



Food Premises Fit Out Checklist

FSS: [Food Safety Standards](#)

SFA: [Safe Food Australia: A guide to the food safety standards](#)

Walls

Standard	Performance Criteria	Acceptable Solutions
FSS 3.2.3 Clause 11 SFA page 123	<input type="checkbox"/> Appropriate for the area and are provided where they are necessary to protect food <input type="checkbox"/> do not provide places for pests to hide <input type="checkbox"/> are able to be effectively cleaned <input type="checkbox"/> where provided to protect food, are: <ul style="list-style-type: none"> sealed to prevent dirt, dust and pests getting into the area impervious to grease, food matter and moisture easy to clean effectively 	<input type="checkbox"/> Smooth ceramic tiles <input type="checkbox"/> Gloss painted plasterboard sheeting <input type="checkbox"/> Stainless steel sheeting <input type="checkbox"/> Splash backs provided to sinks and benches <input type="checkbox"/> Heat resistant material behind cooking equipment <input type="checkbox"/> Other materials demonstrating compliance with performance criteria

Floors

Standard	Performance Criteria	Acceptable Solutions
FSS 3.2.3 Clause 10 SFA page 120	<input type="checkbox"/> Designed and constructed in a way that is appropriate for the activities conducted <input type="checkbox"/> Able to be effectively cleaned <input type="checkbox"/> Impervious to grease, food matter and moisture <input type="checkbox"/> Laid so that there is no ponding of water <input type="checkbox"/> Unable to provide harbourage for pests	<input type="checkbox"/> Ceramic tiles with sealed grout <input type="checkbox"/> Continuous Commercial-grade polyvinyl <input type="checkbox"/> Smooth, sealed concrete <input type="checkbox"/> Laminate timber with sealed joints <input type="checkbox"/> Non-slip stainless steel <input type="checkbox"/> Other flooring demonstrating compliance with performance criteria <input type="checkbox"/> Coving provided at floor-wall junctions

Ceilings

Standard	Performance Criteria	Acceptable Solutions
FSS 3.2.3 Clause 11 SFA page 123	<input type="checkbox"/> Appropriate for the area and are provided where they are necessary to protect food <input type="checkbox"/> do not provide places for pests to hide <input type="checkbox"/> are able to be effectively cleaned <input type="checkbox"/> where provided to protect food, are: <ul style="list-style-type: none"> sealed to prevent dirt, dust and pests getting into the area impervious to grease, food matter and moisture easy to clean effectively 	<input type="checkbox"/> Painted plasterboard sheeting <input type="checkbox"/> Stainless steel sheeting <input type="checkbox"/> Smooth ceiling panelling with all panels present and adequately installed <input type="checkbox"/> Other materials demonstrating compliance with performance criteria

Food transport vehicles		
Standard	Performance Criteria	Acceptable Solutions
FSS 3.2.3 Clause 17 SFA page 144	<input type="checkbox"/> Designed and constructed to protect food if there is a likelihood of contamination during transport <input type="checkbox"/> The parts of the vehicle used to transport food can be effectively cleaned <input type="checkbox"/> The surfaces in contact with food can be sanitised if necessary	<input type="checkbox"/> Enclosed vehicle <input type="checkbox"/> Internal surfaces designed and constructed so they can be effectively cleaned (and sanitised if required)

Water supply		
Standard	Performance Criteria	Acceptable Solutions
FSS 3.2.3 Clause 4 SFA page 108	<input type="checkbox"/> Adequate quantity <input type="checkbox"/> Potable water <input type="checkbox"/> Appropriate temperature	<input type="checkbox"/> Adequate quantity of hot water for the activities undertaken <input type="checkbox"/> Connected to mains water supply <input type="checkbox"/> Hot water (i.e. $\geq 50^{\circ}\text{C}$) connected to wash up facilities <input type="checkbox"/> Warm water (i.e. $20\text{-}40^{\circ}\text{C}$) connected to hand washing facilities

Sewerage and waste water		
Standard	Performance Criteria	Acceptable Solutions
FSS 3.2.3 Clause 5 SFA page 113	Must have facilities that: <input type="checkbox"/> Effectively dispose of all sewage and waste water <input type="checkbox"/> Are constructed and located so that there is no likelihood of the sewage and waste water polluting the water supply or contaminating food	<input type="checkbox"/> SA Water sewerage system <input type="checkbox"/> Trade waste agreement <input type="checkbox"/> Separate cleaning sink or floor drain for water disposal <input type="checkbox"/> Alternative wastewater system demonstrating compliance with performance criteria (with Council approval)

Garbage and waste storage		
Standard	Performance Criteria	Acceptable Solutions
FSS 3.2.3 Clause 6 SFA page 114	Must have facilities that: <input type="checkbox"/> Adequately contain the quantity and type of waste and recyclable matter <input type="checkbox"/> Enclose the garbage or recyclable matter to keep pests and animals away <input type="checkbox"/> Are designed and constructed so that they can be easily and effectively cleaned	<input type="checkbox"/> Council bins with closed lids <input type="checkbox"/> Commercial (bulk) bins with closed lids <input type="checkbox"/> Garbage room designed in accordance with Clauses 10 and 11 <input type="checkbox"/> Bins large enough or in sufficient numbers to contain all the waste produced until the next waste removal from the premises <input type="checkbox"/> Bins emptied as frequently as required <input type="checkbox"/> Alternative waste storage demonstrating compliance with performance criteria

Lighting		
Standard	Performance Criteria	Acceptable Solutions
FSS 3.2.3 Clause 8 SFA page 119	<input type="checkbox"/> Provides enough light for the activities conducted <input type="checkbox"/> Fixture and globes can be easily and effectively cleaned <input type="checkbox"/> Poses no likelihood of causing food contamination	<input type="checkbox"/> Natural light <input type="checkbox"/> Artificial lighting with cover/diffuser <input type="checkbox"/> Artificial lighting with shatterproof globes <input type="checkbox"/> Alternative lighting demonstrating compliance with performance criteria

Fixtures and fittings		
Standard	Performance Criteria	Acceptable Solutions
FSS 3.2.3 Clause 12 SFA page 127	<input type="checkbox"/> Adequate for the production of safe and suitable food <input type="checkbox"/> Fit for their intended use <input type="checkbox"/> Designed, constructed, located and installed so that: <ul style="list-style-type: none"> • they will not contaminate food • they can be easily and effectively cleaned • adjacent surfaces can be easily and effectively cleaned • they do not provide harbourage sites for pests <input type="checkbox"/> Food contact surfaces must be: <ul style="list-style-type: none"> • able to be easily and effectively cleaned and (if applicable) sanitised • unable to absorb grease, food particles and water • made of material that will not contaminate food <input type="checkbox"/> Eating and drinking utensils must be able to be effectively cleaned and sanitised	<input type="checkbox"/> Adequate refrigerated space for the volume of food that needs to be refrigerated or cooled <input type="checkbox"/> Refrigerated or hot-display units that can hold all displayed food under temperature control <input type="checkbox"/> All fixtures, fittings and equipment are in good repair and working order <input type="checkbox"/> Raw wood is sealed, coated or painted <input type="checkbox"/> Food storage containers, utensils and other equipment are food grade <input type="checkbox"/> Insect control devices are located away from exposed food <input type="checkbox"/> All fixtures, fittings and equipment can be moved for cleaning <input type="checkbox"/> Equipment is able to be easily dismantled for cleaning (if necessary) <input type="checkbox"/> Shelving and equipment is raised up off the floor to allow for effective cleaning below <input type="checkbox"/> Adequate storage for all dry goods <input type="checkbox"/> Adequate storage for all equipment and utensils

Ventilation		
Standard	Performance Criteria	Acceptable Solutions
FSS 3.2.3 Clause 7 SFA page 116	<input type="checkbox"/> Prevents the build-up of fats, oils, moisture and food particles on walls, ceilings and other surfaces that may otherwise attract pests or enable moulds or microorganisms to grow <input type="checkbox"/> Effectively remove fumes, smoke, steam and vapours that could taint food <input type="checkbox"/> Helps prevent potential hygiene issues, for example, from food handlers sneezing or coughing if smoke is not removed	<input type="checkbox"/> Natural ventilation – for areas where there is little or no cooking that generates steam or greasy air <input type="checkbox"/> Mechanical Ventilation in compliance with AS1668, AS4674 and the Building Code of Australia <input type="checkbox"/> Alternative ventilation demonstrating compliance with Performance Criteria

Washing facilities (preparation and cleaning purposes)		
Standard	Performance Criteria	Acceptable Solutions
FSS 3.2.3 Clause 12 SFA page 128	<input type="checkbox"/> Washing facilities are of adequate size and quantity to clean and sanitise all equipment and utensils <input type="checkbox"/> Designed, constructed, located and installed so that they will not cause food contamination	<input type="checkbox"/> Double bowl sink OR <input type="checkbox"/> Single bowl sink PLUS commercial dishwasher <input type="checkbox"/> Separate food preparation sink(s) if frequently washing/rinsing/draining food <input type="checkbox"/> Glass dishwasher (optional) <input type="checkbox"/> Alternative design demonstrating compliance with performance criteria

Storage Facilities		
Standard	Performance Criteria	Acceptable Solutions
FSS 3.2.3 Clause 15 SFA page 142	<input type="checkbox"/> Adequate storage is available for items likely to be a source of food contamination including chemicals, clothing and personal belongings. <input type="checkbox"/> Stored items are unlikely to contaminate food or food contact surfaces	<input type="checkbox"/> Separated staff room OR <input type="checkbox"/> Clearly designated shelving, cupboard or lockers for staff items <input type="checkbox"/> Separate cleaning room for the storage of chemicals and cleaning items OR <input type="checkbox"/> Designated cupboard or shelving for the storage of chemicals and cleaning items <input type="checkbox"/> Designated office room or area for all stationary, paperwork and other office equipment

Toilet facilities		
Standard	Performance Criteria	Acceptable Solutions
FSS 3.2.3 Clause 16 SFA page 143	<input type="checkbox"/> Toilet facilities for food handlers are available either on the premises or nearby	<input type="checkbox"/> Internal staff toilet with air lock <input type="checkbox"/> Internal staff toilet with single door and mechanical ventilation <input type="checkbox"/> Self-closing device on internal toilet door is recommended <input type="checkbox"/> Adequate hand washing facilities in all toilets <input type="checkbox"/> External staff toilet <input type="checkbox"/> Internal or external common toilet <input type="checkbox"/> Appropriate number of toilets as per the Building Code of Australia

Hand washing facilities		
Standard	Performance Criteria	Acceptable Solutions
FSS 3.2.3 Clause 14 SFA page 136	<input type="checkbox"/> Located where they can be easily accessed by food handlers <input type="checkbox"/> Immediately adjacent to the toilets or toilet cubicles <input type="checkbox"/> Permanent fixtures <input type="checkbox"/> Connected to, or provided with, a supply of warm running potable water <input type="checkbox"/> A size that allows easy and effective washing of hands, face and arms <input type="checkbox"/> Clearly designated for the sole purpose of washing hands, arms and face	<input type="checkbox"/> Hand washing facility provided in any areas where unpackaged foods or drinks are handled <input type="checkbox"/> Hand washing facilities are within easy access of all food handlers – may require multiple facilities in the same area to achieve this <input type="checkbox"/> Hand washing facilities are completely clear and not blocked by any doors, benches, equipment etc. <input type="checkbox"/> Hand washing facility is large enough to wash hands, face <u>and arms</u> easily <input type="checkbox"/> Fixed hand washing facility plumbed with mains water and connected to sewer <input type="checkbox"/> A constant supply of warm water (e.g. 20°C-40°C) is provided to the hand washing facilities <input type="checkbox"/> Hand washing facility is a separate basin and tap and is clearly designated for hand washing ONLY <input type="checkbox"/> Hand washing facility provided adjacent to toilet facilities <input type="checkbox"/> If only packaged foods are handled, a hand washing facility is not required <input type="checkbox"/> Home based businesses may receive a written exemption from Council for the use of an alternative hand washing facility

General Provisions		
Standard	Performance Criteria	Acceptable Solutions
FSS 3.2.3 Clause 3 SFA pg 133	<input type="checkbox"/> Be appropriate for the purposes for which they are used <input type="checkbox"/> Provide adequate space for food production and equipment <input type="checkbox"/> Facilitate easy and effective cleaning, sanitising and maintenance <input type="checkbox"/> Keep out dust, dirt, fumes, smoke and other contaminants <input type="checkbox"/> Prevent access by and harbourage of pests	<input type="checkbox"/> Appropriate location in relation to other activities – separation of preparation areas for raw and ready to eat foods <input type="checkbox"/> Enough room to carry out all food handling tasks without compromising food safety <input type="checkbox"/> Completely sealed walls, floors, ceilings with no cracks or gaps <input type="checkbox"/> Large equipment can be easily cleaned around and under or is able to be moved for cleaning – this includes cooking equipment fridges, mixers etc. <input type="checkbox"/> Shelving can be easily and effectively cleaned under <input type="checkbox"/> Flyscreens on any openable windows <input type="checkbox"/> Flyscreens or flystrips that completely cover entries and exits

Definitions

Equipment – means the whole or part of:

- (a) any utensil, machinery, instrument, device, apparatus or appliance that is used, or that is designed or intended for use, in or in connection with the handling of food; or
- (b) any substance, utensil, machinery, instrument, device, apparatus or appliance that is used, or that is designed or intended for use, in cleaning anything referred to in paragraph (a).

Food – means

- (a) any substance or thing of a kind used, or represented as being for use, for human consumption (whether it is live, raw, prepared or partly prepared); or
- (b) any substance or thing of a kind used, or represented as being for use, as an ingredient or additive in a substance or thing referred to in paragraph (a); or
- (c) any substance used in preparing a substance or thing referred to in paragraph (a) (other than a substance used in preparing a living thing) if it comes into direct contact with the substance or thing referred to in that paragraph, such as a processing aid; or
- (d) chewing gum or an ingredient or additive in chewing gum, or any substance used in preparing chewing gum; or (e) any other substance or thing declared to be food under the Australian New Zealand Food Authority Act 1991 of the Commonwealth and prescribed by the regulations whether or not the substance, thing or chewing gum is in a condition fit for human consumption.

Food business – means a business, enterprise or activity other than primary food production that involves:

- (a) the handling of food intended for sale
- (b) the sale of food, regardless of whether the business enterprise or activity concerned is of a commercial, charitable or community nature or whether it involves the handling or sale of food on one occasion only.

Food handler – means any person who directly engages in the handling of food, or who handles surfaces likely to come into contact with food, for a food business.

Food premises – means any premises including land, vehicles, parts of structures, tents, stalls and other temporary structures, boats, pontoons, including premises used principally as a private dwelling, but does not mean food vending machines or vehicles used only to transport food.

Handling – of food includes making, manufacturing, producing, collecting, extracting, processing, storing, transporting, delivering, preparing, treating, preserving, packing, cooking, thawing, serving or displaying of food.

Primary Food Production – is the growing, cultivation, picking, harvesting, collection or catching of food, and includes:

- (a) transport or delivery of food on, from or between the premises on which it was grown, cultivated, picked, harvested, collected or caught.
- (b) packing, treating (for example washing) or storing of food on the premises on which it was grown, cultivated, picked, harvested, collected or caught, and
- (c) any other food production activity prescribed by another Act.

Sell means:

- (a) barter, offer or attempt to sell
- (b) receive for sale
- (c) have in possession, display, send, forward or deliver for sale
- (d) dispose of for valuable consideration
- (e) dispose to an agent for sale on consignment
- (f) provide under contract of service
- (g) supply food as a meal or part of a meal to an employee for consumption at work
- (h) dispose of by way of raffle, lottery or other game of chance
- (i) offer as a prize or reward
- (j) give away for the purpose of advertisement or in furtherance of trade
- (K) supply under a contract with accommodation, service or entertainment
- (l) give the food away from a food business to a person
- (m) sell for the purpose of resale

Temperature control – means maintaining food at a temperature of:

- (a) 5°C, or below if this is necessary to minimise the growth of infectious or toxigenic micro-organisms in the food so that the microbiological safety of the food will not be adversely affected for the time the food is at that temperature.
- (b) 60°C or above
- (c) Another temperature – if the food business demonstrates that maintenance of the food at this temperature for the period of time for which it is so maintained, will not adversely affect the microbiological safety of the food.