

FOOD PREMISES REQUIREMENTS *Fact Sheet*

GENERAL INFORMATION ONLY

More Specific Details must be obtained from AS4674-2004

New food premises or alterations to existing food premises are to comply with **National Food Safety Standard 3.2.3 “Food Premises and Equipment”**. This standard outlines the mandatory requirements for food premises, fixtures, fittings, equipment and food transport vehicles in Australia. The standard applies to all food businesses in Australia and is prescribed in NSW under the Food Act 2003. The food premises cannot be used until the standard is met. Council Environmental Health Officers inspect food premises for compliance with the Food Act, and will enforce these provisions.

By achieving the requirements under this standard a food business will more easily achieve operational compliance with **Food Safety Standard 3.2.2 “Food Safety Practices & General Requirements”**.

Criteria for construction and fit out of new, altered or renovated food premises are contained in **Australian Standard AS4674-2004 Design, Construction and Fit out of Food Premises**. This has application to premises designed for food service or retail, and for small scale manufacture. Council will require compliance with Australian Standard AS4674-2004. Guidelines established by this standard are outlined generally in this leaflet. However, more specific information is found in the Standard AS4674-2004.

The following information is designed to assist food businesses in providing some idea of the adequate facilities required when designing and constructing a premises. Contact should be made with Council’s Food Surveillance staff **prior** to:

- i) undertaking alterations to existing premises under complying or exempt development provisions in Council’s planning instruments, or
- ii) lodging applications for consent for new premises.

This will assist in ensuring that correct information is supplied when submitting your application and minimise disruption when undertaking fitout works.

CHECKLIST

DESIGN AND CONSTRUCTION OF FOOD PREMISES

Consider the food flow pattern to establish adequate space and operational efficiencies and the amount of storage space needed for dry goods, food containers, fruit and vegetable storage. The need for refrigerated storage should be assessed and provided for. Sufficient areas should be set aside for clothing and personal effects of staff (a change room may be required), storage of garbage, recyclable wastes, cleaning materials and chemicals and food recalls/returns.

The premises must be pest proofed

Insect and pest proofing will include mesh screening to prevent access and the use of insect devices that should be placed away from work areas where food may be contaminated. Holes and inaccessible spaces are to be sealed.

Adequate supply of potable water must be provided

Non potable water can be used for certain uses that are unlikely to contaminate food or food surfaces.

Effective disposal of sewage and wastewater

If a grease arrestor is required it shall be located away from food areas. Council's Trade Waste Officer should be consulted for Council's requirements.

Enclosure of garbage and recyclable matter

Storage areas should be able to be cleaned and pest proofed. External ground storage areas are to be paved, graded, drained and provided with a hose tap to facilitate cleaning. Garbage room floors are to be impervious, coved, graded and drained. Walls are to be smooth impervious surfaces. Ventilation, pest proofing are to be included.

Ventilation and Lighting

Natural and/or mechanical ventilation is to be provided in accordance with the Building Code of Australia (BCA). Extraction ventilation systems are to be provided to remove cooking fumes, odours, heat and steam in accordance with AS1668.1 and 1668.2. Lighting standards are to be adhered to. Room light fittings and equipment light/heat fittings are to be of a design that is easy to clean, provided with covers to contain globes or tubes if they shatter and will not harbour dirt or insects.

FLOORS, WALLS AND CEILINGS

Floors must be able to be effectively cleaned, not able to absorb grease, not allow ponding of water and not provide harbourage for pests. These requirements apply to areas used for food handling, cleaning sanitizing and personal hygiene. Areas where members of the public have access, such as dining rooms and drinking areas, are excluded from this requirement.

Flooring

Flooring is to consist of material that is appropriate for the activities conducted and includes epoxy jointed ceramic and quarry tiles, heat welded vinyl sheeting and epoxy resin for food preparation areas and general use. Floors draining to a floor waste are to be graded. Steel trowelled case hardened concrete is suitable for chillers, freezers and storage areas. Vinyl tiles can be used in food storerooms that are not wet areas.

Coving

In all instances where floors are to be flushed with water the intersections of walls and plinths are to be coved to a minimum radius of 25mm. Coving is to be an integral part of

the floor, plinth and wall surface finish. Where vinyl sheeting is used to form a cove, a preformed coving fillet support is to be used. Diagrams showing coving methods are published in AS4674-2004.

□ **Plinths**

Plinth finishes are to meet the same requirements as the floor, shall be 75mm in height, impervious, rounded at all exposed edges and coved.

□ **Walls and Ceilings**

Walls and ceilings must be provided where it is necessary to protect the food and be constructed in a way appropriate for the activities to be conducted, sealed to prevent access of dirt, dust and pests and able to be easily cleaned.

□ **Wall Construction**

Walls of all food premises are to be of solid construction to prevent harbourage of vermin in voids and cavities.

□ **Wall Finish**

In food preparation areas and open food (unprotected food) areas surfacing materials shall be glazed ceramic tiles, stainless steel, welded vinyl sheeting (not in high heat or impact areas) adhered directly to the wall. Skirting boards, picture rails, open joint spaces, fixing screws, cracks and crevices are not permitted. In food storerooms that are not wet areas painted plaster walls or painted brickwork may be used.

□ **Ceilings**

Ceilings in food preparation areas are to be painted plaster, trowelled cement or smooth concrete finished with an impervious sealing material. Drop in or removable panel ceilings are not permitted in food preparation or open food (unprotected food) areas.

□ **Treatment of water, gas pipes, conduits, electrical wiring**

These are to be concealed in floors, walls, plinths and ceilings; penetrations and openings are to be sealed. Alternatively they can be fixed on brackets to maintain 25mm clearances from horizontal and vertical services. A diagram in AS4674-2004 shows the requirements.

FIXTURES, FITTINGS AND EQUIPMENT

Fixtures, fittings and equipment should be adequate for their intended use and must be designed, constructed and installed in such a way as to be easily and effectively cleaned, and to permit easy cleaning of adjacent areas.

□ **Cleaning and sanitizing of equipment**

The minimum requirement (for premises selling pre-packaged food and/or uncut fruit and vegetables) is a single bowl sink. For other food premises a double bowl sink must be provided for cleaning food contact equipment. A double pot sink shall be provided for larger equipment. Where all food contact equipment can be washed/sanitized in machines a single bowl sink will suffice. Additional vegetable preparation sinks or food immersion sinks may be needed. In all food premises where hands are likely to be a source of contamination, a separate hand basin is also to be provided (see below).

□ **Dish washers/glass washers**

Machines used for sanitizing are to operate on the sanitizing cycle at the manufacturer's recommended temperature and time. Machines designed for the use of chemical sanitizers are to operate at the manufacturer's recommended temperature.

Sinks are to be provided with hot water

Hot water at a temperature of 45°C for cleaning and 80 °C for sanitising, (sanitising is required for eating and drinking utensils or equipment and utensils that contact food and that are likely to cause contamination). Alternatively, chemical sanitisers may be used.

Food contact surfaces

Food contact surfaces must be able to be easily cleaned, unable to absorb grease and made of materials that will not contaminate the food.

Hand washing facilities

Hand basins shall be provided in an easily accessed area where open food is handled also in utensils and equipment washing areas and in toilet cubicles or immediately adjacent to toilets. A hand basin shall not be more than 5 metres (except toilet hand basins) from the beforementioned areas. Hand basins to have permanent supply of warm running potable water delivered through a single outlet. Taps that operate hands free shall be provided to all hand basins. A single use paper or cloth towel dispenser and suitable bin are to be provided at each hand basin.

Refrigerated counters, cupboards, cabinets, and bar

Construction material requirements are shown in diagrams and tables in AS4674-2004.

Equipment

All equipment shall be either moveable for cleaning or built into walls and completely vermin proofed or butted against walls and sealed or installed with clearances as outlined in AS4674-2004. Equipment shall be supported on wheels or casters, 150mm legs, plinths, or solid metal or capped tubular steel brackets or framework.

Storage Areas

Clothing lockers must be away from food areas and the need for staff change rooms must be assessed. Stored cleaning materials, chemicals and similar substances must be away from food areas.

Toilets

Toilets for both staff and customers must be provided in accordance with the Building Code of Australia (BCA). Toilets are to be separated from food areas by an intervening ventilated space (eg airlock) fitted with self closing doors. Customer/public toilets are not to be accessed through areas where open food is handled.

FURTHER INFORMATION

Copies of the standard may be purchased from:

Standards Australia

286 Sussex Street

Sydney NSW 2000

Phone: 1300 654 646

Fax: 1300 654 949

Email: sales@sai-global.com

Food Safety Standard 3.2.3 can be purchased from:

Food Standards Australia and New Zealand (FSANZ)

Phone: (02) 6271 2241

Website: www.foodstandards.gov.au/foodstandardscode