



CITY OF
MONASH

Food Premises Design and Fit Out GUIDELINES





Acknowledgement of Country

Monash Council acknowledges the Traditional Owners of the lands on which we meet, the Wurundjeri Woi Wurrung and Bunurong People, and recognises their continuing connection to the land and waterways. We pay our respects to their Elders past, present and emerging and extend this to all Aboriginal and Torres Strait Islander People.

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FOR FURTHER INFORMATION, PLEASE CONTACT:

Public Health Unit, 293 Springvale Road, Glen Waverley 3150

 9518 3555  mail@monash.vic.gov.au  www.monash.vic.gov.au

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 at www.foodstandards.gov.au or by contacting FSANZ on ☎ (02) 6271 2222.

All new food premises are required to meet these 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 existing premises, including extensions, external buildings and works or any alteration to car parking, contact Council's Statutory 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 Community Laws Department.

Further information can be found via Council's website or, alternatively, by contacting the departments directly on ☎ 9518 3555.

For more information on starting a food business see the following videoclip available at: www.health.vic.gov.au/videos/animation-about-how-to-start-a-food-business-restaurant

NOTE:

An Australian Standard for the design, construction, and fit out 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 BUSINESS CLASSIFICATION

Classification of your food business is based on the level of food safety risk posed by the food handling that occurs at the business.

The following is considered when classifying your food premises:

- » Who is the food being served to?
- » Is the food packaged or unpackaged?
- » Is the food potentially hazardous?
- » Is the food for a community-run event?

For examples of activities that fall under each classification, as well as State Government requirements for each class, visit www.health.vic.gov.au/food-safety/food-business-classification section of the Victorian Health website.

More information

For enquiries about the risk classification of a business or to classify your new business, please contact Council's Public Health Unit on ☎ 9518 3555.



FOOD SAFETY PROGRAMS

A food safety program is a written plan that shows what a business does to ensure that the food it sells is safe for people to eat. It is an important tool to help businesses handle, process or sell potentially hazardous foods. This is necessary to maintain safe food handling practices and protect public health. An Environmental Health Officer should be contacted to confirm the correct (if any) food safety program that should be used

For more information on requirements for Food Safety Programs, visit www.health.vic.gov.au/food-safety/food-safety-programs

FOOD SAFETY SUPERVISORS

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

A Food Safety Supervisor is a person who has met the appropriate food safety competency standard for the type of business conducted.

For more information on the Food Safety Supervisor requirements, visit the Food Safety Supervisors www.health.vic.gov.au/food-safety/food-safety-supervisors section of the Victorian Health website.

NOTE:

Class 3, Class 3A & Class 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.

It is recommended that all food handlers have completed food safety training.

A free online course for food handlers is available at the following link:

<https://dofoodsafely.health.vic.gov.au/index.php/en/>

Exceptions from the requirement to have a Food Safety Supervisor 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
- » Food events of one to two days duration run by Class 2 community groups where the majority of the workforce are volunteers.

TEMPERATURE MEASURING DEVICES

A food business must, where potentially hazardous food is handled, have a temperature measuring device that is always accessible at the premises and accurately measures the temperature of potentially hazardous food to $\pm 1^{\circ}\text{C}$.

Fixed thermometers that are included with equipment to monitor the temperature of the equipment do not satisfy this requirement. A digital probe thermometer that is accurate to at least $\pm 1^{\circ}\text{C}$ is required.

Food businesses are encouraged to purchase thermometers with a narrow temperature range, as these thermometers will provide greater accuracy. A thermometer that has a range capable of measuring food from frozen to cooked is required.



PLANS AND 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 that 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, above the cooking equipment and commercial dishwashers, the system must comply with the Australian Standard 1668.



REGISTRATION

The Application Process – Food Act Registration

1. Prepare a detailed floor plan showing the layout of your kitchen and any other areas that you intend to use for business purposes. Please ensure that you include the dimensions of both the space and all fixtures contained within. Refer to Plans and Specifications above.

Complete and submit your application via the following link, where you can upload your business proposal and floor plan and any other relevant documents, including menu, frequency of operation, food processes. Apply for Business Permits

www.monash.vic.gov.au/Business/Starting-or-Buying-a-Business/Apply-for-Business-Permits

2. An Environmental Health Officer will contact you to discuss your application.
3. Once all works are completed, you need to contact Council's Public Health Unit to organise an appointment with an Environmental Health Officer for a final

inspection.

4. Upon completion of your final inspection, an invoice will be emailed to the applicant for payment. When registration has been granted, the business can commence operation.

To prevent costly mistakes, works should not start until all necessary permits and approvals have been given.

NOTE:

If you wish to sell the food you prepare in your registered premises at a market or event, you will also need to register your stall/food vehicle. Please contact the Public Health Department at the City of Monash for more information on this.



DESIGN AND CONSTRUCTION OF FOOD PREMISES

» 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
- To the extent that is practicable:
 - › Exclude dirt, dust, fumes, smoke and other contaminants
 - › Not permit the entry of pests
 - › Not provide harbourage for pests.

FOOD STANDARDS CODE, STANDARD 3.2.3 – FOOD PREMISES AND EQUIPMENT, CLAUSE 3



Note: the design and construction should be structurally sound and in a good state of repair to facilitate cleaning, sanitising and maintenance.

Layout

The layout of premises can minimise the likelihood of food becoming contaminated through enabling an appropriate flow of activities, providing physical separation of different activities and facilitating cleaning.

To minimise the risk of cross contamination, the food flow should, ideally, be in one direction from receipt - storage - preparation - dispatch/service. Organise activities so that food is handled in progression without repeatedly crossing back and forth across the layout.

Separation of areas where different activities take place could include:

- » Physically separating areas where raw products are handled from areas where the final product is dispatched
- » Separating food preparation areas from wash-up areas, chemical storage areas and garbage areas
- » Separate food preparation areas for preparing food products that are 'allergen free' eg. Gluten Free
- » Locating entrances, toilets and change rooms so that staff and visitors do not have to cross food preparation areas.

Adequate Space

The space should be sufficient to allow all activities to be conducted without compromising food safety. Factors that could be considered include:

- » Space to separate food handling activities to prevent cross-contamination
- » Space to safely store ingredients, food packaging and other raw materials
- » Storage space for recalled product to be kept separate from product for sale
- » The need to install/accommodate additional equipment to prevent cross-contamination — e.g., separate food preparation sinks may be needed for preparing raw foods separately to washing of ready-to-eat salad ingredients
- » Space for personal items of staff separate from food preparation and storage areas
- » Space to manoeuvre cleaning equipment to access areas for cleaning and to store cleaning chemicals and equipment
- » Storage space for the quantity and type of garbage and recyclable material produced by the premises and access for garbage removal
- » Space for wastewater disposal equipment such as external grease trap, cleaners sink and bin wash area.

FLOORS, WALLS AND CEILING

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.

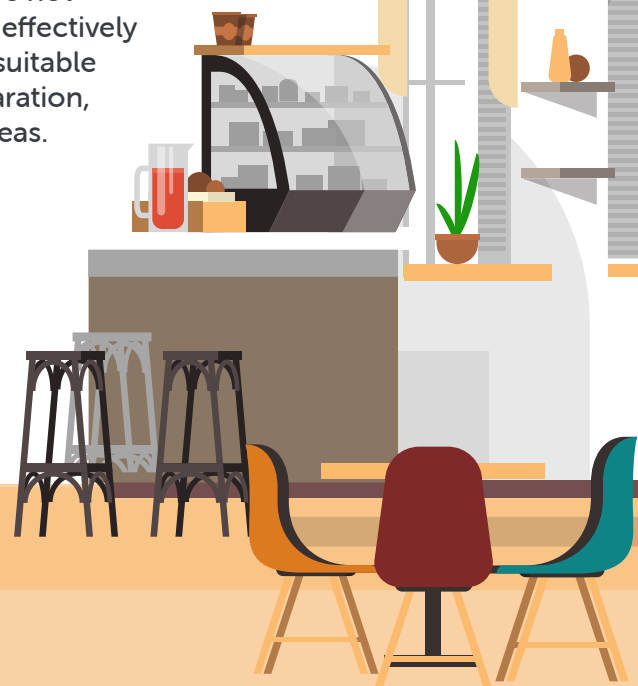
- » Floors must be designed and constructed in a way that is appropriate for the activities conducted on the food premises.
- » **Floors must:**
 - Be able to be effectively cleaned
 - Be unable to absorb grease, food particles or water
 - Be laid so that there is no pooling of water
 - Be unable to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

**FOOD STANDARDS CODE,
STANDARD 3.2.3 – FOOD PREMISES
AND EQUIPMENT, 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 intended.

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



SUITABILITY OF FLOOR FINISHES FOR FOOD PREMISES AREAS

Finish	Wet wash areas	Food prep.	Vegetable prep.	Servery	Store room	Chillers / freezers	Bin store	Eating areas	Comments
Stainless steel non-slip profile	✓	✓	✓	✓	✓	✓	✓	✓	Welded joints
Ceramic tiles	✓	✓	✓	✓	✓	✓	✓		Epoxy grout
Quarry tiles	✓	✓	✓	✓	✓	✓	✓	✓	Sealed
Steel trowel case hardened concrete			✓		✓	✓	✓	✓	Smooth-sealed finish, no joints
Carpet/carpet tiles								✓	
Wooden flooring								✓	Sealed
Polyvinyl sheet	✓	✓	✓	✓	✓	✓	✓	✓	Heat-welded joints (not suitable adjacent hot fat appliances)
Laminated thermosetting plastic sheet	✓	✓	✓	✓	✓	✓	✓	✓	Heat-welded joints (not suitable adjacent hot fat appliances)
Vinyl tiles					✓			✓	Should be used for safety reasons only
Plastic matting				✓				✓	It shall be easily cleaned and laid in sections that can be removable for cleaning
Cork tiles								✓	Sealed
Epoxy resins	✓	✓	✓	✓	✓	✓	✓	✓	Complying with AS3554

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.

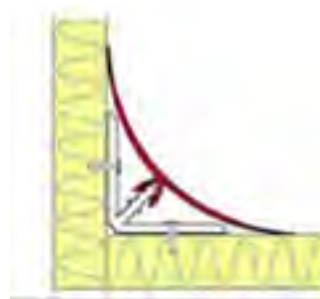
Floor wastes are required:

- » In large food manufacturing premises
- » In premises where substantial amounts of liquids are used
- » In areas where significant wet cleaning is required.

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

COVING

Coving should be provided in 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 is



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 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 harbourage for pests.

FOOD STANDARDS CODE, STANDARD 3.2.3 – FOOD PREMISES AND EQUIPMENT, 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, washable light-coloured paint should be used to enable adequate cleaning.

CEILINGS

Ceiling surfaces should be smooth, easily cleaned and impervious to grease, food particles and water.

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

Where ceilings are to be painted, washable light-coloured paint should be used to enable adequate cleaning.

Drop-in panel ceilings are not suitable in food preparation areas. Stippled ceilings, rough plaster ceilings, acoustic tiles, etc., are unsuitable for food preparation areas because they are difficult to clean.

VENTILATION

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

Food Standards Code, Standard 3.2.3 – Food Premises and Equipment, Clause 7

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

These systems shall be installed in accordance with 'Australian Standard 1668.2 - The use of mechanical ventilation and air-conditioning in buildings, Part 2. Mechanical ventilation for acceptable indoor-air quality.

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 that can cause either fume problems and/or doors being drawn in. This will lead to both pest entry 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.

The adequacy and effectiveness of ventilation depends on the nature and volume of food operations. More ventilation is required where large amounts of fumes, smoke or vapours are produced. Effectiveness depends on power, capacity, cleanliness of the system and components and how well it is maintained. A certificate of compliance for mechanical ventilation systems should be submitted prior to operating.

Contact Council's Building and Town Planning Department on ☎ **9518 3555** to enquire about any permits that may be required.



LIGHTING

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

FOOD STANDARDS CODE, STANDARD 3.2.3 – FOOD PREMISES AND EQUIPMENT, CLAUSE 8

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

Australian Standard 1680.1-2006 Interior and workplace lighting: General principles and recommendations and AS/NZ 1680.2.4 1997: Interior lighting – Industrial Tasks and Processes provide comprehensive information on interior lighting, including recommendations for specific tasks and processes including food processing.

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

The lighting fixtures are to be designed to prevent the accumulation of dust and be easily cleaned i.e., flush with the ceiling, completely recessed, or designed with angled surfaces.

FIXTURES, FITTINGS AND EQUIPMENT

» Fixtures, fittings and equipment must be:

- Adequate for the production of safe and suitable food preparation
- Fit for their intended use.

» Fixtures and fittings 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
- To the extent that is practicable, 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
- Made of material that will not contaminate food.

FOOD STANDARDS CODE, STANDARD 3.2.3 – FOOD PREMISES AND EQUIPMENT, CLAUSE 12

FOOD CONTACT SURFACES

Food contact surfaces should be smooth, free of cracks, chips, crevices, and able to be easily cleaned. Stainless steel and laminate are appropriate surfaces. Timber is not usually a suitable food contact surface.

EQUIPMENT

Equipment must be designed, constructed, located and installed so that it can be effectively cleaned and maintained.

Factors that make equipment easy to clean include:

- » Smooth surfaces with rounded edges and no open joints, embossing or other rough surfaces or joints that 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
- » Installing shelving with adequate space between walls and flooring to allow access for cleaning
- » Sealing equipment together to ensure debris cannot fall between or leaving enough space to allow access for cleaning
- » 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)
- » Designing dust control mats (as used in customer areas of supermarkets) to be cleanable.

Some examples of operations and the criteria for judging if adequate equipment provision has been made are listed below:



Type of operation carried out by business	Criteria for judging adequacy
Cooking/processing	Adequate equipment to ensure that the process reaches the temperature or other parameter required to destroy pathogens
Cooling & refrigerated storage of potentially hazardous foods	Adequate equipment to cool food in accordance with the requirements of your food safety program and hold food under temperature control. Adequate refrigerated space to cater for large functions.
Displaying potentially hazardous foods	Adequate refrigerated or hot display counters to ensure that all displayed food is displayed below 5°C or above 60°C and is protected from contamination.
Transporting chilled potentially hazardous food	Refrigeration equipment, insulated containers or other containers if this equipment is appropriate in the vehicle to ensure food is capable of being maintained at 5°C or below. Containers must be able to be effectively cleaned and sanitised.
Washing fruit and vegetables	Where food handling involves frequent washing of fruit and vegetables an additional food preparation sink should be installed.
Utensil & equipment washing & sanitising	Adequate cleaning and sanitising facilities suitable for the size of equipment used, such as a double or triple bowl sink or single bowl sink and dishwasher capable of reaching at least 80°C. 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.
Hand washing	All staff must have easy access to hand washing facilities in all areas where hands are likely to become a source of contamination of food. Warm water is to be provided through a single outlet with liquid soap and single-use paper towel through dispensers and a non-touch lined waste bin.
Cleaning requirements	Separate cleaner's sink connected to hot and cold water for collection and disposal of mop bucket water and for cleaning bins and the equipment used for cleaning the premises.



CONNECTIONS FOR SPECIFIC FIXTURES, FITTINGS AND EQUIPMENT

- » Fixtures, fittings and equipment that use water for food handling or other activities, and areas designed to be connected to a water supply, must be connected to an adequate supply of water.
- » Fixtures, fittings and equipment that 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.

**FOOD STANDARDS CODE, STANDARD
3.2.3 – FOOD PREMISES AND EQUIPMENT,
CLAUSE 13**

All connections and maintenance are to be carried out by a licenced plumber.

In premises where food is prepared, an area must be designated for the sole purpose of cleaning and sanitising appliances, utensils and equipment.

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

HANDWASHING FACILITIES

» **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
- 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, or otherwise provided with, a supply of warm running potable water
- Of a size that allows easy and effective hand washing
- Clearly designated for the sole purpose of washing hands, arms and face.

FOOD STANDARDS CODE, STANDARD 3.2.3 – FOOD PREMISES AND EQUIPMENT, CLAUSE 14

Further to the Food Standards Code requirements each hand wash basin including the toilet must:

- » Be supplied with liquid soap and single-use paper towel through dispensers and a non-touch lined waste bin

NOTE:

Wash hand basins must be permanent fixtures and must not be used for any other purpose other than for hand washing. A sign located in close proximity to the wash hand basin that states 'for hands washing only' or illustrations of hand being washed may assist

- » Hand sanitisers, including hand gels or foams, should not be used as a substitute for washing hands with soap and warm water
- » Separate hand washing facilities are required in every area of the premises where exposed food is handled or prepared.
- » 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
- » Easily accessible from any place where food handlers are handling food.

For example, in a food business, where food is handled in the servery area in addition to the kitchen, a hand wash 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, coffee servery area, hand washing facilities must be available in each area.





STORAGE FACILITIES

- » Food must be stored so that it is protected from contamination and in an appropriate environment.
- » 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, cleaning equipment, clothing and personal belongings.
- » Storage facilities must be located where there is no likelihood of stored items contaminating food or food contact surfaces.

FOOD STANDARDS CODE, STANDARD 3.2.3 – FOOD PREMISES AND EQUIPMENT, CLAUSE 15

COLD STORAGE

Adequate refrigeration units must be provided to maintain potentially hazardous food below 5°C and installed so the adjacent floor and walls are able to be easily accessed for cleaning and inspection for pests.

Cool rooms may be required to provide adequate storage and cooling space for large volumes of food based on the food premises activities. Cool rooms are to be installed joined to walls and ceilings, eliminating gaps, or placed clear of walls and ceilings to enable easy cleaning.

Floors shall be hard wearing, smooth, impervious and easily cleaned with coved edges.

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 and installed so the floor is easily accessed for cleaning.

All condenser units in cool rooms and freezer rooms must be properly connected to sewer by a licenced plumber.

DRY STORAGE

Storage of dry food should be of sufficient size to prevent the area from becoming overcrowded and difficult to maintain in a clean and sanitary condition. All food is to be stored off the floor on shelving to enable effective cleaning and inspection for pests within the area.

Shelving surfaces are to be smooth, impervious and easily cleaned. Timber frames or finishes should not be used.

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
- Provide protective barriers that minimise the likelihood of contamination by customer.

» 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
- If it is food that is intended to be displayed frozen, ensure the food remains frozen when displayed.

FOOD STANDARDS CODE, STANDARD 3.2.2 – FOOD SAFETY PRACTICES AND GENERAL REQUIREMENTS, CLAUSE 8



STORAGE OF PERSONAL ITEMS

A separate area or cupboard away from food preparation and food storage areas must be provided for the storage of outdoor clothing, soiled uniforms, bags and other personal items including mobile phones and keys.

Maintenance and office equipment may contaminate food and should be stored in a separate area away from food preparation.

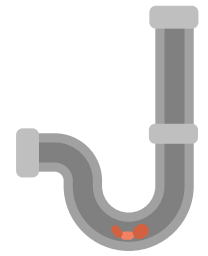
Used linen such as tablecloths, tea towels and aprons are to be stored in a separate receptacle away from food preparation.

STORAGE OF CHEMICALS & CLEANING EQUIPMENT

A dedicated room or a cupboard is to be provided for storing chemicals, detergents, sanitisers and cleaning equipment such as mops, brooms and buckets to prevent chemical or physical contamination of food.



SEWAGE AND WASTEWATER DISPOSAL



» **Food premises must have a sewage and waste water disposal system that:**

- Will effectively dispose of all sewage and waste water
- Is constructed and located so that there is no likelihood of the sewage and waste water polluting the water supply or contaminating food.

FOOD STANDARDS CODE, STANDARD 3.2.3 – FOOD PREMISES AND EQUIPMENT, CLAUSE 5

All sewage and wastewater connections must be installed by a licenced plumber in accordance with relevant water authority requirements.

GREASE TRAPS (FOOD & OIL INTERCEPTORS)

Grease traps play an important role in preventing solids and greasy waste from entering the sewerage system.

Grease traps are to be located outside the food preparation area, preferably outside the building. Locating grease traps in food preparation areas can result in contamination problems when the traps are emptied or in the event of overflow.

Contact the relevant water authority to discuss grease trap requirements based on the activities of the food business:

South East Water

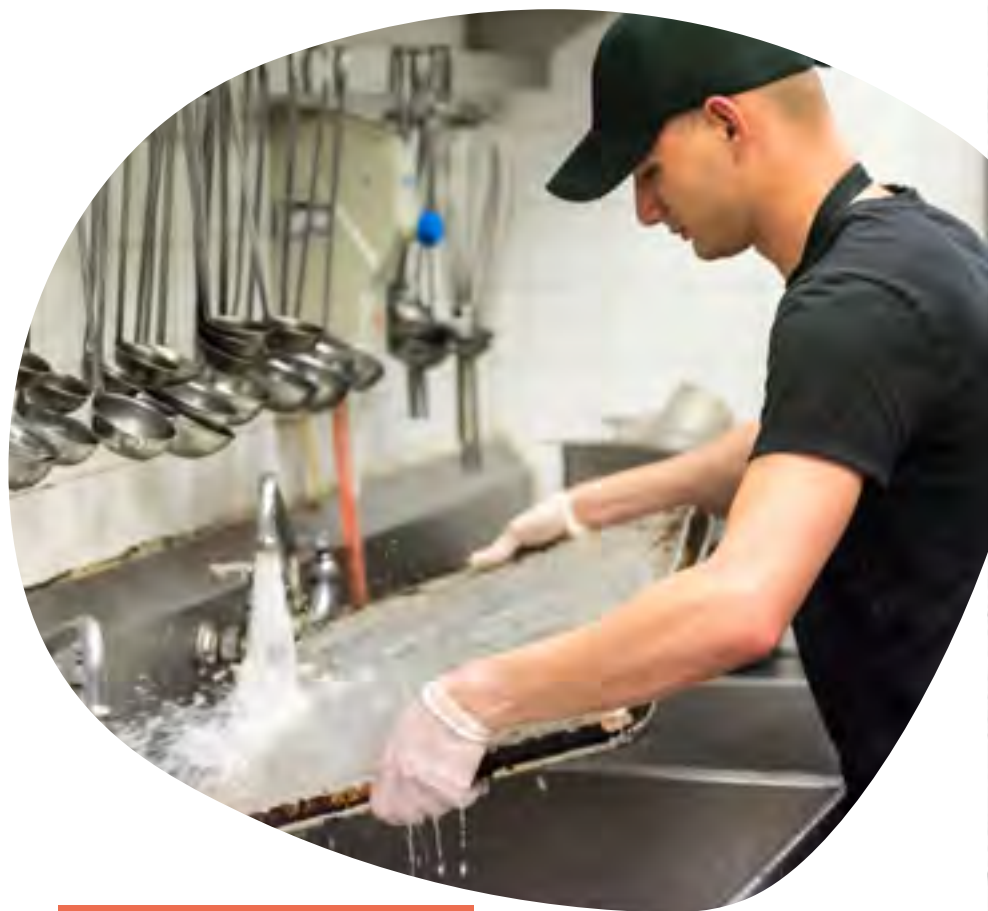
☎ 131 694

🌐 www.southeastwater.com.au

Yarra Valley Water

☎ 1300 853 811

🌐 www.yvw.com.au



CLEANER'S SINK

Separate and adequate access to hot and cold water for the sole purposes of cleaning the premises must be provided.

Wastewater must be disposed of to the sewerage system via a cleaner's sink or floor waste installed for the sole purpose of disposing the wastewater.

The cleaner's sink must also be adequate for the purposes of cleaning equipment such as mops, buckets and waste bins.

STORAGE OF GARBAGE & RECYCLABLE WASTE

» **Food premises must have facilities for the storage of garbage and recycling matter that:**

- Adequately contain the volume and type of garbage and recycling matter on the food premises
- Enclose the garbage or recyclable matter, if this is necessary to keep pests and animals away from it
- Are designed and constructed so that they may be easily and effectively cleaned.

FOOD STANDARDS CODE, STANDARD 3.2.3 – FOOD PREMISES AND EQUIPMENT, CLAUSE 6

BIN STORAGE AND WASH FACILITY

The bin storage area must be well maintained, large enough to store all garbage and waste matter and contain adequate bins or receptacles to contain all waste until the next removal.

The wash facility must be provided with hot and cold water, under pressure, through a common outlet with a hose connection. The area must be capable of containing all wastewater as a result of the cleaning process, graded and drained to a silt trap and/or connected to a grease trap.

If the bin wash facility at the premises is not adequate for the size and scale of bins provided, the proprietor must have a contract with an appropriate company to replace or clean the bins offsite.

ANIMAL & PEST PROTECTION

» **A food business must:**

- Take all practicable measures to prevent pests entering the food premises
- Take all practicable measures to eradicate and prevent the harbourage of pests on the food premises and those parts of vehicles that are used to transport food.

FOOD STANDARDS CODE, STANDARD 3.2.2 – FOOD SAFETY PRACTICES AND GENERAL REQUIREMENTS, CLAUSE 24



Practical measures the food premises can take to prevent harbouring pests could include, for example:

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

» Air curtains that cover the whole face of the doorway or opening

Electric insect pest control devices, if required, should be installed as close as possible to the entry door of the premises and not located within food preparation areas where exposed food may become contaminated.

Bi-fold or other types of doors/windows that open the premises to the outdoors, are only permissible if food, food preparation and service 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.

FOOD STANDARDS CODE, STANDARD 3.2.3 – FOOD PREMISES AND EQUIPMENT, CLAUSE 16

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

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

The term ‘adequate toilets’ includes the following considerations, whether or not the toilets are on the food premises or elsewhere:

- » Accessible at all times that food handlers are working
- » Clean and operating properly
- » Suitable hand washing and hand drying facilities – continuous supply of warm water through a single outlet, liquid soap and single-use disposable paper towel via dispensers and a lined waste bin.
- » Adequately lit and ventilated

» Located to prevent contamination of food, for example:

- So there is no likelihood that droplet-borne contamination will compromise food safety
- Separated from areas where open food is handled, displayed or stored, for example by an intervening ventilated space with self-closing doors, or by self-closing doors and a mechanical exhaust system
- Access to customer or public toilets should not be through areas where open food is handled, displayed or stored (other than customer areas such as dining areas)

» Located within a reasonable distance from the food handlers’ work area, so that food handlers can readily get to the toilet in the time available for breaks.

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.
- » Parts of vehicles used to transport food must be designed and constructed so that they are able to be effectively cleaned.
- » Food contact surfaces in parts of vehicles used to transport food must be designed and constructed to be effectively cleaned and, if necessary, sanitised.

**FOOD STANDARDS CODE, STANDARD
3.2.3 – FOOD PREMISES AND EQUIPMENT,
CLAUSE 17**

The food storage compartment should be separate from the driver or passenger areas, otherwise food must be stored in sealed food grade containers.

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.

Food transport vehicles must be made available for inspection as they form part of the premises.





CITY OF
MONASH

Monash Civic Centre | 293 Springvale Road, Glen Waverley, 3150 | 8.30am to 5pm | Monday to Friday
Oakleigh Service Centre | 3 Atherton Road, Oakleigh, 3166 | 8.30am to 5pm | Monday to Friday
9518 3555 | www.monash.vic.gov.au | mail@monash.vic.gov.au | NRS 1800 555 660

Monash Interpreter Service

普通话	4713 5001	Việt Ngữ	4713 5003	हिंदी	4713 5005	한국어	4713 5010	தமிழ்	4713 5021
廣東話	4713 5002	Ελληνικά	4713 5004	Italiano	4713 5008	සිංහල	4713 5020	Other languages	4713 5000

