



shire of Ashburton

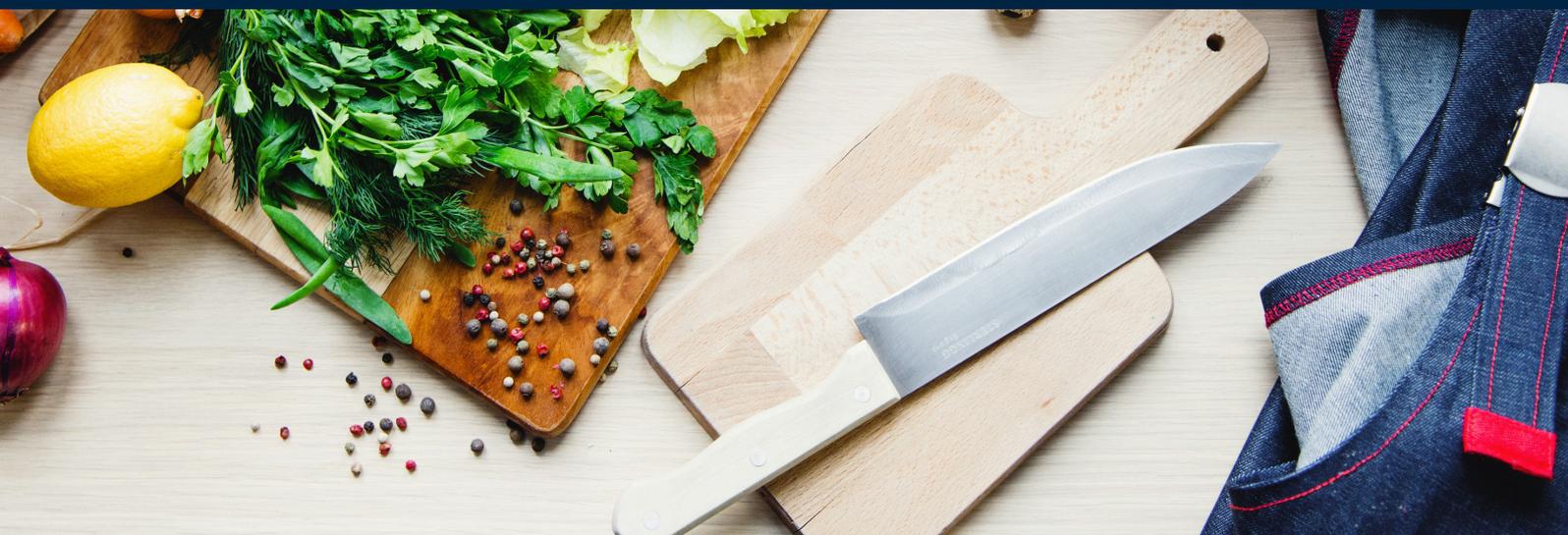
FOOD PREMISES

Design, Construction and Fit Out Guide



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1.0 About this guide

This guide is for businesses involved in the design, construction and fit out of both existing and new food premises.

It provides information for:

- Food business operators
- Architects
- Designers
- Builders

Please note that this guide does not detail the operational requirements of food businesses. This information can be obtained by contacting a Shire of Ashburton Environmental Health Officer (EHO).

Who needs to read this guide?

You need to read this guide if you have an existing or new food business.

Food safety begins at the earliest planning stages. The right set up will assist in creating a food premises that is easy to clean and maintain and facilitates good hygiene practices.

This guide aims to ensure that food premises:

- are easy to clean;
- have enough space and correct facilities and equipment to produce safe food;
- have potable water, effective sewage disposal and sufficient light and ventilation for food handling operations;
- provide facilities for staff to maintain standards of personal hygiene;
- provide facilities to keep equipment clean and protect food from contamination;
- ensure the premise is protected against the entry and harbourage of pests and vermin.

2.0 Food Laws

The set up and operation of a food premise must comply with the Australia New Zealand Food Safety Standards 2001.

Knowledge and understanding of the standards is necessary to adequately design and construct a food premises as follows:

- Standard 3.1.1 Interpretation and Application;
- Standard 3.2.2 Food Safety Practices and General Requirements; and
- Standard 3.2.3 Food Premises and Equipment.

This guide is based on these standards.

In addition, the following documents provide assistance in the interpretation and guidance to the legislation

- Safe Food Australia - A guide to the food safety standards; and
- Australian Standard 4674-2004 - Design, construction and fit out of food premises.

Copies of the Food Safety Standards are available from FSANZ. Contact FSANZ by phoning 1300 652 166 or visit their website (<http://www.foodstandards.gov.au>).

3.0 How to use this guide

This guide is based on two solutions for compliance:

Food safety outcomes

Food safety outcomes are the requirements of Standard 3.2.3 (Food Premises and Equipment).

These are identified in the shaded boxes. Compare the design of your food premises with these food safety outcomes to ensure they meet the requirements.

Acceptable solutions

Acceptable solutions are compliance measures that Shire identifies as the minimum required to meet the food safety outcomes.

You can use an alternative solution to those identified in this book, but you must be able to demonstrate that it meets the 'Food Safety Outcomes'. If you need further advice on solution options, please contact Health Services department on 08 9188 4444.

It is the applicant's responsibility to demonstrate to Shire's satisfaction that an alternative design proposal meets the Food Safety Outcomes. Failure to demonstrate this could result in the design being rejected.

Best practices

Whilst best practice solutions are optional, they are encouraged. For information on the best practice options available, contact your industry association.

4.0 Design and Plan Processing

The first step that needs to be completed when you want to design, construct or fit out a new or existing food premises is to develop or obtain existing plans of the premise. Plans allow the Health Services department to assess the proposed food premises before building commences to ensure compliance with all relevant legislation, saving time and money.

Two copies of all plans, drawn to scale, needs to be lodged with Health Services department. These plans must be submitted along with the completed plan processing application form and payment of the correct fee prior to the construction and/or alteration of the premises.

Types of plans required (Scale no smaller than 1:100)

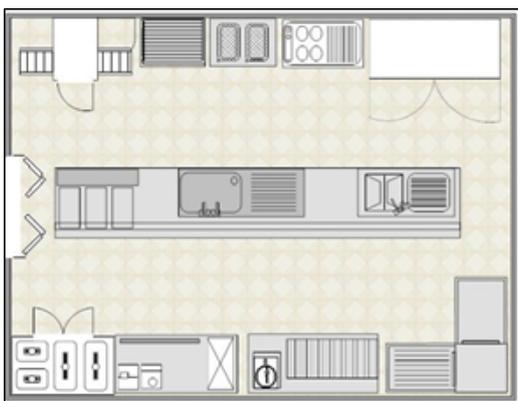
- Site plan (Includes refuse area, adjacent land uses)
- Floor plans (layout of premises)
- Sectional elevations
- Plumbing Details

Detail required on plans

You need to ensure the following details are included on the plans of the premises:

- Finishes to floors, walls and ceilings
- Layout of all equipment, benches, fittings and fixtures [eg. sinks, hand basins, storage areas (food, chemical & personal belongings) & cleaners sink], mechanical ventilation system (including dimensions)
- Door and window openings
- Customer and staff toilet details (if detached, provide the distance to the facilities and the number available for use)
- Floor drainage
- Vermin control (Eg flyscreens).

An example of the detail required can be seen in Figure 1 on page 7.



General information needed

- Name, address and contact details of architects, drafts-person or shop-fitter
- Drawing scale and date plans drafted.
- Name of the food business occupier.
- Property description.
- Details of waste storage and removal
- Additional information including specifications for equipment (Eg. mechanical exhaust and refrigeration unit specifications).
- Description of food business – including information on business type (Eg. catering, take away, restaurant), business name, products served, opening times, service area (for catering companies), details on food delivery vehicles.

If you require further information on requirements for plans, please contact Health Services department on 08 9188 4444 to obtain advice from an Environmental Health Officer.

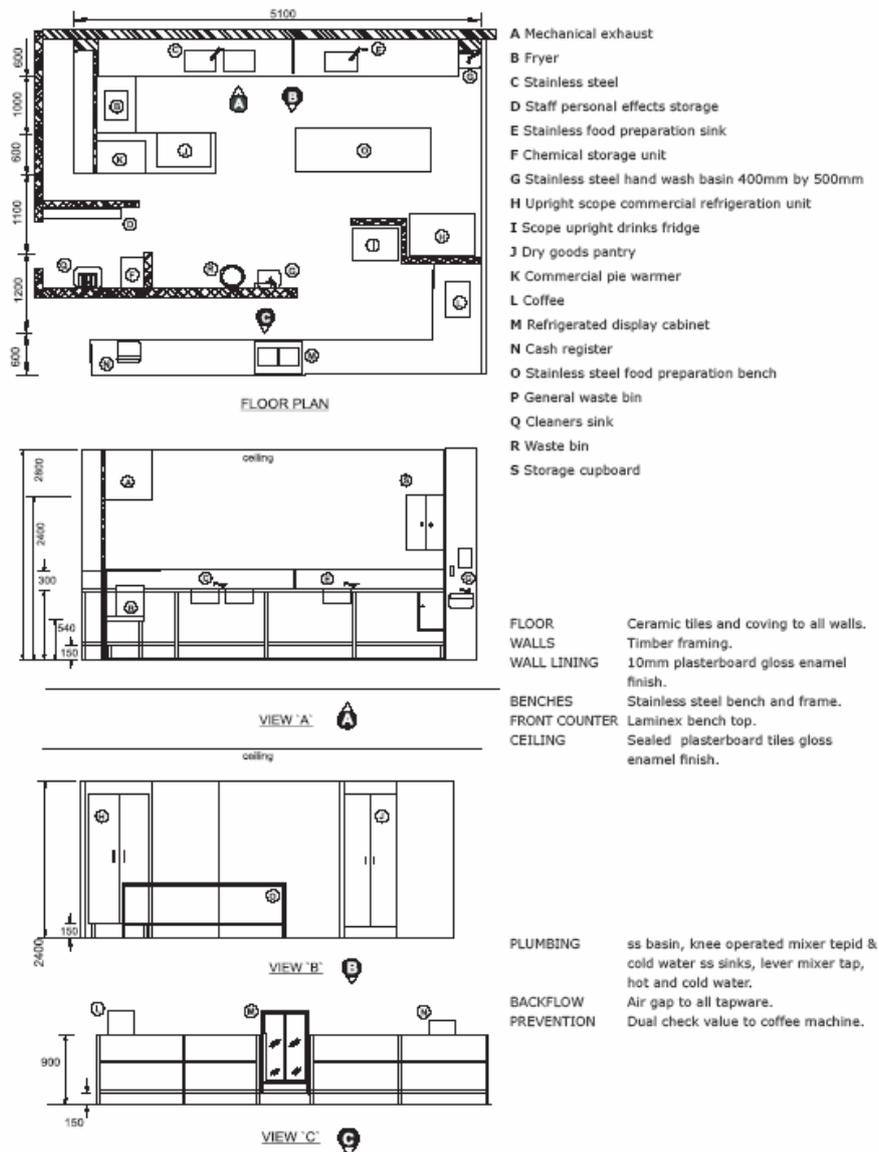


Figure 1 Example floor and elevation plan

4.1 Design and Layout

The design and construction of the food premises must:

- a) be appropriate for the purpose for which they are used;
- b) provide adequate space for the activities conducted at the food premises and for fixtures, fittings and equipment used for those activities;
- c) facilitate cleaning, sanitising and maintenance;
- d) prevent access and harbourage of pests; and
- e) keep out dust, dirt, fumes, smoke and other contaminants.

Acceptable solutions

Flow of food through the kitchen

- The design of the premises should streamline work practises that reduce cleaning, maintenance and minimises the likelihood of cross contamination between raw and ready to eat foods
- The premises should be designed so that the flow of food is in one direction from the start to the end of the process to minimise the likelihood of cross contamination

Adequate space

- Adequate space must be provided for all activities required to carry out the production of food on the premises. This includes adequate storage space for food and equipment

Cleaning, sanitising and maintenance

- Layout and design of the premises shall provide easy access for cleaning, sanitising and maintenance. Details of acceptable solutions are contained in this guide under 'fixtures, fittings and equipment' (section4.10).

Proofing against pests

- Windows – should be kept closed or fitted with fly screens that can be easily cleaned
- Entrances and exits – should be fitted with self-closing solid doors or self-closing mesh screen doors. A vermin strip is required on the bottom of all entrances to the premises to prevent the entry of pests
- Holes and spaces – if fittings penetrate walls, floors and the ceiling they must be sealed. Spaces between equipment and walls must either be sealed or enough space to be provided to allow for easy cleaning and to prevent the harbourage of pests
- Insect control devices (eg fluorescent light traps) – these can be installed but must not be located directly over food preparation or food storage areas. Insect control devices must be capable of retaining any insect within the device

4.2 Water Supply

Food premises must have an adequate supply of potable water if water is to be used for all activities conducted on the premises.

Acceptable Solutions

- Potable water must be supplied for the washing of food, cooking, adding to food and drinks, making ice, cleaning, sanitising and personal hygiene.
- Water must be supplied at a temperature, pressure and volume to meet peak water demands of the business.
- Warm water must be provided for hand washing.



HANDY HINT

To help conserve water and to reduce costs, it is recommended to install water efficient taps, flow control regulators and tap aerators where possible. Regularly check all taps for leaks to prevent water wastage.

4.3 Sewerage and waste water disposal

The food premises must have a sewerage and waste water disposal system that effectively disposes of sewerage and waste water and is constructed and located so that it does not contaminate food or the water supply.

Acceptable Solutions

- Drainage pipes, grease arrestors, drain inlets and on site sewerage treatment plants are to be located where there is no risk of contamination to the water supply, food or food contact surfaces
- A cleaners sink is required for all food premises to dispose of all water that is used for cleaning purposes. The cleaners sink must have an adequate supply of hot and cold water and the sink must be connected to the grease arrester
- All plumbing and trade waste will need to be approved by a plumbing certifier and Shire's Waste Department. Please contact these departments to discuss their requirements (phone 08 9188 4444)

4.4 Storage of rubbish and recycling materials

Food premises must have facilities for the storage of rubbish and recycling materials that:

- a) are adequate to contain the volume and type of refuse on the food premises;
- b) enclose the refuse to prevent access by vermin and animals; and
- c) are designed to be easily and effectively cleaned.

Acceptable Solutions

Refuse and recycling facilities must:

- be adequate for the volume and type of waste produced by the business;
- be able to be easily cleaned;
- not provide a breeding ground or attract pests and vermin;
- have an impervious floor; and
- not cause environmental harm

Rubbish and recycling containers must:

- be constructed of an impervious material such as metal or plastic;
- be fitted with tight fitting lids;
- be maintained in good condition to prevent the access of pests and vermin;
- be able to be easily cleaned; and
- be located where there is no risk of contamination to food or food contact surfaces

It is recommended that all refuse bins are commercially cleaned on a regular basis. Should the business undertake the cleaning of the refuse bins, the business must comply with all relevant environmental, trade waste and plumbing legislation. Please contact the relevant Shire of Ashburton department/s (phone 08 9188 4444) to discuss the requirements.

4.5 Lighting

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

Acceptable Solutions

Light fittings must be:

- covered to prevent contamination of food from globe or tube shattering; and
- flush mounted and free from any protrusions that may harbour dirt, dust or insects or make the fitting difficult to clean



HANDY HINT

To help conserve electricity it is recommended to install energy efficient lights and equipment. To reduce costs turn off lights and equipment when not in use.

4.6 Ventilation

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

Acceptable Solutions

Mechanical ventilation

- Specifications and the location of the mechanical exhaust system must be submitted to Shire of Ashburton (see section 4.0 for plan requirements)
- The installer of the mechanical exhaust system must provide a certificate of compliance with AS 1668.2. A copy of the certificate must be submitted to Shire of Ashburton

In addition to cooking equipment, it is recommended that mechanical ventilation is used above dishwashers and other washing and sanitising equipment that vent excessive steam into the area to the extent that there is, or is likely to be, condensation collecting on walls and ceilings.

All walls at the rear of cooking appliances are to be surfaced with an approved smooth and impervious material and must extend from the top of the exhaust canopy to the floor surface. In the case where cooking appliances are sealed to the wall, such impervious material is to be lapped over the top edge of appliances to form a grease and vermin proof seal. Cooking appliances may only be sealed to a wall where the wall is made with non-combustible material.

4.7 Hand washing facilities

Hand washing facilities must be located where they can be easily accessed by food handlers, within areas where food handlers work and if there are toilets on the food premises (immediately adjacent to the toilets or toilets cubicles).

Hand washing facilities must be:

- a) permanent fixtures;
- b) provided with warm running potable water;
- c) a size that allows easy and effective hand washing;
- d) clearly designated for the sole purpose of washing hands, arms and face;
- e) provided with soap, single use towel and a rubbish bin for the disposal of rubbish

Acceptable Solutions

Hand wash basins are to be provided in the following areas:

- where food is handled;
- in utensil and equipment washing areas; and
- in toilet cubicles or adjacent to the toilets.



HANDY HINT

Provide signage at hand wash basins to remind staff. Signage must be sealed to walls to prevent pest harbourage.

Single use paper towels and liquid soap provides the most effective method of cleaning and drying hands. Studies indicate that thoroughly drying hands is a key factor in preventing the transfer of food poisoning organisms.

Hand wash basins must:

- be in an area that is easily accessible;
- not be obstructed by equipment;
- be at bench height and permanently fixed to the wall, to a supporting frame or set in a bench top;
- be within easy access of food handlers. It is recommended that hand wash basins are located no further than 5m from food handling areas;
- have a permanent supply of warm running potable water delivered through a single outlet; and
- be an adequate size to allow hands and arms if necessary to be washed under running water. The hand wash basin should have a minimum 11 litres capacity and have a minimum dimensions of 500mm by 400mm (from the wall).

Hands Free Taps are highly recommended.

Cleaning and drying hands

- Single use paper towels must be provided through a dispenser.
- Soap (preferably liquid soap) must be provided for hand cleaning.

4.8 Floor Surfaces

Floors must be designed and constructed so that they are:

- appropriate for the activities conducted on the premises;
- able to be effectively cleaned;
- unable to absorb grease, food particles or water;
- unable to pool water; and
- unable to harbour pests

Acceptable Solutions

Floor finishes for food premises

- The floor surfaces must be smooth and impervious to grease, food particles or water. The following table outlines the suitability of floor finishes in food preparation areas

Table 1 Suitability of floor finishes for food premises areas

Finish	Area								Comments
	Wet areas	Food preparation	Vegetable	Servery	Store room	Chillers/ freezers	Bin store	Eating areas	
Ceramic tiles	•	•	•	•	•	•	•	•	Epoxy grout
Quarry tiles	•	•	•	•	•	•	•	•	Sealed
Steel trowel case hardened concrete			•		•	•	•	•	Smooth sealed finish, no joints (waterproof sealant may be required)
Carpet/ carpet tiles								•	
Wooden flooring								•	Sealed
Poly vinyl sheet	•	•	•	•	•	•	•	•	Heat welded joints
Vinyl tiles			•	•	•	•	•	•	Commercial grade and adequately
Plastic matting				•				•	
Cork tiles								•	Sealed
Epoxy resins	•	•	•	•	•	•	•	•	

Food preparation areas

- Floor tiles are to be grouted with epoxy grout and finished flush with the surface of the tiles
- Floors to be graded to prevent the ponding of water

Coving

- While coving is highly recommended, you must ensure that it is installed correctly. Please contact a Shire of Ashburton Environmental Health Officer for more information

4.9 Walls and Ceilings

Walls and ceilings must:

- be appropriate for the activities conducted on the food premises;
- protect food from contamination;
- prevent the entry and harbourage of dirt, dust and pests;
- be unable to absorb grease, food particles and water; and
- be able to be easily and effectively cleaned.

Acceptable Solutions

Wall construction

- The wall and ceiling surface must be smooth and impervious to grease, food particles and water. The following table outlines the suitability of wall surfaces in food preparation areas

Table 2 Suitability of wall finishes for food premises areas

Finish	Area								Comments
	Wet washed areas	Food preparation	Vegetable	Servery	Store room	Chillers/ freezers	Bin store	Eating areas	
Stainless Steel	•	•	•	•	•	•	•	•	Welded joints Waterproof screw covers
Ceramic Tiles	•	•	•	•	•	•	•	•	Epoxy grout
Vinyl sheet	•	•	•	•	•	•	•	•	Heat-welded joints
Painted plaster					•		•	•	Smooth finish
Feature Brick								•	
Aluminum sheet	•	•	•	•	•	•	•	•	Welded or sealed joints
Steel Sheet							•		Welded or sealed joints
Troweled cement		•	•	•	•	•	•	•	Polished surface
Wood paneling								•	Wood sealed
Painted brickwork					•		•	•	Flush joints and solid surfaces
Concrete					•		•	•	Sealed smooth finish
Preformed panels	•	•	•	•	•	•	•	•	H bar joints mastic sealed. In wet areas/food preparation shall be integrated into a dwarf wall or set on plinth

4.10 Fixtures, Fittings and Equipment

Fixtures, fittings and equipment must be:

- a) adequate for the production of safe and suitable food; and
- b) fit for their intended use.

Fixtures, fittings and equipment and food contact surfaces must be designed, constructed, located and installed so that:

- there is no likelihood they will contaminate food;
- they are able to be easily and effectively cleaned;
- surrounding surfaces are able to be easily and effectively cleaned;
- they do not harbour pests; and
- eating and drinking utensils must be able to be easily and effectively cleaned

Acceptable Solutions

General

- Unsealed timber is not allowed in the food premises due to difficulties in keeping it clean and its ability to absorb water that allows pathogenic bacteria to grow. The ability of wood to chip or splinter also poses a risk of physical contamination of a food product. Any exposed timber in the food premises must be sealed with at least 2 coats of light coloured washable gloss paint
- All equipment used in the food premises must be able to be easily and effectively cleaned and prevent the harbourage of pests
- Ensure equipment is either:
 - adequately raised to allow the area around the equipment to be effectively and easily cleaned; or
 - able to be easily moved (eg install wheels/castors) to allow the area around the equipment to be effectively and easily cleaned; or
 - sealed to the wall/floor/surrounding surfaces to prevent the build up of food and other items below and around the equipment
- Equipment used to store potentially hazardous foods must be able to:
 - store chilled items at 5°C or below; or
 - store frozen items in a frozen state; or
 - store hot foods at 60°C or above

Benches, tables and preparation counters

- Benches and tables are to be designed to prevent the harbourage of pests and must be able to be easily and effectively cleaned
- Fixed benches must be sealed to the wall to prevent the build up of dirt and to prevent the harbourage of pests
- Sandwich counters, used to prepare food in front of customers, must be fitted with a protective barrier between the customer and the food

Cooking equipment

- Appliances should be either:
 - placed apart to prevent grease and food accumulating and to allow easy cleaning;
 - placed together with the gap between the appliances flashed or sealed to prevent food, liquid or grease accumulating; or
 - placed on castors where possible and in compliance with all relevant standards to allow the appliance to be moved for cleaning
- See section 4.6 for ventilation requirements.

Dishwashing equipment requirements

- A double bowl sink is required for all premises
- All sinks used for dishwashing purposes must be of adequate size to be able to effectively wash all items
- Dishwashing sinks cannot be used for hand washing (see section 4.7)
- In addition to double bowl sinks, commercial dishwashing and glass washing machines can be provided

Hot water supply

- All equipment for cleaning and sanitising shall be connected to a continuous supply of hot and cold potable water and to an approved drainage system

Temperature probes

- Temperature probes must be able to accurately measure the temperature of potentially hazardous food to ± 1 °C.
- Sterile alcohol wipes should to be provided and used to sanitise the probe thermometer, prior to inserting it into food products in order to avoid contamination.

Self service areas

- Unpackaged ready to eat food that are available for self service (Eg. self-service salad bars, smorgasbords, self-service breads and confectionery) must have physical barriers such as sneeze guards to prevent contamination from a customers mouth or nose. Separate serving utensils and adequate supervision of self service areas must also be provided.

Support for equipment

- Metal legs are to be smooth, free from angles, ledges, crevices, easy to clean and sealed to prevent pest harbourage
- Castors or wheels are an alternative to legs and plinths and must be capable of supporting and moving fully loaded equipment
- Brackets – sinks, tubs, wash basins, tables, benches, shelving and similar fittings should be supported on stainless steel, galvanised tubing with sealed ends or solid steel brackets securely fixed into the wall or on approved frames
- It is recommended that plinths are of solid construction.

Shelving

- Must be smooth, non-absorbent, free from joints, cracks and crevices and able to be easily cleaned
- The lowest shelf must be off the floor to allow easy cleaning underneath (minimum clearance of 150mm is recommended)
- Approved materials include galvanised piping, stainless steel and laminated plastic
- Shelves are to be kept clear of walls or sealed to the wall (minimum clearance of 25mm is recommended).

Cupboards and cabinets

- Where free standing, all surfaces including the back are to be smooth and washable
- Must be located in an area where all surfaces can be easily cleaned

4.11 Storage

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.

Acceptable Solutions

Cleaning chemicals and equipment

Facilities for storing chemicals, cleaning equipment, pest control chemicals and equipment are to be:

- enclosed in cupboards located away from the preparation and storage of food where there is no likelihood of stored items contaminating food or food contact surfaces; and
- designated for that use only

Clothing and personal effects

Adequate facilities should be provided for staff to store personal belongings and consist of either:

- a change room; or
- enclosed cupboards that are located away from the food preparation and storage areas

Office materials

- Must be separated from food handling and food storage area
- Storage of paper work and other materials associated with the administration of the business should be stored in a room designated for that use or in enclosed cupboards or drawers designated for that use

4.12 Toilet Facilities

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

Acceptable Solutions

Toilets must:

- be separate from areas where food is handled, displayed or stored;
- be provided with a hand wash basin (see section 4.7 for more information);
- not have direct access to food preparation or food storage areas. Toilets must have an anteroom and be double doored; and
- be built in accordance to the Building Code of Australia.

It is recommended that separate toilets be provided for staff and customers.

4.13 Food Transport

Food transport vehicles and food contact surfaces used to transport food must:

- Be designed and constructed to protect food if there is a likelihood of contamination and constructed to be effectively and easily cleaned

Acceptable Solutions

- Food is to be transported in vehicles that are constructed in an approved manner, capable of maintaining food at the required temperatures and protecting food from contamination
- Please note that food vending vehicles require different fit-out requirements

For more information on the construction requirements of food vending vehicles, a copy of the Shire of Ashburton's "Mobile Food Premises Fit-Out Guide for Operators" document can be obtained from the Shire of Ashburton website www.ashburton.wa.gov.au/live/environmental-health

5.0 Other issues to consider

When constructing your new food premises, it is essential that certain approvals be obtained before others. By obtaining all the required approvals before starting the design and construction, you can reduce the possibility of expensive mistakes.

The following checklist can be used as a reference when making an application for a new food premises. This will assist you with providing Shire all the relevant and correct information to approve your application quickly.

Design Approval Checklist

The following approvals should be considered before starting construction of your food business.

- Planning – approval must be obtained from Shire's Planning Department
- Building – building approval is required from a private certifier
- Plumbing – plumbing approval is required from Shire's Plumbing Service
- Trade Waste – obtain approvals for grease traps etc from Shire's Trade Waste Section

6.0 Operating your business

For all information on obtaining a Food Business Licence and to obtain other useful information on operation requirements (eg food receipt, storage and temperature requirements), visit Shire of Ashburton's web site www.ashburton.wa.gov.au/live/environmental-health

7.0 Fees

Information about fees for lodging plans and other processes can be obtained from Shire of Ashburton Health Service department or visit Shire of Ashburton's web site www.ashburton.wa.gov.au/live/environmental-health

8.0 Additional information

For more information, please contact the Shire of Ashburton Health Department on 9188 4444

Additional information about food hygiene can be obtained from Food Standards Australia and New Zealand (FSANZ).

FSANZ's role is to promote a national approach to protect the health and safety of the people of Australia and New Zealand by maintaining a safe food supply. FSANZ can be contacted on 1300 652 166 or visit the web site www.foodstandards.gov.au.

9.0 Key Definitions

Adequate supply of water

Potable water available at a volume, pressure and temperature adequate for the purposes for which the water is used

EHO

Environmental Health Officer

Potable water

Water that is acceptable for human consumption NB: Australian Drinking Water Guidelines 2004 may be referred to for guidance on what constitutes acceptable water.

Sanitise

Apply heat or chemicals, heat and chemicals, or other processes, to a surface so that the number of micro-organisms on the surface is reduced to a level that:

- Does not compromise the safety of food with which it may come into contact with and
- Does not permit the transmission of infectious diseases

Sewage

Discharge from toilets, urinals, basins, showers, sinks, and dishwashers, and discharge through the sewers or other means

Warm water

Not hotter than 50°C. To comply with AS/NZS 3500.4.2

Wet areas

Areas where walls, floors and ceilings are in frequent contact with steam, water or other liquids

10.0 Checklist

Prior to submitting your completed plans to Shire for assessment of your proposal, please use the following checklist to ensure compliance with the relevant legislation. This checklist should also be used prior to the final inspection of the premises that is conducted by an EHO before operation commences.

Table 3 Design, construction and fit out checklist

CHECKLIST			
(Page 1 of 3)			
		YES	NO
Design and Layout	Does the design and construction of the premises		
	allow adequate space for the activities conducted at the food premises?		
	facilitate cleaning, sanitising and maintenance?		
	prevent access and harbourage of pests?		
Hand Washing Facilities	keep out dust, dirt, fumes, smoke and other contaminants?		
	Are the hand washing facilities		
	permanent fixtures?		
	located in a suitable position?		
	provided with warm running water?		
	a size that allows easy and effective hand washing?		
Floors	clearly designated for the sole purpose of washing hands, arms and face?		
	have soap, single use towel and a rubbish bin for the disposal of rubbish?		
	Is the floor surface		
	appropriate for the activities conducted on the premises?		
	able to be effectively cleaned?		
Walls and Ceiling	unable to absorb grease, food particles or water?		
	unable to pool water?		
	unable to harbour pests?		
	Are/Do the walls and ceiling in the premises		
Entrances and Exits	appropriate for the activities conducted on the premises?		
	prevent the entry and harbourage of dirt, dust and pests?		
	unable to absorb grease, food particles and water?		
Windows	able to be easily and effectively cleaned?		
	Are/Do the entrances/exits to the premises		
Lighting	fitted with self-closing solid or mesh screen doors?		
	adequately exclude pests from entering the facility? (e.g., vermin strips)		
Lighting	Are the windows		
	kept closed at all times or fitted with fly screens that can be easily cleaned and prevent the entry of vermin and other pests?		
Lighting	Is the lighting in the premises		
	sufficient for the activities on the premises?		
Lighting	fitted with a cover to protect food from contamination should the bulb shatter and ensure easy cleaning of the fitting?		

Table 3 Design, construction and fit out checklist

CHECKLIST			
(Page 2 of 3)			
		YES	NO
Ventilation	Is the ventilation in the premises		
	sufficient to effectively remove fumes, smoke, steam, and vapours from the food premises?		
Ventilation	Does all mechanical exhaust systems in the premises		
	comply with AS 1668.2? Can you provide a certificate of compliance from the installer?		
Fixtures, fittings and equipment	Are/do the fixtures, fittings and equipment in the premises		
	adequate for the production of safe and suitable food?		
	fit for their intended use?		
	prevent the likelihood of food contamination?		
	able to be easily and effectively cleaned?		
	raised adequately off the ground; or able to be easily moved (e.g., wheels or castors); or sealed to the wall/floor/surrounding surfaces?		
Dishwashing Facilities	Do/Are the dishwashing facilities		
	have a double bowl sink?		
Dishwashing Facilities	adequate for the size and needs of the business?		
Storage	Are/Do the storage facilities		
	adequate for the needs of the business?		
	have a separate section for the storage of chemicals, clothing and personal belongings?		
Storage	located where there is no likelihood of stored items contaminating food or food contact surfaces?		
Water Supply	Is the water supply to the food premises		
	potable?		
Sewerage and waste water disposal	Does the sewerage and waste water disposal system		
	effectively dispose of all sewerage and waste water?		
	prevent the contamination of food or the water supply?		
	Has a		
Storage of rubbish and recycling materials	cleaners sink been installed?		
	Do/Are the storage facilities for rubbish and recycling materials		
	adequately contain the volume and type of refuse on the food premises?		
	enclose the refuse to prevent access by vermin and animals?		
Storage of rubbish and recycling materials	able to be easily and effectively cleaned?		
	located in a suitable location that does not contaminate the environment?		
Storage of rubbish and recycling materials	comply with all trade waste, plumbing and environmental legislation?		
	Are the rubbish and recycling containers		
Storage of rubbish and recycling materials	constructed out of impervious materials? (e.g., metal and plastic)		
	fitted with tight fitting lids?		
Storage of rubbish and recycling materials	protected against vermin and other		
	able to be easily cleaned		
Storage of rubbish and recycling materials	located in a suitable location that does not contaminate food or food contact surfaces?		

Table 3 Design, construction and fit out checklist

CHECKLIST			
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		YES	NO
Toilet Facilities	Does the facility		
	have toilets available for the use of food handlers working in the business?		
	have hand washing facilities available?		
Food Transport	have adequate separation from food storage, handling and service areas?		
	Are the food transport vehicles		
	designed and constructed to protect food if there is a likelihood of contamination?		
Temperature Measuring Device	able to be effectively and easily cleaned?		
	Does the premises have a		
	temperature measuring device that can accurately measure the temperature of potentially hazardous food to +/- 1°C?		



Office Hours

Monday to Friday
8.00am – 4.30pm

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