



# Guidelines for Registering Commercial Food Premises



# CONSTRUCTION GUIDELINES

## 1. DESIGN AND CONSTRUCTION

The design and construction of the food premises must:

- Be appropriate for the activities for which the premises are used
- Provide adequate space for food production and equipment
- Facilitate cleaning, sanitising and maintenance
- Prevent access by and harbourage of pests
- Keep out dirt, dust, fumes, smoke and other contaminants.

### 1.1 Layout

Consideration to the layout must be given to minimise the likelihood of food becoming contaminated. Food handling activities should flow in one way direction from receipt → storage → preparation → dispatch/service.

Factors to consider include:

- Separation of areas where different activities take place;
- Physically separating areas where raw products are handled from areas where final product is dispatched;
- Separating food preparation areas from wash up areas, chemical storage areas and garbage areas; and
- Locating entrances, toilets and change rooms so that staff and visitors do not have to cross food preparation areas.

### 1.2 Construction standards and materials

The standard of construction should ensure that appropriate food safety and hygiene standards are maintained by the business.

Construction materials should be durable under the conditions they are used for and should not pose a risk of tainting or contaminating food.

The premises should be designed and constructed so as to eliminate inaccessible spaces or any gaps cracks and crevices which hinder cleaning and provide harbourage for pests.

### 1.3 Adequate space

Adequate space should be provided to allow all activities to be conducted without compromising food safety.

Factors to consider include:

- space to separate food handling activities to prevent cross contamination including sufficient bench space/table area so that ready to eat foods are separated from raw foods and ingredients;
- Space to safely store ingredients, food packaging and other raw materials;
- Space for personal effects;
- Space for cleaning equipment and chemicals away from food storage and food processing areas; and
- The quantity and type of garbage and recyclable material produced and the space require to safely store the waste

### 1.4 Cleaning

A food business must keep the premises clean, so that there is no accumulation of garbage or recyclable matter, food waste, dirt, grease or other visible matter.

Factors that may affect how easily a food premises can be kept clean include:

- Horizontal ledges created by pipes, windowsills, picture rails etc can potentially trap dirt;
- Concealment, or dust covers provided for pipes, ducts, conduits, wiring and similar fittings in walls, floors or ceilings allows for easier cleaning of these surfaces;
- Height of gaps under benches and equipment should be sufficient to allow the cleaning equipment to reach underneath;
- The texture of surfaces of walls, floors, ceilings or other surfaces in areas where exposed food is handled should be able to be effectively cleaned with intended cleaning methods; and
- Moveable equipment – moving or dismantling equipment enables the areas behind, around and underneath to be more easily cleaned.

## **1.5 Sanitising**

Businesses need to ensure that the surfaces they sanitise are designed and constructed to withstand the effects of sanitising hot water or chemicals.

## **1.6 Practicable design and construction**

A food business is required to exclude contaminants as far as is practicable. Practicable design and construction aspects that exclude dirt, fumes and other contaminants could include some of the following:

- Locate areas that may generate airborne contamination away from areas where exposed food is handled. For example locating the loading bay or coolroom away from food preparation and packing areas;
- Provide close fitting doors and mesh screens on doors, windows and other openings to prevent dust and dirt blowing through;
- Install double doors or air curtains at entrances where contaminants may enter;
- Provide air locks or self-closing doors to separate areas handling food from toilets, laundries and living areas;
- Install mechanical ventilation to remove possible airborne contamination; and
- Provide secure storage facilities for items that may be sources of contamination such as clothing, cleaning chemicals etc.

## **1.7 Entry and harbourage of pests**

A food business is required to prevent the entry of pests as far as is practicable.

Factors to consider when designing a food premises that does not allow for the entry of pests include:

- Flyscreen doors, self-closing doors and doors with weather strips;
- Mesh screens on windows or other openings;
- Sealed drains, grease traps and ventilation pipes;
- Sealed openings where pipes pass through external walls; and
- Covered containers for food scraps and other waste.

The food premises should be designed and constructed so there are no areas where pests can nest and multiply.

## **2. WATER SUPPLY**

Food premises must have a supply of water that is potable, available at a volume, pressure and temperature that adequately services the premises.

### **2.1 Temperature**

- Handwashing facilities should have warm water (between 20°C to 40°C);
- For cleaning and sanitising hot water is more effective; and
- For manual sanitation using hot water, a minimum temperature of 77°C is required for at least 30 seconds.

### **2.2 Capacity (volume and pressure)**

The hot and cold water systems must have sufficient capacity to enable the business to operate properly, including during its peak hours.

Factors to consider in relation to water capacity include:

- The number of appliances that have to be supplied with water;
- Manufacturers' specifications for water requirements for appliances; and
- Pressure requirements of equipment such as dishwashers.

## **3. SEWAGE AND WASTE WATER DISPOSAL**

Sewage and waste water must be disposed of effectively so there is no contamination of food or the water supply.

### **3.1 Effective disposal of sewage and waste water**

For disposal to be effective, all sewage and waste water must be:

- Conveyed from all buildings on the site so as not to cause ponding or backflow into the building;
- Disposed of in a way that does not jeopardise food safety on site; and
- Both on site, and off site, disposed of in accordance with statutory requirements.

### **3.2 Location of grease trap and waste water pipes**

Drainage pipes, grease traps, drain inlets and access openings must be located where there is no risk of them contaminating the water supply or food. Grease traps should be located away from areas where food, equipment or packaging are handled or stored and preferably located outside the building. Grease traps can cause contamination problems when they are being emptied.

The relevant water authority will need to be contacted to determine if your business requires a grease trap. The authority in the City of Whitehorse is:

Yarra Valley Water  
Phone: 9872 1240  
[www.yvw.com.au](http://www.yvw.com.au)

## **4. STORAGE OF GARBAGE AND RECYCLABLE MATTER**

Storage facilities for garbage and recyclable matter should be suitable for the volume and type of waste produced by the business. Waste storage areas must not provide a breeding ground for pests and should be able to be easily and effectively cleaned.

### **4.1 Contain the garbage and recyclable matter on site**

To prevent the risk of garbage or recyclable material contaminating food, all waste should be contained in bins, hoppers, wire cages, enclosures or other containers that are:

- Appropriate for the type of waste;
- Large enough or in sufficient numbers to contain the produced waste; and
- Housed in an outside area or room that is adequate for the volume and types of waste.

### **4.2 Cleaning waste storage area**

Waste storage areas are to be designed and constructed so they can be easily and effectively cleaned. This applies to internal and external areas where waste is stored.

If the premises has a garbage room, the floors, walls and ceiling must be designed and constructed in a way that enables them to be cleaned. Floors should be made of an impervious material, a hose tap connected to a water supply should be provided and floors should be graded and drained to an appropriate floor waste disposal system. The room must not harbour pests and must have sufficient ventilation and lighting.

## **5. VENTILATION**

Food premises must have sufficient natural or mechanical ventilation to effectively remove fumes, smoke, steam and vapours from the food premises. Ventilation prevents the build-up of fats, oils, moisture and food particles on walls, ceilings and other surfaces. This build up may attract pests or enable mould or microorganisms to grow as well as removing fumes and odours that could taint food.

## **6. LIGHTING**

Food premises must have a lighting system that provides sufficient natural or artificial light for staff to safely carry out food handling operations including cleaning and sanitising. Lighting fixtures and fittings should pose no likelihood of causing food contamination and must be able to be easily and effectively cleaned.

## **7. FLOORS**

Floors must be appropriate for the area, able to be effectively cleaned, impervious to grease, food particles and water and not provide harbourage to pests. This applies to floors of interior food handling areas such as kitchens and cool rooms and exterior food handling areas such as loading docks.

### **7.1 Design and construction**

Factors to consider when deciding if a floor is appropriate include:

- The activities conducted in the area;
- Whether the floor material could produce dust, splinters or other material that could contaminate food;
- The types of materials in the area such as food scraps, hot oil, water, chemicals that could spill on the floor and the cleaning methods needed to remove them; and
- Whether the floor is durable enough to withstand the cleaning operations used.

## **7.2 Cleaning**

Floors must be able to be easily and effectively cleaned to remove the accumulation of food waste, dirt, grease etc that could otherwise contaminate food, attract pests or enable microbial growth. To be able to be effectively cleaned, floors should be non-absorbent, smooth, free from cracks and crevices, and where required resistant to hot water, steam and/or chemicals used for cleaning. Floors may need to be graded so that water falls to a drainage system, depending on the cleaning method.

## **7.3 Floor finishes**

The suitability of the floor finish depends on the activities being carried out in the area, how much dirt, food residue, etc is brought into the area, and how the floor is cleaned. Examples of finishes suitable for floors in food preparation and wash up areas include:

- Ceramic tiles with flush epoxy grouting;
- Sealed quarry tiles;
- Polyvinyl sheeting;
- Laminated thermosetting plastic sheeting;
- Epoxy resins; and
- Non slip stainless steel.

For a broader range of floor finishes for other areas including store rooms, garbage rooms and eating areas see AS 4674-2004.

## **7.4 Coving**

Coving makes floor wall joins easier to clean. Coving should be provided where floors are cleaned by flushing or hosing with water. It is recommended that coving is provided in areas where the floor needs to be frequent cleaned. This will reduce dirty residues building up in difficult to clean areas.

## **8. WALLS AND CEILINGS**

Walls and ceilings must be appropriate for the area and provided where they are necessary to protect food. Walls and ceilings should be designed and constructed so that they do not provide areas for pests to hide. They should be able to be easily and effectively cleaned. In areas where they are provided to protect food, walls and ceilings must be sealed to prevent dirt, dust and pests getting into the area, impervious to grease, food particles and water.

### **8.1 Design and construction**

Walls and ceilings must be designed and constructed in a way that is appropriate for the activities conducted on the food premises.

Factors to consider include:

- The types of food handling in the area, whether the surfaces are subject to heating from cooking processes, or splashing or soiling;
- The likelihood of material, such as paint flakes, contaminating the food;
- Whether food will come in contact with the surface;
- The need to withstand impact from equipment (eg trolleys);
- Cleaning methods, whether they are wet or dry, properties of cleaning chemicals used;
- The likelihood of pest infestation and the types of pests;
- Ease of maintenance and replacement of worn or damaged areas; and
- Ease of cleaning.

For example areas where wet processes are carried out will need walls that are waterproof and may need to withstand high pressure hosing.

### **8.2 Provision of walls and ceilings**

Walls and ceilings must be provided where they are necessary to protect food from contamination.

Walls and ceilings must be provided where food is vulnerable to contamination such as where:

- Unprotected (unpackaged) food is handled or stored and could be contaminated by insects, dust, dirt or other airborne material; and
- Packaged foods could be damaged by the weather, dust, dirt or pests.

### **8.3 Sealed to prevent entry of dirt, dust or pests**

To prevent dust, dirt and pests such as cockroaches accessing areas where unprotected food is being handled consider:

- Junctions between walls, between walls and plinths and between walls and the ceiling must be tightly joined;
- Ceilings should be of continuous construction so that there are no spaces or joints, drop in

- removable panels are not suitable; and
- If access is required into the ceiling space, access panels should be located outside the area where open food is handled.

#### 8.4 Unable to absorb grease, food particles or water

Wall surfaces in kitchens and other food processing areas must be finished with impervious materials such as ceramic tiling, vinyl sheeting or stainless steel.

Plasterboard and similar absorbent wall surfaces are generally not suitable unless protected by ceramic tiles or other impervious material in areas that are likely to be splashed by water or be in contact with food.

Plasterboard ceilings painted with washable paint should generally provide a surface that is impervious enough to prevent the ceiling absorbing any steam etc that is not removed by ventilation systems.

#### 8.5 Cleaning

Walls and ceilings that are able to be easily and effectively cleaned are more likely to be kept clean by staff, and so minimise the risks of food contamination from dirty surfaces. Cleaning is made easier when surfaces are smooth and clear of fittings such as pipes, pictures or shelves.

### 9. FIXTURES, FITTINGS AND EQUIPMENT

The general requirements for fixtures, fittings and equipment are that they are adequate to produce safe and suitable food and are fit for use, 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. Surfaces adjacent to food contact surfaces can be easily and effectively cleaned. Food contact surfaces are made of a material that will not contaminate food and are impervious to grease, food particles or water, can be easily and effectively cleaned and where necessary sanitised.

#### 9.1 Adequate for the production of safe and suitable food

Food premises must be adequately equipped to keep food safe and suitable during all food handling operations. The premises must be kept clean and free of pests and staff able to meet the requirements for good personal hygiene.

Examples of general operations and the equipment or facilities likely to be needed are listed below.

Type of operation	Equipment/facilities likely to be needed
Cooking/processing	Equipment that can ensure the cooking process reaches the temperature or other parameter required to destroy pathogens or otherwise achieve the microbiological safety of the food.
Cooling and refrigerated storage	Equipment that can keep potentially hazardous food at 5°C or below (or other appropriate temperature control), and where appropriate, cool food quickly. Adequate refrigerated space for the volume of food that needs to be refrigerated or cooled.
Displaying potentially hazardous foods	Refrigerated or hot-display units that can hold all displayed food under temperature control and protect it from contamination.
Storing food	Shelving, cupboards, storerooms, etc. so that food is protected from contamination.
Transporting chilled potentially hazardous foods	Refrigeration equipment, insulated containers or other appropriate equipment that can ensure transported food is kept under temperature control and is protected from contamination.
Washing food — see 'Sinks' below	A <b>food preparation sink(s)</b> should be installed if frequently washing food such as fruit and vegetables.
Utensil and equipment washing and sanitising	<b>Double bowl sink, triple bowl sink, or single bowl sink plus dishwasher</b> — see 'Sinks' below.
Personal washing	Equipment that ensures all staff have easy access to hand washing facilities.
Floor and general cleaning requirements	Single bowl sink, <b>cleaner's sink</b> , hose connections, curbed drain connected to the sewer or other waste-collection facility for cleaning the equipment used for cleaning the premises and for disposing of dirty water.

## 9.2 Sinks

The number and size of sinks that the food premises needs depends on factors such as:

- The type of operations on the premises that need a sink (e.g. washing food, washing/sanitising equipment, waste disposal, personal hygiene);
- The scale of operations, including the volume of food or equipment that needs to be washed, the number of staff on site that need to wash hands, frequency of various washing tasks (e.g. multiple times a day, at end of day only) and the amount of adjacent space needed to hold equipment or food for washing or draining;
- The size of objects to be washed (e.g. large pots and pans);
- Whether objects need to be immersed in water (e.g. sanitising utensils in hot water) or held under running water (e.g. washing foods);
- Whether sanitation processes require a rinsing step; and
- Whether the premises has a dishwasher and whether it can sanitise.

The intention is that the number and size of sinks are sufficient to allow the business to easily conduct all of its washing and cleaning activities without interference or obstruction, and without posing a food safety risk. For example, the following activities should be separated:

- Food washing and equipment washing;
- Hand washing and food or equipment washing; and
- Liquid waste disposal (e.g. mop buckets, fish tank waste) and any of the above.

## 9.3 Design and construction materials

The design, construction and mode of operation of all fixtures, fittings and equipment must ensure that there are no flaws that could cause a food safety or suitability issue.

The materials used to construct fixtures, fittings and equipment must not compromise food safety or suitability.

Factors to consider include:

- Metal used for surfaces that will be in direct contact with food should be able to withstand contact with that food as well as cleaning and sanitising processes; and
- Unsealed timber should not be used in fixtures, fittings and equipment that are cleaned with water.

## 9.4 Source of contamination

Fixtures, fittings and equipment could potentially contaminate food from dripping/spraying liquids, falling components, failure to cover food or transfer of built-up dirt or pathogens. The business must ensure all sources of likely contamination have been controlled.

Factors to consider include:

- Lines carrying liquid waste from equipment, lines carrying detergent to dishwashers or drains carrying waste from appliances should not be located directly above food handling areas or across food and food containers;
- Glass light fittings should be designed and located so that, should a globe break, glass will not fall onto food;
- Fans should be located so that they do not blow dirt, dust, etc. over exposed food;
- Electronic insect killing devices should be designed and constructed so that the dead insects are caught by the device and do not fall on food or equipment. Alternatively, insect control devices should be located away from exposed food;
- The drip gutter on kitchen exhaust hoods should catch the grease and condensation to prevent drips on food or equipment; and
- Condensation from refrigeration motors and air conditioning equipment should be collected and discharged to a drain so it does not contact food.

## 9.5 Cleaning

Fixtures, fittings and equipment need to be kept clean to prevent the build-up of food residues and other waste that could attract pests and enable pathogenic microorganisms to grow.

Factors that make fixtures, fittings and equipment easy to clean include:

- Smooth impervious surfaces with rounded edges and no open joints or tube ends, and no rough surfaces or joints that can trap dirt;
- Shelves mounted so there is a slight gap from the wall or other surface they are fixed to so that food and dirt cannot lodge at the wall–shelf junction;
- Equipment either butted together with joints sealed so that debris cannot fall between, or located with enough space around the equipment to reach and clean the sides;
- Wheels or castors on equipment so it to be easily moved, preferably by one person;
- Service wires, pipes or hoses (gas, electricity, water) that can be disconnected (or are flexible and long enough to enable the equipment to be moved); and
- Legs that raise equipment high enough to enable access to the surfaces underneath.

Adjacent floors, walls, ceilings and other surfaces must also be easily and effectively cleaned.

Features that enable these surfaces to be easily and effectively cleaned include:

- Equipment and walls spaced far enough apart to allow access for cleaning;
- Equipment and walls butted together with joints sealed;
- Castors, rollers or legs on unfixed equipment to enable it to be moved; and
- Plinths or legs on fixed equipment to raise it high enough for floors to be cleaned underside.

## **9.6 Food contact surfaces**

Any surface that comes into direct contact with unprotected food must be able to be sanitised. Food contact surfaces should be impervious, smooth, free from cracks, chips, ridges or grooves that could impair cleaning.

Unsealed surfaces of timber, earthenware and stone may not be able to be easily and effectively cleaned and sanitised and so should not be used for purposes such as preparing or serving food.

Food contact surfaces must be impervious to grease, food particles and water. If there is a likelihood that they will absorb material that could contaminate food they are in contact with they are not to be used.

## **9.7 Materials for food contact surfaces**

Materials used for food contact surfaces must not contaminate food. Potential sources of contamination include chemicals migrating into the food from glazes, plastics or metals, or fragments of material transferring to food. Some examples include:

- Plastic packaging that is not food-grade material;
- Wood splinters from unsealed timber serving baskets; and
- Glass shards from chipped glassware.

## **9.8 Eating and drinking utensils**

Eating and drinking utensils may transfer pathogens directly into people's mouths and so cause illness to people using them. For this reason eating and drinking utensils must be cleaned and sanitised. Utensils must be made of a material that can withstand the cleaning and sanitising process.

## **9.9 Hand washing facilities**

Food handlers must wash and dry their hands in a designated basin that is used solely for hand washing. Thorough washing and drying of hands is a critical factor in preventing foodborne illness.

### **9.9.1 Accessible**

Hand washing facilities must be easily accessed to enable and encourage food handlers to frequently wash their hands at the designated hand wash facilities.

### **9.9.2 Location**

The location of hand washing facilities should have regard to the layout of the area and the needs of the people working there. Hand wash facilities must not be obstructed by doors, walls, equipment, bins etc as they become inaccessible to food handlers.

Hand washing facilities must be located within areas where unprotected food is handled. The facilities must be close enough to food handlers so that they are not discouraged from washing their hands by having to walk outside the food handling area.



### **9.9.3 Number of basins**

At least one hand basin must be provided in areas where unpackaged food is handled. Whether additional basins are required will depend on the size, layout and use of the area and the number of food handlers.

### **9.9.4 Toilet hand basins**

To prevent the transfer of pathogens from toilet areas to food, food handlers are required to wash their hands immediately after using the toilet. To enable this, hand washing facilities must be immediately adjacent to any toilets (or cubicles) that are part of the food premises. A basin in the toilet cubicle or immediately outside the cubicle would generally be suitable.

### **9.9.5 Additional**

Hand washing facilities must be:

- Permanent fixtures;
- Connected to a supply of warm running water;
- Provided with a hands free device;
- Of a size that allows easy and effective hand washing;
- Clearly designated for the sole purpose of hand washing; and
- Provided with suitable hand washing and drying facilities. Liquid soap and disposable paper towel.

## **10. 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.

### **10.1 Clothing and personal belongings**

The business must provide staff with space to store their belongings, so they are not put on bench tops or other places where they could contaminate food.

### **10.2 Chemicals and equipment for non-food use**

The business must provide facilities for storing these chemicals and equipment to prevent them contaminating food. These facilities should be in a separate and secure designated area such as a storeroom or cupboard.

### **10.3 Other items**

The business must provide adequate storage for the following items, if they are to be kept on the premises:

- Office equipment and paperwork;
- Maintenance equipment;
- Dirty linen, tablecloths, tea towels, aprons etc.

### **10.4 Location of storage facilities**

To reduce the risk that contaminants from stored items will contaminate food, it is recommended that storage facilities are located:

- Away from areas where food or utensils are stored, prepared or displayed; and
- In a place where small items are unlikely to fall into food or food packaging/containers.

## **11. TOILET FACILITIES**

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

Toilets should be located, designed and maintained to enable and encourage food handlers to use them whenever they need to. The toilet facilities should be:

- Accessible at all times the food handlers are working;
- Clean and operating properly;
- Provided with suitable hand washing and drying facilities. Liquid soap and disposable paper towel;
- Adequately lit and ventilated;
- In enough numbers to be used without unreasonable waiting;
- Located to prevent contamination
  - So that there is no likelihood that droplet-borne contamination will compromise food safety;

- Separated from areas where open food is handled, displayed or stored; and
  - Access to customer or public toilets should not be through areas where open food is handled, displayed or stored.
- Located within reasonable distance from the food handlers' work area.

## **12. FOOD TRANSPORT VEHICLES**

Food must be protected from contamination during transport. Vehicles used to transport food must be designed and constructed to protect food if there is a likelihood of food being contaminated during transport.

Possible sources of contamination in vehicles transporting food that need to be considered by the business includes:

- The vehicle itself, such as flaking paint, dripping water from fan units and grease from overhead rails;
- Environmental contaminants such as airborne dust, dirt, vehicle fumes and rain — food should ideally be enclosed either in suitable packaging, containers or within the vehicle itself;
- Drivers and passengers — the food compartment should generally be separate from the driver's or passengers' areas to prevent food being in contact with people's body parts, droplets from coughs or sneezes, or personal items; and
- Chemicals or other products (including food) that may make the food unsafe or unsuitable by giving off odours or mixing directly with the food.

Parts of the vehicle used to transport food must be designed and constructed so that they are able to be effectively cleaned and if the surfaces are in direct contact with unpackaged food, sanitised.

## **13. NAME OF PROPRIETOR**

Prominently display the name of the proprietor at the front of the premises.

## **14. SMOKE FREE DINING**

### **14.1 Smoke-free in outdoor dining area**

From 1 August 2017, smoking is banned in all the outdoor dining areas in Victoria.

At least one acceptable "No Smoking" sign must be displayed in your outdoor dining area so customers are likely to see when entering, or from within, the outdoor dining area. For example, signs can be displayed at, or beside the entrance to, an outdoor dining area.

### **14.2 Smoking restrictions in outdoor drinking area**

Smoking is banned in an outdoor drinking area if:

- There is a roof, and the walls cover more than 75% of the total notional wall area, or
- Any part of that drinking area is within 4 metres of an outdoor dining area, unless separated by a wall at least 2.1 metres high; and
- In outdoor drinking area where the smoking status may change, "No Smoking" signs only need to be displayed when that area must be smoke-free.

### **14.3 Display of No Smoking sign in enclosed restaurants and cafes**

The occupier of an enclosed restaurant or café is responsible to ensure a "No Smoking" sign is displayed in a manner that ensure the customers are likely to see one or more of these signs either on entering the enclosed restaurant or café or from within the enclosed restaurant or café.

### **14.4 Display of required signage for Tobacco Retailers under the Tobacco Act**

The occupier of a Tobacco Retailer must display the following signage under the Tobacco Act:

- A Health Warning sign or a sign relating to programs assisting in the cessation of smoking; and
- Prohibition of the sale of tobacco products to persons under the age of 18 years

Thank you for your enquiry regarding setting up/altering a registrable business within the City of Whitehorse.

To make sure you are ready for a final inspection a checklist has been attached. Please use it as a guide to help ensure you have everything ready for a final inspection. Please note that the checklist is to be used as a guide only.

Prior to booking your final inspection, your building surveyor must have lodged a copy of the Final Inspection Certificate to Council where a building permit has been issued.

### **Final Inspection Checklist**



#### **General**

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Design and construction is appropriate for the activities to be conducted on site



The layout of the premises considers that the flow should be in one direction from receipt to storage to preparation to dispatch/service



Construction materials are durable



Adequate space for:

- fixtures, fittings and equipment
- sufficient bench space,
- storage of ingredients, food packaging and other raw materials,
- garbage and recyclable material produced



Premises, fittings and appliances are accessible and can be easily cleaned



Dirt, dust, fumes, smoke and other contaminants can be excluded from the premises



Air locks or self-closing doors have been provided between areas where exposed food is handled and all toilet, laundry and living areas



The premises is pest proofed



There are no spaces where pests can live



Name of the proprietor on the front of the premises



#### **Floors**

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Floors can be cleaned, floors are non-absorbent, smooth, free from cracks and crevices and where required resistant to hot water, steam and or chemicals used for cleaning



Floors must be 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



Coving has been installed in all areas where floors require cleaning



#### **Walls and ceilings**

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Walls and ceilings have been provided



Walls and ceilings have been sealed



Splash backs have been provided to walls in wet areas or where walls will be in contact with food



Walls and ceilings can be easily cleaned



#### **Water supply**

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Water has been connected and hot water has been turned on



- Hot water is to be turned on at the time of the final inspection

## Sewage and waste water disposal

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- Sewage and waste water will not be able to contaminate food ☐
- Grease trap has been installed outside the food premises or copy of the Trade Waste Agreement from Yarra Valley Water ([www.yvw.com.au/tradewaste](http://www.yvw.com.au/tradewaste)) ☐

## Fixtures, fittings and equipment

- 
- Fixtures fittings and equipment will not contaminate food
- Fans are not blowing over food ☐
  - Insect killing devices 'catch' dead insects
  - Condensation from refrigeration units has been discharged to a drain
- Fixtures fittings and equipment can be easily cleaned ☐
- Food contact surfaces should be smooth, free from cracks, chips etc that could harbor bacteria, absorb grease, food particles and water ☐

## Food storage and display units

- 
- Adequate number of refrigeration units are provided ☐
- Sneeze guards have been provided if necessary ☐
- All refrigeration and display cabinets can maintain food at or below 5°C
- All refrigeration and hot hold units are to be turned on and operating at the time of the final inspection ☐

## Sinks

- 
- A food preparation sink has been provided if you frequently wash fruit and vegetables ☐
- A double bowl sink; or ☐
  - A single bowl sink and dishwasher; or ☐
  - A triple bowl sink ☐
- Have been installed to wash and sanitise equipment ☐
- A cleaners sink with hot and cold water has been provided ☐
- Has a mechanical exhaust system been installed over my commercial dishwasher? ☐
- Adequate bench space has been provided for dirty and clean equipment/dishes etc ☐

## Connections for fixtures, fittings and equipment

- 
- All applicable fixtures fittings and equipment have been connected to the drainage system ☐

## Handwashing facilities

- 
- Hand basins are located in the immediate area of food preparation/food handling ☐
- Hand basins are accessible and not obstructed ☐

Hand basins have:

- Warm running water
- Soap
- Paper towel
- A bin to collect dirty paper towel
- Hands free device/mixer tap

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Hand basins are clearly labelled as hand basins only

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### Ventilation

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Natural or mechanical ventilation has been provided to remove fumes, smoke, steam and vapours from the premises

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A certificate of compliance has been obtained if a mechanical exhaust system has been installed

☐

### Storage

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Adequate storage has been provided for:

- Food storage
- Packaging materials
- Chemicals/cleaning equipment
- Garbage and recycling materials
- Food processing ingredients
- Finished product
- Personal effects
- Recalled product

☐☐☐☐☐☐☐☐☐

Storage areas are located away from food contact surfaces

☐

### Lighting

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Adequate lighting has been provided

☐

### Storage of garbage and recyclable matter

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Rubbish storage areas are able to be kept clean and free from pest harbourage

☐

Adequate number of garbage/recycling bins have been provided

☐

Rubbish collection organised

☐

### Toilet facilities

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Toilet facilities have been provided for food handlers

☐

Toilets have been lit and ventilated

☐

Toilets are clean and operating

☐

Toilets are provided with a:

- Hand basin
- Soap
- Paper towel

☐☐☐

Access to customer or public toilets is not through areas where open food is handled or stored

☐

## Food vehicles

- 
- |  |                          |
|--|--------------------------|
| Vehicles used to transport food must be able to be easily cleaned  | <input type="checkbox"/> |
| If the vehicle is to transport hot or cold food, the vehicle must be able to maintain the temperature above 60° or below 5°              | <input type="checkbox"/> |
| <ul style="list-style-type: none"><li>• Ensure the vehicle refrigeration unit is operating at the time of the final inspection</li></ul> |                          |
| The areas of the vehicle used to store food pose no risk of contamination to the food  | <input type="checkbox"/> |

## Food Safety Requirements

- 
- |   |                          |
|---|--------------------------|
| A food safety supervisor has been nominated for the premises  | <input type="checkbox"/> |
| The food safety supervisor can produce certificates or confirmation of enrolment                                    | <input type="checkbox"/> |
| At the time of the final inspection provide the EHO with a copy of the FSS certificate or confirmation of enrolment |                          |
| Digital probe thermometer (reading from -50oC to +150oC)  | <input type="checkbox"/> |
| Cleaning and sanitising chemicals and equipment   | <input type="checkbox"/> |

## Recall procedure

- 
- |   |                          |
|---|--------------------------|
| If required, I have developed a recall protocol | <input type="checkbox"/> |
|---|--------------------------|



## ACKNOWLEDGEMENT OF COUNTRY

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In the spirit of reconciliation, Whitehorse City Council acknowledges the Wurundjeri people as the traditional custodians of the land. We pay our respects to their Elders past and present.

## CONTACTING COUNCIL

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Postal Address:	<b>Whitehorse City Council</b> Locked Bag 2 Nunawading Delivery Centre 3131
Telephone:	9262 6333
Fax:	9262 6490
NRS:	133 677 then quote 9262 6333 (Service for deaf or hearing impaired people)
TIS:	131 450 (Telephone Interpreter Service. Call and ask to be connected to Whitehorse City Council)
Email:	<a href="mailto:customer.service@whitehorse.vic.gov.au">customer.service@whitehorse.vic.gov.au</a>
Website:	<a href="http://www.whitehorse.vic.gov.au">www.whitehorse.vic.gov.au</a>
Service Centres:	<b>Whitehorse Civic Centre</b> 379-397 Whitehorse Road, Nunawading 3131  <b>Box Hill Town Hall Service Centre</b> Box Hill Town Hall 1022 Whitehorse Road, Box Hill 3128  <b>Forest Hill Service Centre</b> Shop 275 Forest Hill Chase Shopping Centre Canterbury Road, Forest Hill 3131