



Shire of Manjimup

Guidelines for the Establishment, Construction and Fit Out of Food Premises

Shire of Manjimup Planning & Environment Health Services

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Introduction

This information package has been developed to assist food business proprietors (new and existing), architects, designers and builders to comply with the *Food Safety Standard 3.2.3 Food Premises and Equipment (FSS 3.2.3)*, when constructing and fitting out new food premises or making alterations to existing food premises. This package also helps to explain the approval process.

The Australian Standard AS 4574-2004 *Design, Construction and Fit Out of Food Premises (AS 4674-2004)* provides guidance on design, construction and fit-out criteria for new food premises and for the renovation or alteration of existing food premises. The scope of the Standard is limited to permanent buildings used by the food service industry, food retailers and small scale food manufacturers.

The Shire of Manjimup recommends compliance with AS 4674-2004 for food business to meet the requirements of FSS 3.2.3. The standard establishes minimum requirements that are outlined generally in the attached information.

For detailed information copies of AS 4674-2004 may be purchased from:

Standards Australia

T: 1300 654 645

www.standards.wa.gov.au

Due to copyright restrictions the Shire is unable to provide copies of AS 4674-2004. However the document is available for viewing at the Shire's Customer Service Centre, 37-39 Rose Street Manjimup.

FSS 3.2.3 can be downloaded free of charge from <http://foodstandards.gov.au/> or a hard copy obtained from the Shire's Customer Service Centre, 37-39 Rose Street Manjimup.

The following general information in relation to the requirements of AS 4674-2004 is provided as guidance only. Please note, it is your responsibility as a food business to comply with all legislative requirements, please refer to the standard for more specific information.



A Food Business Design Application may be refused if information required as part of the application is insufficient or does not meet legislative requirements. Look for this tip icon to streamline the process.

Shire Approval Process

The establishment of a new food business may require approval from a number of Council departments:

Town Planning

Planning approval is the first step in setting up a new food business. The Shire will ascertain the suitability of the food business in the proposed location. Consulting with a Planning Officer can determine whether the following approvals are required

- Planning approval for the use or development;
- Signage approval;
- Alfresco dining approval

Building

If you are constructing a new premise or making changes to an existing premise, you may be required to submit a building permit application. It is advisable to discuss your proposal with Building Services to determine if this is necessary.

Environmental Health

All new food businesses and alterations to existing food businesses are required to be assessed and approved by the Shire's Environmental Health Officers, even if Planning and Building approvals are not necessary. Two sets of plans as detailed should be submitted for assessment and approval gained prior to commencing the fit out.

- Food Business Design Application – ALL SECTIONS COMPLETED.

Two copies of the following – A3 maximum

(Please refer to the Guidelines for the Establishment, Construction and Fit Out of Food Premises Guidelines)

- Layout (drawn to scale of not less than 1:50)
- Floor Plan
- Details of ceiling style and light fittings
- Sectional Elevations (drawn to scale of not less than 1:50)
- Mechanical Exhaust Ventilation Plans (drawn to scale of not less than 1:50)
- Site Plan (drawn to scale of not less than 1:200)
- Drainage Diagram
- Details of waste storage and disposal areas
- Specifications of all cooking equipment (stoves, ovens, fryers etc)
- Details of the types of food being prepared and/or sold

Prior to opening to the public, you are required to contact the Shire to arrange for an Environmental Health Officer to undertake a final inspection for compliance with the approved plans and conditions of approval.

Liquor Licence

Should you be applying for a liquor licence, you should first make application to the Department of Liquor, Racing and Gaming. A Section 39 and a Section 40 document may be required by the Department which will provide direction on submitting these to the Shire for endorsement.



The Shire does not assess Occupational Health and Safety requirements as part of the design assessment. Consider other legislative requirements when designing your food premises.

Food Business Fees

Registration and annual fees apply to food businesses within the Shire. Please refer to the Annual Fees and Charges Schedule for the current fees.

<http://www.manjimup.wa.gov.au/your-shire/services/fees-charges>

Design and Construction Requirements

Design of the food premises

Consider the pattern of food flow to ensure adequate space is provided to enable operational efficiencies. Take into account the amount of storage space needed for dry foods, fruit and vegetables, cooking equipment, crockery etc, as well as assessing refrigerated storage requirements. Sufficient area needs to be allocated for storing clothing and personal effects of staff (a change room may be required), storage of refuse and recycling, cleaning materials, chemicals and the like.

Adequate supply of potable water shall be provided

Food businesses must have an adequate supply of potable water for all activities that use water. Warm water is required for hand washing facilities and hot water for washing equipment. A hot water system will be needed to achieve the temperature requirements of the standards.

Effective disposal of sewage and waste water

A grease trap shall be located away from food preparation areas, preferably outside the building. For sewerred properties, the Water Corporation should be contacted for information regarding plumbing requirements and the necessity to have a grease trap, sizing, location etc. For non-sewerred areas please contact the Shire's Environmental Health Officers for further advice. More information is available from the Department of Health Website at the following link;

<http://www.public.health.wa.gov.au/cproot/2455/2/GuideOnApplyingForWWSysApproval.pdf>

Premises shall be pest proof

Holes and difficult to access spaces are required to be sealed. Pest control devices are to be located so that they do not contaminate food.

Storage of waste and recyclables

Storage areas shall be pest proof and able to be effectively cleaned. Flooring of external storage areas shall be paved, graded, drained and provided with a hose tap. Flooring of

internal waste storage rooms shall be impervious, coved, graded and drained. Surface walls are to be smooth and impervious. Ventilation, pest proofing and hose tap shall be provided.

Walls and ceilings

Walls and ceilings shall be designed and constructed in a way that is appropriate for the activities being conducted. Please refer to tables 3.2 and 3.3 of AS 4674 – 2004 for suitability of wall and ceiling finishes for food preparation areas.

Requirements for walls and ceilings that protect food shall be:

- able to be effectively cleaned;
- non-absorbent and impervious; and
- sealed to prevent dirt, dust and pests getting into the area.

Walls and ceilings of food premises shall be constructed to prevent harbourage of vermin in voids and cavities. They shall be non-perforated, free of open joints, cracks and crevices and finished in a light colour to facilitate cleaning. Drop in ceiling panels are not permitted in food preparation and open/unprotected food areas.

Food preparation areas will generally be required to have one of the following wall finishes:

- Stainless steel with welded joints and waterproof screw covers;
- Ceramic tiles with an epoxy grout;
- Vinyl sheet with heat welded or sealed joints;
- Trowelled cement with a polished surface; or
- Pre-formed panels with H bar joints mastic sealed.

Skirting boards, picture rails, open joint spaces, fixing screws, cracks and crevices are not permitted in food preparation areas.

Pipes, conduits, electrical wiring and the like shall be concealed in floors, walls, plinths and ceilings. Penetrations and openings are to be sealed. In existing buildings, they can be fixed onto brackets to maintain a 25mm clearance from adjacent services.



*Drop in ceiling panels are not permitted.
Lights must be flush with the ceiling and have a cover.*

Floors

Floor surfaces should be smooth, impervious (unable to absorb water, grease, food etc), and easy to clean and maintain.

Acceptable finishes include tiles, epoxy and poly-vinyl sheeting.

Plinths (slab used at base of equipment for support) need to be covered and solid.

Coving (the curved edge between the wall and the floor) should have the same finish as the floor and continue up the wall for at least 100mm. Aluminium or feathered edge skirting is not permitted. Acceptable finishes include stainless steel, tiles, high gloss painted preformed panels and high gloss painted plaster.

Toilet facilities

Provision of toilets for staff and customers is determined in accordance with the Building Code of Australia. Food businesses must ensure that adequate toilet facilities are provided for food handlers. Access to customer toilets shall not be through food preparation areas. Staff toilets shall be located within a reasonable distance from the food handlers' work area.

A hand wash basin must be located immediately adjacent to any toilet facilities

Fixtures, Fittings and Equipment

Fixture, fittings and equipment shall be adequate for their intended use and designed, constructed and installed such that they are able to be easily cleaned and to allow easy cleaning of adjacent areas.

Equipment is to be installed so that it is either moveable for cleaning, built into walls and vermin-proofed, butted against walls with the joints sealed, or have sufficient clearances from adjacent surfaces as specified in AS 4674 – 2004.

Please refer to table 4.4 of AS 4674 – 2004 for approved construction materials and specific requirements for fixtures, fittings and equipment.

Equipment is to be supported on wheels or castors, plinths, or 150mm high legs (solid metal or capped tubular steel brackets or framework).

Benches

Where the underside of a fixed bench meets the wall, it must be sealed.

Splashbacks must be at least 300 millimetres high.

Cold Rooms

Spaces that are above, behind or beside the cold room that cannot be easily cleaned or accessed must be fully enclosed.

A temperature display gauge is required to be located on the outside of the cold room so that it can be read without entering the cold room.

The cold room must have adequate shelving for storage of food items off the floor.

Floors need to be coved at the floor to wall junction.

Cooking Appliances



To enable easy and effective cleaning of cooking equipment, consider equipment that:

- *can be placed on metal legs (a minimum 150 millimetres high) so it is off the ground or bench top with sufficient space to clean under and around;*
- *can be easily moved, that is, mounted on wheels;*
- *is sealed to a solid, filled plinth with coving.*

Lighting

Light fittings in food preparation areas and equipment light/heat fittings shall be designed so that they are easy to clean, flush fitting, provided with covers to contain globes or tubes in case they shatter, and will not harbour insects or dirt.

Protective Barriers

Sneeze guards are required when there is a risk of contamination of food by customers, particularly for self service or food displays.

Barriers are not required where the customer can be kept at a distance greater than 150 centimetres from the food preparation area or cooking surface.

Food kiosks are particularly vulnerable and may require additional barriers to prevent contamination.

Sinks

Different sinks are required to undertake food preparation, from those that are used for cleaning and sanitising. The minimum a food premises will need are as follows:

- **A Food Preparation Sink** should be provided for the sole purpose of washing food products. Separated from other sinks by a physical barrier, to prevent contamination of food from other kitchen activities. The barrier must have a smooth impervious finish that is 300 millimetres high and runs from the back of the bench to the front of the bench.
- **A Double Bowl Sink** for dishwashing, or a single bowl sink and commercial dishwasher.



Dishwashing sinks must be of a suitable size to cover the largest piece of kitchen equipment, for example pots and pans.

- **A Cleaners Sink** or access to tap (positioned lower than benchtops) with disposal to sewer.
- **A Handwash Basin** located within five metres of food preparation and food handling areas. If these areas are separated by a wall, a basin is required in each area.



Handwash basins must be of a sufficient size to wash hands and forearms. Supplied with warm water through a mixer tap.

Cleaning and Sanitising

A food premises selling only pre-packed food or uncut fruit and vegetables is required to have a minimum of a single bowl sink.

All other food premises require a minimum of a double bowl sink unless all equipment and utensils are to be sanitised in a dishwasher, In this situation, a single bowl sink would be deemed to be sufficient.

A pot sink shall be provided if necessary to wash larger items. To enable equipment to be sanitised, a double bowl sink will be required. Additional vegetable preparation and food immersion sinks may need to be provided depending on the type of food being prepared.

To enable sanitation requirements to be met, dishwashers/glass washers are recommended where reusable eating and drinking utensils are used.

Sinks shall be provided with a continuous supply of hot and cold running water.

For further information, please refer to Section 4.1 of AS 4674 – 2004.

Hand washing facilities

Hand wash basins shall be provided so that they can be easily accessed in areas where food handlers work (ie within 5 metres from food preparation, open/unprotected food, and equipment washing areas). Hand basins shall have a permanent supply of warm running water through a single outlet. Liquid soap and single use paper towels, or other approved means of drying hands hygienically, shall be provided for each basin. The basin shall be clearly designated for the purpose of hand washing only.

Food contact surfaces

Food contact surfaces shall be easily cleaned, smooth and impervious and made of materials that will not contaminate food, eg stainless steel.

Storage

Storage will need to be provided away from food and cooking equipment for:

- Cleaning chemicals and equipment;
- Staff personal belongings;
- Office paperwork and equipment; and
- Dry goods and food packaging materials should be stored in a room with the same wall, floor and ceiling finishes as the kitchen and be sealed to prevent entry by pests.



Remember to consider your staff needs and storage requirements in the design of the food premises. This is often overlooked and can be a costly late addition.

Ventilation

Sufficient natural or mechanical ventilation shall be provided in cooking areas to effectively remove fumes, smoke, steam and vapours. AS 1668.2 requires that a mechanical exhaust system be provided when cooking appliances have a maximum power input of more than 8kW for electrical appliances or 29 Mj/h for gas appliances i.e. deepfryers.



*Mechanical exhaust ventilation is required if you are installing a deep fryer or a single piece of cooking equipment that has a total power input exceeding *kW of 29MH/z*

The design and installation of the mechanical ventilation system must be certified. Proof of certification must be provided at the final inspection. Advise your installer that the mechanical exhaust ventilation system must meet Australian Standards 1668.1 and 1668.2.

Common Application Problems

The following are some common issues that affect the ability of the Shire to assess and approve applications.

Design and Construction Errors

Getting your food premises design and construction wrong can cost you money, time and effort. The Shire has addressed in this package common design and construction errors and provided some solutions and tips for getting it right the first time.

A Food Business Design Application may be refused if information required as part of the application is insufficient or does not meet legislative requirements.

Insufficient Information

Many Food Business Design Application and Food Business Registrations are lodged with insufficient information to assess the design or registration: such as;

- Incorrect names and address information (an applicant is the person making application, not a company or group name);
- No list of directors or management supplied with the application; or
- No fee submitted with application.

Poor Quality Plans

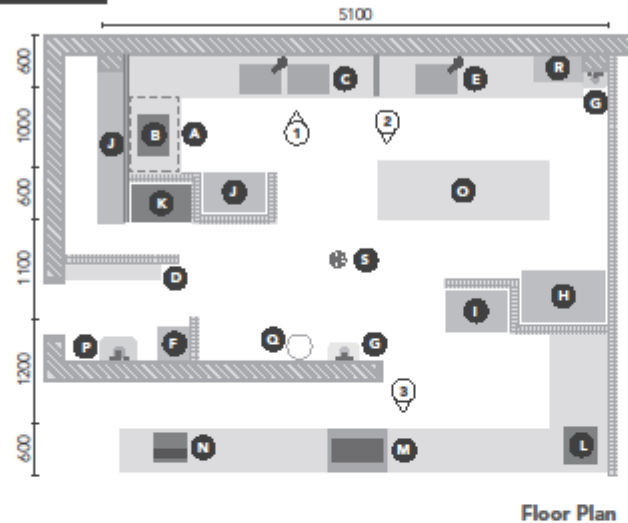
Missing or inadequate plans can delay the assessment of your application. Some common issues with plans include;

- Missing elevations;
- Illegible;
- Not to scale;
- Incorrect size (i.e. A1 or A5); and
- Missing finishes schedule (details of the materials that will be used for floors, coving, wall, ceiling and benches).

Example Floor Plan and Sectional Elevations (not to scale)

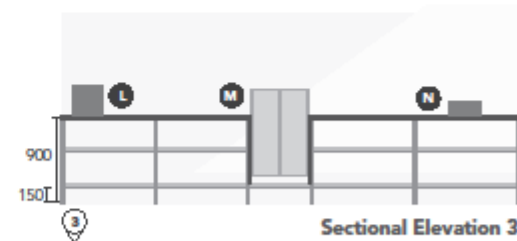
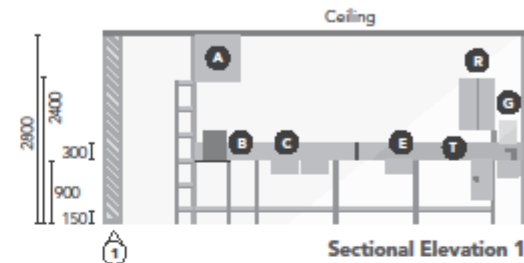
Equipment List

- A** Mechanical exhaust ventilation
- B** Deep fryer
- C** Double bowl stainless steel wash sink (both 400mmx500mm)
- D** Staff personal effects storage
- E** Stainless steel food preparation sink
- F** Chemical storage unit
- G** Stainless steel hand wash basin (11L capacity)
- H** Upright commercial refrigeration unit
- I** Upright drinks fridge
- J** Dry goods storage
- K** Commercial pie warmer
- L** Coffee machine
- M** Refrigerated display cabinet
- N** Cash register
- O** Stainless steel food preparation bench
- P** Cleaners' sink
- Q** Waste bin
- R** Storage cupboard
- S** Floor waste drain
- T** 300mm stainless steel splashback



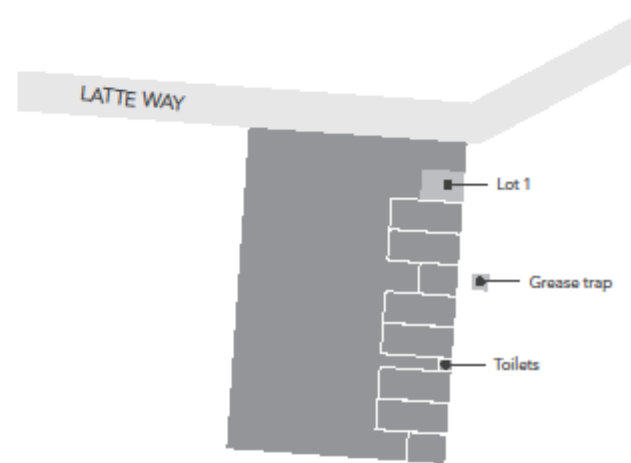
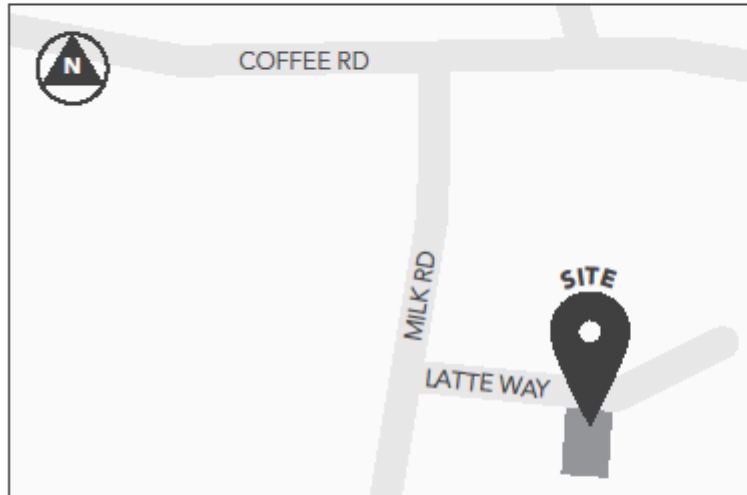
Finishes Schedule

Floor and coving: Ceramic tiles and coving to all walls.
 Walls: Timber framing.
 Wall lining: 10mm plasterboard, white gloss enamel finish
 Benches: Stainless steel bench, splashback and frame.
 Front counter: Laminex bench top, beige.
 Coiling: Sealed plasterboard, white gloss enamel finish.



Example Cafe 24 Latte Way Food Business Pty Ltd	Date: 2 May 2014	Scale: 1:50 on A4 sheet	Drawing No: 01	Sheet No: 02	Draftsman Pty Ltd
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Example Site Plan
(not to scale)

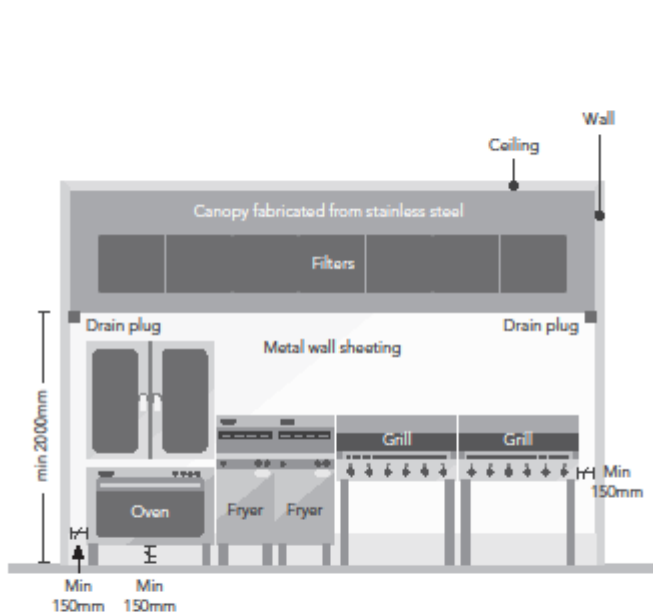


<u>Project</u>	<u>Site Location</u>	<u>Real Property Description</u>
Example Cafe	24 Latte Way	Lot: 1 RP: 12345

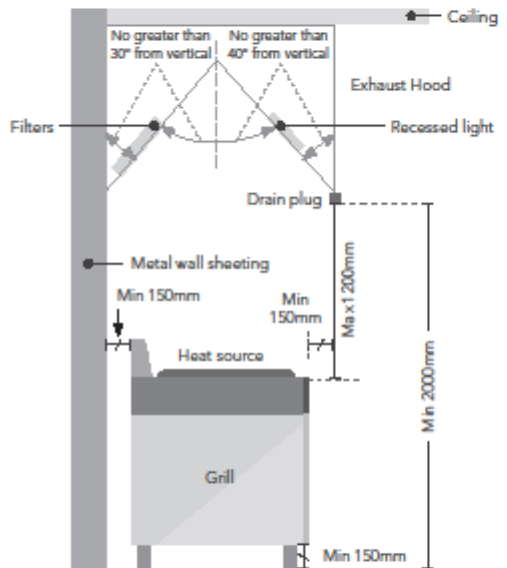
Example Cafe 24 Latte Way Food Business Pty Ltd	Date: 2 May 2014	Scale: 1:50 on A4 sheet	Drawing No: 01	Sheet No: 02	Draftsman Pty Ltd
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**Mechanical Exhaust Ventilation
Example Plan (not to scale)**

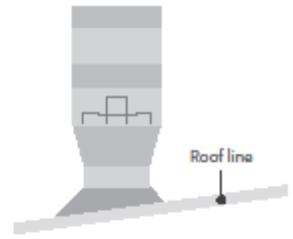
Exhaust canopy contractor to supply engineers certificate on completion of installation.
All work must comply with Australian Standard 1668.



Front Elevation



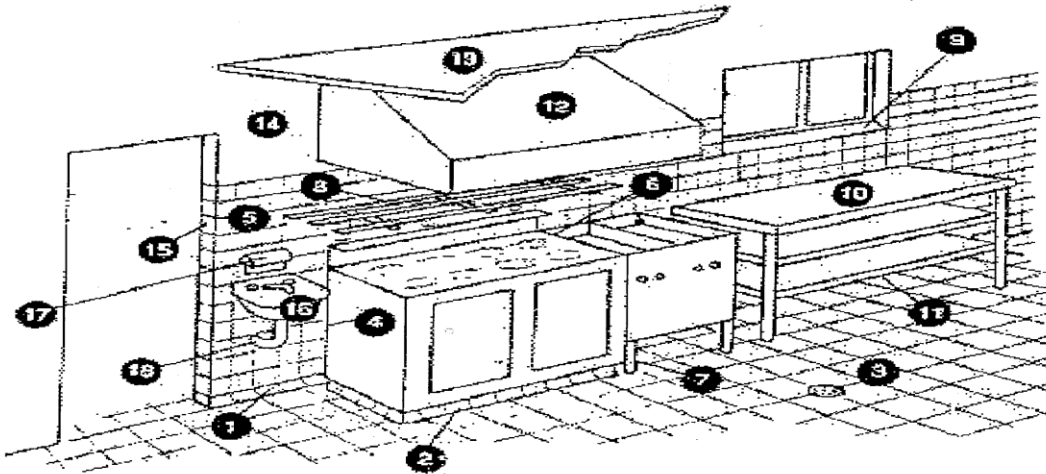
Side Elevation



Discharge Point

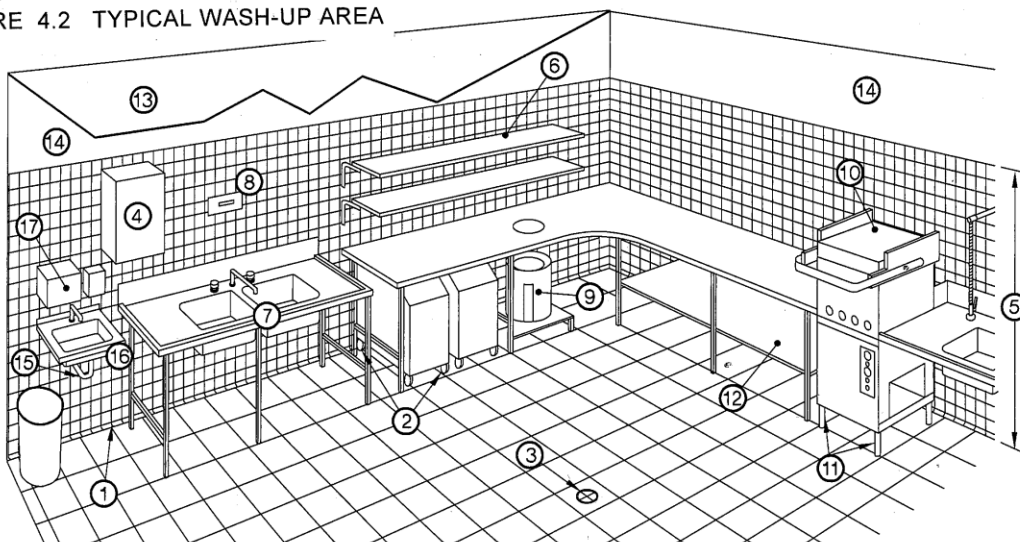
Example Cafe 24 Latta Way Food Business Pty Ltd	Date: 2 May 2014	Scale: 1:50 on A4 sheet	Drawing No: 01	Sheet No: 02	Draftsman Pty Ltd
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EXAMPLE: FOOD PREPARATION AREA



- | | |
|--|--|
| 1. Floor / wall coving | 10. Preparation bench – steel framed |
| 2. Plinth | 11. Bottom shelf 250mm above floor |
| 3. Impervious floor graded and drained | 12. Mechanical exhaust ventilation canopy |
| 4. Fittings sealed to wall or 150mm clear | 13. Rigid smooth faced ceiling |
| 5. Walls | 14. Smooth cement rendering |
| 6. Sealing between fittings | 15. No timber door frames |
| 7. Legs 150mm minimum | 16. Hand Basin – hot and cold water mixer |
| 8. Open design racks | 17. Soap and towel |
| 9. Splayed windowsill 300mm above prep bench | 18. Water and drainage pipes concealed in wall |

FIGURE 4.2 TYPICAL WASH-UP AREA



LEGEND:

- | | |
|---|--|
| ① = Floor/wall coving | ⑩ = Dishwasher with temperature indicating device |
| ② = Castors to under bench storage | ⑪ = Legs 150 mm min. |
| ③ = Impervious floor graded and drained | ⑫ = Underside of support bracket 150mm to the finished floor surface |
| ④ = Hot water heater sealed to wall | ⑬ = Painted plasterboard ceiling |
| ⑤ = Walls tiled | ⑭ = Smooth cement rendering |
| ⑥ = Shelving 25 mm clear of wall | ⑮ = Water drainage pipes concealed into walls |
| ⑦ = Sink unit on metal frame | ⑯ = Hand basin, hot and cold water mixing set |
| ⑧ = Thermometer | ⑰ = Soap and towel dispenser |
| ⑨ = Garbage receptacle | |