS

Wherever possible, refrigerator motor units should be located external to the premises. Refrigerator motor units are to be supported on an open metal frame with legs not less than 150mm in height.

The potential for noise nuisance to adjoining neighbours must be taken into account during construction and planning.

DRY STORAGE

An adequate storage area should be provided for the storage of dry food and packaging materials. The storage room is to be lined, sealed and floored in an approved manner and made vermin proof.

CLEANING EQUIPMENT, STAFF ITEMS, ETC

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



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CLEANING EQUIPMENT

A separate room or enclosure should be provided for the storage of chemicals, cleaning materials and equipment away from food storage or preparation areas. The facilities must be used for this purpose only so as not to contaminate food, personal effects or clothing.

PERSONAL BELONGINGS

Suitable separate facilities should be provided for the storage of personal belongings such as clothing, footwear and other personal effects. This may be a change room or lockers or enclosed cupboard located away from the food preparation and storage areas.

OFFICE MATERIALS

Paperwork and other materials associated with the administration of the business are to be stored in a designated room for office use or enclosed cupboards, drawers or similar designated for that use.

MISCELLANEOUS

DINING AREAS

Adequate space should be provided for dining areas and they should be ventilated naturally or mechanically in accordance with the Building Code of Australia and relevant Australian Standards. It is recommended that 1m² of floor area is allocated per person.

TOILETS

A food business must ensure that adequate toilets are available for the use of food handlers. As noted in the hand washing facilities section, hand wash basins are to be provided within or adjacent to each toilet or toilet cubicle.

Toilets must not open directly into any room in which food is manufactured, stored, packed, sold or served. They should be separated by an intervening ventilated space fitted with self-closing doors or provided with self-closing doors and a mechanical exhaust system that operates for at least 30s after the cubicle is vacated.

Toilets for patrons of food premises are to be provided in accordance with the Building Code of Australia. Further information can be obtained from Council's Planning & Development Directorate on 1300 307 800.



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FIRE PREVENTION

It is recommended that all premises be equipped with suitable fire extinguishers and a fire suppression system. This equipment should be not less than 5m from cooking appliances and be provided with easily seen location and use signage. Premises with deep fryers should have the following items per dual vat deep frying unit:

- 4.5 kg dry chemical fire extinguisher with a minimum rating of 3A:40B(E)
- a wet chemical foam fire extinguisher with a minimum rating of 2A
- a 1.8 x 1.2m fire blanket

Further information can be obtained from Council's Planning & Development Directorate on 1300 307 800 or the Queensland Fire & Rescue Service on 13 QGOV (137468).

MOBILE FOOD VEHICLES

Mobile food vehicles must meet the same requirements as fixed food premises. Additional items to be incorporated into the design include:

- Doors and serving hatches are to be finished to the same standard as the walls.
- The driving compartment of the vehicle must be separate to the food preparation and storage section.
- All openings must be provided with close fitting doors and shutters that are vermin proof and able to be closed during transport.
- A storage tank of at least 90L capacity for potable water is required. The water is to be reticulated to sinks and basins.
- Where wastewater disposal facilities (sewer) are not immediately available, a wastewater tank of adequate capacity (usually 100L) is to be fitted.
- Separate rubbish containers with tight fitting lids are to be provided.
- Food vans are not to be used for sleeping or any other activity with the potential to contaminate food.
- Compliance with traffic and gas regulations should also be researched.

FOOD TRANSPORT VEHICLES

Vehicles used to transport food must be designed and constructed to protect food and be capable of maintaining food at the required temperatures. Food contact surfaces must be designed and constructed to be easily and effectively cleaned and sanitised.



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WAREHOUSES & WHOLESALERS

The minimum standards for premises used for the storage and/or bulk handling of food that is at all times contained in hermetically sealed containers are as follows:

- Floors are to be of approved construction. Floor coverings may be omitted provided the floor surface is brought to a smooth steel-trowelled, even surface and treated with an effective sealing compound.
- Walls are to be of approved construction and shall be lined internally in accordance with these guidelines. Cement rendering of brick or concrete block walls may be omitted provided that the mortar joints are finished smooth and flush with the wall surface, and the wall is provided with a light-coloured, impervious, high-gloss finish.
- The premises shall be completely ceiled.

BED & BREAKFASTS/HOMESTAYS

Some exemptions or relaxations may be granted for businesses providing meals as part of accommodation in B&Bs or homestays.

- Domestic style walls, floors and ceilings may be accepted subject to being smooth, impervious and easily cleaned. Architraves, skirting boards, picture rails and similar protrusions may be acceptable if they are in good condition and are impervious.
- Domestic style benches and cupboards may be accepted subject to being in good condition, smooth, impervious and easily cleaned.
- Hand wash basins must be located in or near the kitchen and provided with warm running potable water, liquid soap and disposable paper towels.

NOISE

In the planning and construction of any food establishment, consideration must be given to the choice and siting of motors, compressors, fans, and all other equipment, in relation to the noise level generated by such equipment.

If it is likely that noise may be a nuisance to any person, effective measures must be taken to control the noise to ensure compliance with the *Environmental Protection (Noise) Policy 2008*.



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AFTER APPLICATION & PLAN APPROVAL

Following approval of your plans pursuant to the *Food Act 2006* and confirmation of any approvals required by other Council Directorates, fit out of your premises can commence. When fit out is substantially completed, inspection by Council's Environmental Health Officer to gauge compliance with the *Food Act 2006* will be necessary. Please contact Council to arrange this inspection prior to opening.

A licence under the *Food Act 2006* is required to operate a food business. An application for a food business licence should be submitted with your plans for approval.

A certificate of licence will be issued once fit out has been completed to a satisfactory standard. The certificate is valid for the financial year and a renewal notice will be sent to the licensee prior to expiry. Council's Environmental Health Officers perform routine inspections of licenced premises to ensure compliance with the *Food Act 2006* and Food Safety Standards.

Food hygiene resources are available from Council including food hygiene fact sheets (included with the information pack).

Additional information is also available on the Food Standards Australia New Zealand (FSANZ) website – www.foodstandards.gov.au and on the Queensland Health website – www.health.qld.gov.au/foodsafety.