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# Guide for the Design, Construction & Fitout of Food Premises

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*Must be read in conjunction with ANZFA Food Safety Standards*



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# GENERAL DESIGN & CONSTRUCTION

**Described below are some of the factors that help make premises suitable for handling food. This list is not exhaustive and it is important to consider all proposed food operations.**

## LAYOUT

- Food contamination can be minimised by physically separating the areas where raw products are handled from the areas where the final product is ready for service or dispatch. Similarly, wash up areas and staff amenities should be separated from areas where food is prepared.
- Staff and visitors may bring contamination into food handling areas if access doors are poorly positioned. Where possible, to prevent food contamination, access to staff entrances, amenity rooms, and toilets etc. should be located so that staff do not have to cross food preparation areas.
- Appropriate siting of garbage storage areas and sewage treatment plants must also be considered.

## WATER SUPPLY

- Potable water (acceptable for human consumption) must be available for washing food ingredients, cooking, adding to food and drinks, making ice, cleaning, sanitising and personal hygiene. Non-potable water may be used only where it will not compromise food safety.
- Warm water is required for hand washing (including at all staff toilets) and washing equipment. Hot water is required for sanitising food contact surfaces unless chemicals are used.
- Where there is no town water supply treatment of your private water supply may be necessary to ensure that the water is safe and suitable for use.

## SEWAGE & WASTE WATER DISPOSAL

- All sewage and wastewater must be disposed of in a manner approved;
  - ✓ For sewerred areas, contact South Gippsland Water on 5682 1222 or for developments in Mirboo North, contact Gippsland Water on 5177 4600.
  - ✓ For unsewered areas, please contact South Gippsland Shire's Environmental Waste Water Planner on 5662 9270.

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- Due to the nature of liquid waste produced by some food processes, it may be necessary to install a “grease trap” to intercept grease, oil and the like, prior to discharge to sewage treatment. This will be determined by the appropriate Authority.

## VENTILATION

- Food premises must have sufficient natural or mechanical ventilation to effectively remove fumes, smoke, steam and vapours from the food premises.
- Premises are required to meet the natural and/or mechanical ventilation requirements in the Building Code of Australia. In a commercial kitchen, an exhaust hood that complies with Australian Standard 1668 Parts 1 and 2 will satisfy the Building Code requirements.

## LIGHTING

- Natural or artificial lighting must be sufficient to enable staff to carry out food handling operations, cleaning and sanitising and other activities on the premises.
- The Building Code of Australia sets out the requirements for natural and artificial lighting.

## TOILETS

- Toilet(s) must be provided for staff. Hand washing facilities must also be provided, located immediately adjacent to the toilet or cubicle, for the use of staff after going to the toilet. Please refer to the section on “Hand Washing Facilities” for additional requirements.
- Where there is no more than 10 staff employed at the business, a unisex toilet may be provided for staff use.
- Where 20 or more patrons can be accommodated at the food premises, toilets must be provided for their use.
- The Building Code of Australia sets out the exact requirements for the number of staff and patron toilets, as well as the requirement for disabled toilets and access within a food premises. Contact a private Building Surveyor for further advice.

## PROPRIETOR IDENTIFICATION

- The proprietor of a food business must ensure his, her or its name is prominently displayed on any food premises used in connection with the food business.

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# FLOORS, COVING, WALLS & CEILINGS

**The requirements for floors walls and ceilings specified below apply to the floors, walls and ceilings of all areas used for food handling, cleaning, sanitising and personal hygiene within a food business except in the dining areas.**

## FLOORS

- Floors shall have smooth impervious surfaces suited to the processes carried out. They must be able to be effectively cleaned, unable to absorb grease, food particles and water, be laid so that there is no ponding of water and be unable to provide harbourage for pests.
- Approved flooring materials for most applications are;
  - ✓ Concrete floor with epoxy resin coating, tiles or firmly affixed sheet vinyl. Other types of material may be considered on application.
  - ✓ Carpet and other absorbent matting are not capable of being effectively cleaned and are therefore unsuitable in any food preparation, storage or wet area.
- Where an area(s) of a food business is going to be flushed with water or hosed down (for cleaning purposes) then the floor must be graded and a floor waste installed so that the water drains to an approved drainage system and in accordance with relevant plumbing regulations.

## COVING

- Coving must be installed in all areas used for food handling, cleaning, sanitising and personal hygiene within a food business.
- Coving should consist of a minimum 25mm radius seamless cover, so that floor surfaces meet vertical surfaces to produce a smooth, continuous, impervious union.
- Plastic feather skirting is not an approved coving material and will not be approved for food preparation areas; however, it is acceptable for customer areas.

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## WALLS

- The minimum height of walls in a food business shall be 2.4 metres, as required by the Building Code of Australia.
- All walls within food preparation areas shall be covered with a smooth and impervious material, to a height of 1.8 metres. Materials suited to this purpose included tiles, stainless steel, vinyl sheeting, laminate sheeting. These materials must be adhered to the wall with a suitable contact adhesive.
- Coverstrips should not be used in food preparation areas. Any joins between sheeting should be filled and finished flush with the surface of the sheeting material.
- Above 1.8 metres, washable, light coloured paint is the acceptable finish. Other walls in the premises shall be smooth, impervious and light coloured with an easily washable surface.
- Brickwork or concrete masonry must be cement rendered to a smooth, even trowelled surface. Washable, light coloured paint is the acceptable finish to plaster, rendered brick or rendered concrete walls in storage areas and non-food handling areas.
- Service fittings such as pipes and electrical conduit shall be concealed in the wall or alternatively clipped out at least 25mm clear off any wall within food handling areas to enable effective cleaning.
- Architraves, skirting boards, picture rails or similar projections on food handling area walls should be avoided.

## CEILINGS

- Ceilings are to be constructed of hard plaster or plasterboard presenting a smooth even finish and painted with a light coloured, washable paint.
- Suspended type ceilings with drop in panels are acceptable, provided materials incorporated in surface finishes are smooth faced and all suspended sections are adequately sealed to insert sections, that is, the panels are locked down.

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# FIXTURES, FITTINGS AND EQUIPMENT

**Fixtures, fittings and equipment must be adequate for the production of safe and suitable food and fit for their intended use. They must be designed, constructed, located and installed so that they will not contaminate food, can be easily and effectively cleaned and do not provide harbourage for pests.**

**Adjacent surfaces to fixtures, fittings and equipment must be able to be easily and effectively cleaned.**

**Food contact surfaces must be made of materials that will not contaminate the food, can be easily and effectively cleaned and sanitised, and are impervious to grease, food particles and water.**

## GENERAL REQUIRMENTS

- Fixtures, fittings and equipment must be adequate for the production of safe and suitable food, be designed and installed for their intended use and in accordance with relevant standards or specifications.
- Food contact surfaces must be able to be easily cleaned and sanitised. Materials suited to this purpose include stainless steel (appropriate grade), laminex or other similar synthetic surfaces.
- Where necessary, fixtures, fittings and equipment connected to water supply and drainage systems must be done in accordance with relevant plumbing regulations.
- Every cooking or food heating appliance, refrigerator or freezer (other than a coolroom or freezer room attached to a wall) in a food premises shall be placed at least 150mm gap between the appliance and any wall, bench or other appliance.
- A cooking or food heating appliance, refrigerator or freezer, which can be easily moved (on castors), may be placed in any position.
- Cavities, false bottoms and similar hollow spaces capable of providing access and harbourage for vermin should not be formed in the construction of fixtures, fittings and equipment, particularly cupboards.
- Under bench areas should be left open and cupboard doors or similar discouraged.
- Eating and drinking utensils must be able to withstand cleaning and sanitising process, by chemicals or hot water. Chipped, broken or cracked utensils must not be used.

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## HAND WASHING FACILITIES

- Food premises must have hand washing facilities;
  - ✓ In food preparation areas (important to consult with Environmental Health Unit for locations) and,
  - ✓ If there are toilets on the food premises – located immediately adjacent to the toilet or cubicle.
- Hand wash facilities must be permanent fixtures and connected to a supply of warm potable (acceptable for human consumption) water.
- Hand washing facilities must be clearly designated for the sole purpose of washing hands, arms and face. These facilities must not be used for any other purpose.
- Each hand washing facility must be provided with a pump-action liquid soap dispenser, single-use paper towel dispenser and bin for the disposal of the paper towel.

## EQUIPMENT & FOOD WASHING FACILITIES

- A double bowl sink must be installed for the washing and sanitising of appliances, equipment, and utensils.
- Each sink shall be of sufficient size to accommodate the largest article to be washed and supplied with potable hot water and cold water.
- If a dishwasher is used for sanitising utensils and equipment the rinse cycle must be set at the highest temperature possible. The rinse cycle on a commercial dishwasher should be set to 82°C.
- A separate sink should be provided in all premises where salad vegetables are prepared. This sink shall be exclusively for the washing of vegetables and other food preparatory procedures and be connected to a supply of potable water.

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## STORAGE FACILITIES

**Adequate storage facilities must be provided for items that are likely to be a source of food contamination, for example chemicals, clothing and personal belongings. Storage must be located where there is no likelihood of stored items contaminating food or food contact surfaces.**

- A suitable cupboard or room, separate from food storage areas, shall be provided for the storage of cleaning fluids and equipment.
- Cleaning fluids shall be stored in their original containers. Where necessary, dilute chemicals in a bucket, do not use discarded or empty food containers to mix chemicals in. Discard diluted chemicals immediately after use.
- A suitable cupboard or room, separate from food storage areas, shall be provided for the storage of clothing or personal belongings.
- Office equipment (paperclips, pins, staples, pens and the like), paperwork, files, invoices and maintenance equipment will also require sufficient room for storage if kept at the premises.
- Adequate storage for dirty linen, tablecloths, tea towels, aprons and the like must be provided.
- Provision shall be made for the temporary storage of all refuse containing decaying matter in receptacles in a separate room or enclosure, denying access to flies, insects and rodents. The use of plastic liners in receptacles, which are removed with the refuse, is strongly recommended.
- At larger establishments, consideration should be given to providing fly and rodent proof enclosures for the cleansing and storage of receptacles. Such enclosures should have smooth walls and hot and cold water supplies for cleaning purposes. Waste water must be drained appropriately and in accordance with relevant plumbing regulations.

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## ANIMALS & PESTS

**Animals and pests can carry germs that may contaminate food. They may also contaminate food and food contact surfaces with hair, urine and faeces. Food premises must be kept free from animals (with the exception of assistance animals) and pests.**

- All window and ventilator openings shall be fly proof by the provision of fly wire screens.
- Where service pipes pass through walls or ceilings the area immediately surrounding the pipe must be effectively sealed.
- Exterior doors must be close fitting and self-closing or be provided with close fitting self-closing fly screen doors, effective plastic strips or air curtains.
- Air curtains, if used, shall cover the whole of the face of the doorway or opening and should have a velocity of not less than 480 metres per minute.

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## TEMPERATURE MEASURING DEVICES

**A business must be able to accurately monitor the temperature of potentially hazardous food. A thermometer is required for all food premises, the type is dependent on its use.**

- The thermometer must be accessible at all times and be able to accurately measure the temperature of potentially hazardous food to  $\pm 1^{\circ}\text{C}$ . The thermometer must also be capable of withstanding cleaning and sanitising.
- In some instances it may be necessary to have more than one type of thermometer according to intended use. For example a probe thermometer to measure the internal temperature of roast meat, and/or a digital read out thermometer installed on coolroom.