Public Health Unit

Food Premises Design
and
Fit Out Guidelines

For further information, please contact:-

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HLTH121
INTRODUCTION

These guidelines have been produced as a source of advice and assistance for people establishing or altering a food premises within the City of Monash.

The guidelines have been developed in line with Food Standard Australia New Zealand (FSANZ) Food Safety Standard 3.2.2 and 3.2.3. As of February 2001, this standard became mandatory in Australia. Copies of these standards are available on the www.foodstandards.gov.au or by contacting FSANZ on (02) 6271 2222.

All new food premises are required to meet those guidelines and existing premises are expected to make satisfactory progress towards upgrading their premises to these standards.

If establishing a new food premises or altering an existing food premises contact should also be made with Council’s Town Planning and Building Departments to enquire if any additional permits are required. For information on outside seating and signs/boards, contact must be made with Council’s Local Laws Department.

Note:
An Australian Standard for the design, construction and fitout of Food Premises (AS4674 – 2004) has been developed by Standards Australia. This Australian Standard provides further guidance to food businesses and authorised officers relating to the design, construction and fit-out of food premises.

FOOD PREMISES CLASSIFICATION

From the 1 July 2010, a new statewide food business classification system has been introduced which applies to food businesses operating in Victoria.

The new system groups food premises into separate ‘classes’, and sets out different food safety requirements for each class based on the food safety risks of its highest risk food handling activity.

There are four classes – from highest risk (class 1), such as a nursing home, to lowest risk (class 4), such as a newsagent selling only pre-packaged confectionery.

The Department of Health has developed a food business classification tool to provide a consistent approach to the categorisation of food premises by councils. This can be viewed at – http://www.health.vic.gov.au/foodsafety/foodclass/index.htm
See the *Food Premises Classification Table* below for summary of food premises classifications including their corresponding food safety and registration requirements.

### Food Premises Classification Table

<table>
<thead>
<tr>
<th>Class</th>
<th>Example</th>
<th>Registration Required?</th>
<th>Food Safety Program Required?</th>
<th>Food Safety Supervisor Required?</th>
<th>Inspection Frequency</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Premises handling potentially hazardous food that is served to vulnerable groups, such as in aged care facilities, hospitals &amp; child care centres</td>
<td>Yes</td>
<td>Yes Non-standard template</td>
<td>Yes</td>
<td>Council assessment plus annual audit</td>
</tr>
<tr>
<td>2</td>
<td>Premises handling unpackaged, potentially hazardous foods which need temperature control. This includes restaurants, fast food outlets, pubs, caterers, delicatessens, cafes &amp; most manufacturers</td>
<td>Yes</td>
<td>Yes Standard template</td>
<td>Yes</td>
<td>Council Assessment</td>
</tr>
<tr>
<td>3</td>
<td>Premises handling low risk unpackaged foods or pre-packaged potentially hazardous foods which need refrigeration. This includes milk bars &amp; convenience stores</td>
<td>Yes</td>
<td>No-Minimum records to be kept</td>
<td>No</td>
<td>Annual inspection by Council</td>
</tr>
<tr>
<td>4</td>
<td>Premises whose food handling activities pose low risk to public health. This includes newsagents, video stores, pharmacies &amp; bottle shops</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>Councils retain the discretion to inspect but are not required to</td>
</tr>
</tbody>
</table>

### FOOD SAFETY PROGRAMS

A food safety program is a written document that shows how food is being prepared, served, manufactured or sold and that this is occurring in a safe manner.

**Class 1 & 2** food businesses are required to have a Food Safety Program before they can be registered under the Food Act and operate as a food business.

Specific food safety program requirements for Class 1 & 2 food businesses are outlined below -

**Class 1**

Class 1 food businesses must have an "independent" non-standard food safety program that is tailored to take into account the food handling activities at the premises.

*Note: Food safety program templates registered by the Department of Health for different types of class 1 premises may become available.*
Class 2

Class 2 food premises have more choice in how they develop their food safety programs. They can have a food safety program that is either:

- completed using any suitable template registered with the Department of Health; or
- an independent (non-standard) program that is developed specifically for the premises.

Note: independent (non-standard) programs need to be lodged with Council for assessment and approval before registration is approved.

You can get information on Food Safety Programs and the new laws by visiting the Food Safety Victoria website: [http://www.health.vic.gov.au/foodsafety/bus/templates.htm](http://www.health.vic.gov.au/foodsafety/bus/templates.htm). Alternatively, please contact one of Council’s Environmental Health Officers who can offer assistance and may be able to provide you with a suitable template.

MINIMUM RECORDS

Class 3 food businesses are not required to have a Food Safety Program. The new classification system has reduced the food safety requirements needed by food businesses that fall into the Class 3 classification from those previously required.

Class 3 food premises however, need to keep basic Minimum Records about certain food safety practices onsite. This includes details about suppliers, and about potentially hazardous food.


FOOD SAFETY SUPERVISORS

Class 1 & 2 Food Businesses are required to have a Food Safety Supervisor (FSS) and must inform Council of the name of their FSS.

A FSS is a person who ‘….has met the appropriate food safety competency standard for the type of business conducted…..’

Note: Class 3 & 4 food premises do not need a food safety supervisor. They must however ensure that staff members have the skills and knowledge they need to safely handle food in their work roles.

Exceptions from the requirement to have an FSS apply to -

- food premises that use a Quality Assurance (QA) Food Safety Program prepared under a declared QA code, if the program includes competency based or accredited training for its staff, or
- food events of one to two days duration run by class 2 community groups where the majority of the workforce are volunteers.

PLANS & SPECIFICATIONS

Prior to undertaking any works at a proposed food premises or at an existing food premises, it is recommended that approval be obtained from Council's Public Health Unit.

When submitting plans for approval, they should be drawn accurately to a scale of not less than 1:100 and include:-

(i) Details of the proposed layout of the premises showing the position of all benches, appliances, equipment, counters and other fixtures.

(ii) Specifications which list all materials to be used, finishes to floors, walls, ceilings, cupboards and work benches and details/descriptions of all equipment to be used.

(iii) Information relating to the types of food involved, the nature of work to be carried out in each area and the number of proposed employees.

(iv) Where mechanical ventilation is required additional plans must be submitted which include:

(a) a fully dimensional drawing showing end and front elevation

(b) details relating to the filter capacity, rated motor power and provision for make up air

(c) details showing the flue and flue height

REGISTRATION

Prior to the business becoming operative, the proprietor must contact Council to arrange a final inspection by an Environmental Health Officer. Upon approval, an application for registration must be completed and submitted to Council.
**GENERAL REQUIREMENTS**

- The design and construction of 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 used for those activities;
  - permit the food premises to be effectively cleaned and, if necessary, sanitised.

**Standard 3.2.3, Division 2, Clause 3**

The premises must be structurally sound and in a good state of repair throughout.
FLOORS, WALLS & CEILINGS

The requirements for floors, walls and ceilings apply to areas used for food handling, cleaning, sanitising and personal hygiene except dining areas, drinking areas, and other areas to which members of the public usually have access.

- Floors must be designed and constructed in a way that is appropriate for the activities conducted on the food premises.
- Floors are to:
  - be able to be effectively cleaned;
  - be unable to absorb grease, food particles or water;
  - be laid so that there is no ponding of water; and
  - to the extent that is practicable, be unable to provide harbourage for pests.

Standard 3.2.3, Division 3, Clause 10

FLOORS

To be effectively cleaned, floors in kitchens and wash up areas should be smooth, free from cracks and crevices and resistant to hot water, steam and chemicals. The floor material used must be durable enough to resist damage due to the type of operation (eg. the floor beneath cooking appliances must be able to withstand high temperatures). Examples of floors that meet the criteria include glazed tiles with flush epoxy grouting, sheet vinyl and epoxy resin (timber floors are not permitted).

Carpets and other absorbent matting which are not capable of being effectively cleaned are not suitable in any food preparation, storage or wet areas.

FLOOR WASTES

Floors flushed with water or hosed down must be graded and a floor waste installed so that the water drains to a drainage system. Floor wastes are required:
- in large food manufacturing premises,
- in premises where the large amounts of liquids are used, or
- in areas where significant wet cleaning is required.

In premises requiring floor wastes, there must be no dips or hollows where water can collect and floors must be sufficiently graded towards the floor waste to allow water to drain away.

CLEANERS SINK

One of the following facilities is to be provided for dispensing of mop water or similar liquid waste and to enable cleaning equipment, including mop buckets to be cleaned: -
- A cleaner’s sink or
- Floor waste, (additional hot and cold water taps are to be provided to fill the bucket separate from food and equipment sinks) or
- Other similar facility connected to drainage that is not intended for use to prepare food, wash equipment or hand washing.
**COVING**

Coving should be provided in new premises in areas where floors are intended to be cleaned by flushing with water. The installation of coving may also help cleaning where the floor has to be mopped frequently. Installing coving at floor-wall junctions behind stoves and food preparation benches will make these difficult to access areas easier to keep clean.

**WALLS & CEILINGS**

- Walls and ceilings must be designed and constructed in a way that is appropriate for the activities conducted on the food premises.
- Walls and ceilings are to be:
  - appropriate for the activities conducted on the food premises.
  - provided where they will protect food from contamination.
  - sealed to prevent the entry of dirt, dust and pests:
  - unable to absorb grease, food particles or water;
  - able to be easily and effectively cleaned;
  - unable to provide harborage for pests.

Standard 3.2.3, Division 3, Clause 11

**WALLS**

Walls that are adjacent to food preparation areas or likely to be splashed with water must be impervious to grease, food particles and water. Wall surfaces in kitchens and other processing areas must be finished with materials such as ceramic tiling, vinyl sheeting or stainless steel. Other materials such as steel-trowelled concrete or cement render, coated or sealed to be impervious, may be appropriate.

Plasterboard and similar absorbent wall surfaces are not suitable in areas that are likely to be splashed by water or be in contact with food.

Where walls are to be painted, gloss paint should be used to enable adequate cleaning.

**CEILINGS**

Plasterboard ceilings painted with washable paint will provide a surface that is impervious enough to prevent absorption of any steam. Stippled ceilings, rough plaster ceilings, acoustic tiles, etc., are unsuitable for food preparation areas because they are difficult to clean.

The junction between walls and ceilings must be tightly joined to provide a seal. Ceilings should be continuous construction to that there are no spaces and joints.

Drop-in panel ceilings are not suitable in food preparation areas.

Where ceilings are to be painted, gloss paint should be used to enable adequate cleaning.
VENTILATION

- Food premises must have **sufficient natural or mechanical ventilation** to effectively remove fumes, smoke, steam and vapours from the food premises.

  Standard 3.2.3, Division 2, Clause 7

Mechanical exhausts systems are required for most cooking equipment (ie. stoves, deep fryers, ovens rotisseries etc.) and dishwashers or other washing equipment that vents steam which is likely to cause condensation on walls and ceilings i.e. commercial dishwasher.

These systems shall be installed in accordance with

Provisions must also be made for adequate make-up air (replacement air for air drawn out by the exhaust system). In cases where inadequate make up air is provided the system will not operate correctly resulting in a vacuum affect which can cause either fume problems and/or doors being drawn in. This will lead to both pest and draft problems.

Food businesses should note that inappropriate siting of flues and vents may result in odour or other problems from extracted air that may cause a nuisance to adjoining premises or to public areas.

A Town Planning permit may be required for the installation of a flue and advice can be obtained by contacting Councils Town Planning Department on 9518 3555.
LIGHTING

- Food premises must have a lighting system that provides sufficient natural or artificial light for the activities conducted on the food premises.

Standard 3.2.3, Division 2, Clause 8

Lighting must be sufficient to enable food handlers to readily see whether areas and equipment are clean, to detect signs of pests and to clearly see the food and equipment they are handling.

Australian Standard 1680 Part 1 - 1990 Interior lighting: General principles and recommendations and AS/NZ 1680.2.4 1997: Industrial tasks and processes provide comprehensive information on interior lighting. These standards give recommendations for industrial tasks and processes including food processing.

**Examples of minimum maintenance levels**

<table>
<thead>
<tr>
<th>Activity</th>
<th>Level of illuminance (lux)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Food and equipment storage areas</td>
<td>110-150</td>
</tr>
<tr>
<td>Retail, dishwashing, handwashing, toilet areas</td>
<td>200-300</td>
</tr>
<tr>
<td>At food preparation surfaces</td>
<td>500</td>
</tr>
</tbody>
</table>

Lights are to be enclosed in unbreakable diffusers. (alternatively, shatter-proof light globes may be used).

The fixtures are to be designed to prevent the accumulation of dust (ie. flush with the ceiling, completely recessed or designed with angled surfaces).
SEWAGE & WASTE WATER DISPOSAL

- Food premises must have a sewage and wastewater disposal system that –
  - will effectively dispose of all sewage and waste water; and
  - is constructed and located so that there is no likelihood of the sewage and wastewater polluting the water supply or contaminating food.

Standard 3.2.3, Division 2, Clause 5

GREASE TRAPS (FOOD & OIL INTERCEPTORS)

Grease traps play an important role in preventing solids and greasy waste from entering the sewerage system. They are designed to intercept and retain silt, sand, oil, grease, sludge and other substances. The use of grease traps protects both the internal pipes at a property, as well as the main sewerage infrastructure.

Contact should be made with South Eastern Water (Ph: 132 812) or Yarra Valley Water (Ph: 131 721) to ascertain if a grease trap is required for the food premises.

Locating grease traps in food preparation areas can result in contamination problems when the traps are emptied or in the event of overflow, and should therefore be located outside the food preparation area and preferably outside the building.
**FIXTURES, FITTINGS AND EQUIPMENT**

- Fixtures, fittings and equipment must be –
  - **adequate** for the production of safe and suitable food;
  - fit for their intended use; and
  - 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; and
    - 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, if necessary, sanitised if there is a likelihood that they will cause food contamination;
    - unable to absorb grease, food particles and water if there is a likelihood that they will cause food contamination; and
    - made of material that will not contaminate food.
  - Eating and drinking utensils must be able to be easily and effectively cleaned and sanitised.

*Standard 3.2.3, Division 4, Clause 12*

**FOOD CONTACT SURFACES**

Food contact surfaces should be smooth, free of cracks, chips, crevices, and able to be easily cleaned. Surfaces such as stainless steel and laminex are appropriate surfaces.

Timber is not usually suitable for contact with ready-to-eat food, however in some circumstances timber may be suitable (eg. Blocks manufactured specifically for and used for raw meat by butchers).

**EQUIPMENT**

It is important that equipment etc. can be kept clean. Equipment must be designed, constructed, located and installed so that it can be effectively cleaned.

Factors that make equipment easy to clean include:
- smooth surfaces with rounded edges and no open joints, embossing or other rough surfaces or joints which can trap dirt;
- nozzles or taps that are easy to dismantle;
- if dismantling is necessary for cleaning, it can be done without special tools;
- readily accessible access panels in ducts;
- readily removable grease filters in kitchen extraction hoods;
mounting shelves 25 mm or more from the wall so that food cannot lodge at the wall-shelf junction;

- either butting equipment so close together that debris cannot fall between or leaving enough space to reach to clean the sides;
- allowing enough space beneath equipment to adequately clean
- ensuring safety shields are removable;
- fitting wheels or castors to equipment to enable it to be easily moved;
- ensuring service wires, pipes or hoses can be disconnected (or are flexible and long enough to enable the equipment to be moved); and
- designing dust control mats (as used in customer areas of supermarkets) to be cleanable.

Some examples of operations and criteria for judging whether or not adequate equipment provision has been made are listed below:-

<table>
<thead>
<tr>
<th>Type of operation carried out by business</th>
<th>Criteria for judging adequacy</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cooking/processing</td>
<td>Adequate equipment to ensure that the process reaches the temperature or other parameter required to destroy pathogens</td>
</tr>
<tr>
<td>Cooling &amp; refrigerated storage of potentially hazardous foods</td>
<td>Adequate equipment to cool food in accordance with the requirements of FSANZ Standards 3.2.2 (60°C to 21°C in 2 hours and 21°C to 5°C in 4 hours), and hold food under temperature control. Adequate refrigerated space to cater for large functions.</td>
</tr>
<tr>
<td>Displaying potentially hazardous foods</td>
<td>Adequate refrigerated or hot display counters to ensure that all displayed food is displayed in accordance with temperature requirements of FSANZ Standard 3.2.2. (5°C or below and 60°C or above) and is protected from contamination.</td>
</tr>
<tr>
<td>Transporting chilled potentially hazardous foods</td>
<td>Refrigeration equipment, insulated containers or other containers if this equipment is appropriate on the vehicle to ensure food is capable of being maintained at 5°C or below.</td>
</tr>
<tr>
<td>Washing fruit &amp; vegetables</td>
<td>Where food handling involves frequent washing of fruit and vegetables a food preparation sink should be installed.</td>
</tr>
<tr>
<td>Utensil &amp; equipment washing &amp; sanitising</td>
<td>Double bowl or triple bowl sinks for sanitising and/or dishwashers that sanitise.</td>
</tr>
<tr>
<td>Personal washing</td>
<td>All staff have easy access to hand washing facilities.</td>
</tr>
<tr>
<td>Floor &amp; general cleaning requirements</td>
<td>Single bowl sink, cleaner's sink, hose connections, curbed drain connected to the sewer or other facility for cleaning the equipment used for cleaning the premises and for disposing of dirty water.</td>
</tr>
</tbody>
</table>
**COOLROOMS**

In larger premises the installation of coolrooms will be necessary.

Coolrooms are to comply with all relevant construction requirements in this guide (eg. either effectively sealed to walls and ceilings or placed clear of walls and ceilings to enable easy cleaning, floors shall be coved up the walls etc.)

Temperature displays, alarms and data loggers fitted to coolrooms will assist with maintaining and monitoring the temperature of food.

All condenser units in coolrooms and freezer rooms must be properly drained to sewer.

Storage racks must be corrosion resistant and easily cleanable. Timber frames or finishes should not be used. Shelving shall be designed to allow free movement of air around foods being stored.

**DRY STORAGE**

Dry food storage shall be roomy and of sufficient size to prevent the area from becoming overcrowded and difficult to maintain in a clean and sanitary condition.

**FOOD DISPLAY**

- A food business must, when displaying food, take all practicable measures to protect the food from the likelihood of contamination.

- A food business must, when displaying unpackaged ready-to-eat food for self-service:
  - ensure the display of the food is effectively supervised so that any food that is contaminated by a customer or is likely to have been so contaminated is removed from display without delay;
  - provide separate serving utensils for each food or other dispensing methods that minimise the likelihood of the food being contaminated; and
  - provide protective barriers that minimise the likelihood of contamination by customers.

- A food business must not display for sale on any counter or bar, any ready-to-eat food that is not intended for self-service unless it is enclosed, contained or wrapped so that the food is protected from likely contamination.

- A food business must, when displaying potentially hazardous food:
  - display it under temperature control; and
  - if it is food that is intended to be displayed frozen, ensure the food remains frozen when displayed.

Standard 3.2.2, Division 3, Clause 8
CONNECTIONS FOR SPECIFIC FIXTURES, FITTINGS AND EQUIPMENT

- Fixtures, fittings and equipment that:
  - use water for food handling or other activities and are designed to be connected to a water supply must be connected to an adequate supply of water;
  - are designed to be connected to a sewage and waste water disposal system and discharge sewage or waste water must be connected to a sewage and waste water disposal system.

- Automatic equipment that uses water to sanitise utensils or other equipment must only operate for the purpose of sanitation when the water is at a temperature that will sanitise the utensils or equipment.

Standard 3.2.3, Division 4, Clause 13

In premises where food is prepared or packed, an area must be set aside purely for the purpose of washing appliances, utensils and equipment.

Proper design is essential to ensure a smooth flow of dishes that will separate "dirty" and "clean" items and allow a fast efficient turnaround.

SINKS & DISHWASHERS

A double bowl or triple bowl sink is required to effectively sanitise utensils where potentially hazardous foods are handled. Where a mechanical dishwasher is supplied a single bowl sink will suffice, as long as all the food contact equipment will fit in the dishwasher.

Dishwashing arrangements using a double bowled sink shall be of sufficient size to handle the largest utensils being used. One sink shall be used for washing, the other shall be used for rinsing and sanitising. Where food handling involves frequent washing of fruit and vegetables, a separate food preparation sink should be installed.

Commercial dishwashers

Commercial dishwashers need to ensure that the dishwasher is able to thoroughly clean and sanitise so that infectious diseases are not transmitted. Exhaust hoods must be installed above commercial dishwashers.

Domestic dishwashers

Domestic dishwashers that meet the following criteria can be used:

- dishwashers should have properly functioning temperature-activated sanitising cycles that have to sense a temperature of 65.6°C or higher before the machine advances to the next step; or
- dishwashers with either no sanitising cycle or a time-controlled sanitising cycle and forced airflow drying should only be operated with inlet water temperature above 68°C.

Domestic dishwashers that do not meet the above criteria may also be acceptable if the suppliers or manufacturers of the machines provide evidence as to their efficacy.

Storage and draining racks for air-drying of cleaned utensils and appliances must be provided. Storage and draining racks must be made of impervious materials and be easy to clean to prevent recontamination of cleaned utensils and appliances.
HANDWASHING FACILITIES IN FOOD AREAS

- Food premises must have hand washing facilities that are located where they can be easily accessed by food handlers –
  - within areas where food handlers work if their hands are likely to be a source of contamination of food; and
  - if there are toilets on the food premises immediately adjacent to the toilets or toilet cubicles.

- Hand washing facilities must be -
  - permanent fixtures;
  - connected to a supply of warm running potable water;
  - of a size that allows easy and effective hand washing; and
  - clearly designated for the sole purpose of washing hands, arms and face.

Standard 3.2.3, Division 4, Clause 14

Separate Hand Washing Facilities are required in every area of the premises where exposed food is handled or prepared.

Hand basins are to be located and installed so that they are:
- not obstructed by equipment, walls, partitions or doorways
- are at bench height permanently fixed to the wall, to a supporting frame or set in a bench top; and
- no further than 5 metres from any place where food handlers are handling food.

In a food business, where food is handled in the servery area in addition to the kitchen, a hand basin is to be installed in both areas. If food premises are divided into separate food handling areas as may occur in a supermarket with a delicatessen, butchery, seafood area and bakery, hand washing facilities must be available in each area.

Each hand basin (including the toilet handbasin) must have:-
- supply of warm water via a common outlet
- sufficient distance under the water spout for food handlers to have room under running water to move their hands about to be able to effectively wash them.

Wash hand basins must not be used for any purpose other than hand washing.

The business might do this by one of the following:
- installing a conventional handbasin of a design that is easily recognisable as such and providing soap and drying facilities only at the basin(s);
- putting up a sign that states ‘For hand washing only’ or illustration of hands being washed (stickers are available from Council);
- indicating that the facility is not to be used for food and utensil washing.

Handbasins shall be provided with:-
  (i) a towel dispenser that dispenses a single-use paper or cloth towel or automatically dispenses a single-use portion of paper or cloth towel; or
  (ii) other means of effectively drying hands and arms, which prevents the transfer of pathogenic microorganisms to the hands or arms
  (iii) an adequate supply of anti-bacterial liquid soap.
STORAGE FACILITIES

- Food premises must have adequate storage facilities for the storage of items that are likely to be the source of contamination of food, including chemicals, clothing and personal belongings.

- Storage facilities must be located where there is no likelihood of stored items contaminating food or food contact surfaces.

Standard 3.2.3, Division 5, Clause 15

STORAGE OF PERSONAL ITEMS

A separate area or cupboard away from food preparation and food storage areas must be provided for the storage of street clothes, handbags and other personal items.

Maintenance equipment (i.e. tools, nails etc) may contaminate food and should be stored in a separate area away from food preparation.

STORAGE OF CLEANING EQUIPMENT

A room or a cupboard is to be provided for storing pesticides, detergents, sanitisers and cleaning equipment such as mops, brooms and buckets.
STORAGE OF GARBAGE & RECYCLABLE MATTER

- Food premises must have facilities for the storage of garbage and recyclable matter that:
  - adequately contain the volume and type of garbage and recyclable matter on the food premises;
  - enclose the garbage or recyclable matter, if this is necessary to keep pests and animals away from it; and
  - are designed and constructed so that they may be easily and effectively cleaned.

Standard 3.2.3, Division 2, Clause 6

BIN STORAGE AND WASH FACILITY

The City of Monash Local Law No. 3 requires the provision of a bin storage area with washing facilities. This facility is required to effectively clean all waste storage containers and to effectively dispose of the waste water. The bin storage and wash facility must be:
- Large enough to store all garbage and waste matter, including dump masters if used
- Provided with hot and cold water through a common outlet with a hose connection,
- Graded and drained to a silt trap and/or connected to a grease trap,
- Capable of containing all waste water as a result of the cleaning process,
- If the floor area of the bin wash facility is greater than 20m², then it must be undercover and
- Well maintained.
VERMIN & INSECT PROTECTION

- The design and construction of food premises must:
  - to the extent that is practicable:
    - not permit the entry of pests; and
    - not provide harbourage for pests

Standard 3.2.3, Division 2, Clause 3

All food premises shall be constructed and maintained to exclude and prevent the harbouring of flies, other insects, rodents, vermin and birds.

Types of pest-proofing measures include:
- Installing flyscreen doors or self-closing doors
- Installing mesh screens at openable windows
- Ensuring drains, grease traps and ventilation pipes are sealed
- Sealing openings where pipes pass through external walls
- Installing appropriate flashing to the base of doors

Air curtains, if used, are to cover the whole of the face of the doorway or opening and should have a velocity of not less than 300 metres per minute measured at 1 metre from the floor.

Roller doors and automatic doors should be arranged so that air curtains come into operation immediately after the door begins to open.

Where electric insectocutors are used, care should be taken to install them in a suitable area, not located directly over food preparation working areas and away from any exposed food.

Bi-fold or other types of doors that open up the dining area to the outdoors are only permissible if the kitchen and all other food preparation areas are adequately protected from outdoor contaminants such as insects and dust.
## TOILET FACILITIES

- A food business must ensure that **adequate toilets** are available for the use of food handlers working for the food business.

Standard 3.2.3, Division 5, Clause 16

The following factors are suggested as a guide to the interpretation of ‘adequate’:

<table>
<thead>
<tr>
<th>Factor in deciding whether facilities are adequate</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of toilets</td>
<td>The City of Monash provides guidance on what would be considered to be adequate number of toilets. Reference can also be made to industry guides. Segregating toilets for male and female use is not a food safety issue.</td>
</tr>
<tr>
<td>Shared toilets with customers</td>
<td>Separate toilets for food handlers and customers are not required and ‘combined’ toilets should be considered adequate. A designated ‘staff only’ toilet may assist a proprietor with his responsibilities to keep the toilet available at all times and clean.</td>
</tr>
<tr>
<td>Always accessible</td>
<td>Toilets must be accessible at all times that the business is operating. Toilets that are not on the premises must be accessible at all times when staff are working.</td>
</tr>
<tr>
<td>Clean toilets</td>
<td>The toilets must be clean and operating properly whether on or off the premises.</td>
</tr>
<tr>
<td>Suitably located</td>
<td>Toilets should not be entered directly off a food preparation area but through a ventilated lobby. There must be no likelihood that droplet-borne contamination will affect the safety of food. The toilets should also be located within a reasonable distance from the food handlers’ work area. A ‘reasonable distance’ is the maximum distance that an ordinary person would be expected to walk in the time available for breaks etc. and takes into account the time needed to negotiate doors, stairs and corridors to reach the toilets. To prevent customers from contaminating food, access to customer toilets should not be through food preparation areas.</td>
</tr>
<tr>
<td>Suitable design and construction</td>
<td>Toilets on the premises are part of the premises and must meet this standard. Toilets off-site must also meet the requirements to be considered adequate, for example they should be designed and constructed to be able to be kept clean and should be adequately lit and ventilated.</td>
</tr>
<tr>
<td>Adequately equipped</td>
<td>The facilities should be provided with handbasins with a supply of warm potable running water for hand washing, and suitable drying facilities.</td>
</tr>
</tbody>
</table>

There are specific requirements outlined in the Building Code of Australia. Contact Council’s Building Department for more information on 9518 3555.
FOOD TRANSPORT VEHICLES

- Vehicles used to transport food must be designed and constructed
  - to protect food if there is a likelihood of food being contaminated during transport;
  - so that they are able to be effectively cleaned; and
  - so that food contact surfaces can be effectively cleaned and, if necessary, sanitised.

Standard 3.2.3, Division 5, Clause 17

Vehicles used to transport food must protect food from contamination if there is a risk that the food will be contaminated.

Vehicles used to transport food that is unpackaged, eg. bread & cakes must be designed and constructed to protect the food from airborne dust, dirt, vehicle fumes and rain.

The food compartment should be separate from the driver’s compartment or any passenger areas.

Cooked and raw foods may be carried on the same vehicle provided they are adequately separated or packaged so there is no risk of contact.

The internal surfaces of the vehicle or food containers must be smooth and easily cleanable (does not apply to vehicles transporting packaged foods only).

TEMPERATURE MEASURING DEVICES

- A food business must, at food premises where potentially hazardous food is handled, have a temperature measuring device that:
  - is readily accessible; and
  - can accurately measure the temperature of potentially hazardous food to +/-1°C.

Standard 3.2.2, Division 6, Clause 22

All food businesses that handle potentially hazardous food must have a temperature measuring device (thermometer) at the premises where food is being handled.

Fixed thermometers that are included with equipment to monitor the temperature of the equipment do not satisfy this requirement. A probe thermometer that is accurate to at least +/-1°C is appropriate.

Food businesses are encouraged to purchase thermometers with a narrow temperature range, as these thermometers will provide greater accuracy at a cheaper price. A thermometer that has a range of –50°C to 150°C is all that is required for measuring the temperature of food.