



Melton City Council

# Food Establishment Specifications

**Civic Centre**  
232 High Street  
Melton VIC 3337

**Postal Address**  
PO Box 21  
Melton VIC 3337

**Civic Centre and Library**  
193 Caroline Springs Blvd  
Caroline Springs VIC 3023

Phone: 9747 7200  
Fax: 9743 9970  
W: [melton.vic.gov.au](http://melton.vic.gov.au)



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# INTRODUCTION

All food businesses must register under and comply with the Food Act 1984 and comply with the Food Standards Code Australia and New Zealand (FSANZ).

Melton City Council's Food Establishment Specifications have been designed to help proprietors design their premises in a manner that meets the legislative provisions of the Food Act 1984, all food standards and Food Safety Standard 3.2.3 Australian Standard Fit Out AS4674-2004.

The design of a food establishment should be such that promotes the safe and efficient preparation, handling and storage of food.

The design and construction of food premises must:

- be **appropriate** for the activities for which the premises is used
- provide **adequate space** for the activities to be conducted on a 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.

The following departments and organisations may be contacted in preparing your application for registration:

Item	Department or Organisation	Phone number
Building permit	Melton City Council Building department	03 9747 7200
Town planning permit	Melton City Council Planning department	03 9747 7200
Signage or outdoor seating	Melton City Council Local Laws	03 9747 7200
Western Water or City West Water (this will depend on the location of your premises)	Western Water	1300 650 422
	City West Water	131 691
Trade Waste (you must contact the water authority for consent on trade waste and grease traps)	Western Water	1300 650 422
	City West Water	131 691
Liquor Licence	Victorian Commission for Gambling and Liquor Regulation	1300 182 457

## REGISTRATION PROCESS

Prior to commencement of construction, renovation or alteration to any type of food business, it is recommended that plans be submitted to Council's Environmental Health Services for assessment. This will ensure that what you build will be compliant with food based regulation.

Floor plans of the premises should be drawn to a scale of not less than 1:100 detailing the following:

1. Every part of food premises.
2. The nature of work processes to be carried out in each room.
3. All areas where food preparation is to take place.
4. Location of all fixtures, equipment, furniture and benches.
5. Specifications describing the materials to be used in the construction of walls, floors, ceilings, benches, cupboards, shelves, etc.
6. Details of any mechanical exhaust system to be installed.

Please note that you may be asked to submit samples of materials that are to be used in the construction of the premises.

## PLANS AND SPECIFICATIONS

It is recommended that prior to undertaking any works at a proposed food premises or at an existing food premises one (1) copy of plans be submitted for assessment, prior to work commencing:

The plans must be drawn accurately to a scale of not less than 1:100 and must include:

1. Details of the proposed layout of the premises showing the position of all benches, appliances, equipment, counters and other fixtures.
2. Specifications which list all materials to be used, finishes to floors, walls, ceilings, cupboards and work benches and details / descriptions of all equipment to be used.
3. 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.
4. Where mechanical ventilation is required additional plans must be submitted which include:
  - a. a full dimensional drawing showing end and front elevation.
  - b. energy output figures on all cook tops along with the mechanical vent specifications.
  - c. details relating to the filter capacity, rated motor power and provision for makeup air.
  - d. details showing the flue and flue height.



## FLOOR

Graded floors must have a maximum distance of 5 metres to any drain.

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 ponding of water**
- to the extent that is practicable, be **unable to provide harbourage** for pests.

The floor surface of each room in a food establishment should be constructed from an approved material that is smooth and impervious and suited to the process that is to be carried out.

Such finishes may include:

- quarry tiles with epoxy grouting
- ceramic tiles with epoxy grouting
- concrete surface with an epoxy resin
- welded sheet vinyl over an approved thickness of fibrous cement sheeting

Floor wastes are required:

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

Floors flushed with water or hosed down must be graded to a minimum fall of 1 in 100 and drained to the sewer in compliance with the relevant water authority.

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

## SUITABILITY OF FLOOR FINISHES

<div>Floor Area</div> <div>Finish</div>	Wet Washed areas	Food Preparation areas	Vegetable Preparation	Servery	Store Room	Chillers / Freezers	Bin Store Areas	Comments
Stainless steel non-slip profile	•	•	•	•	•	•	•	Welded joints
Tiled floor surface	•	•	•	•	•	•	•	Epoxy grout / 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					•			
Plastic matting				•				Used for safety reasons only It shall be easily cleaned and laid in sections that can be removed for cleaning
Cork tiles								Sealed
Epoxy resin	•	•	•	•	•	•	•	Complying with AS 3554

## COVING

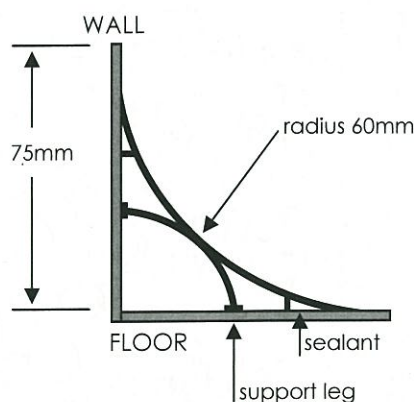
All floor / wall junctions where food is prepared and / or stored must have approved coving with a minimum radius of 50mm so that the angles between the floors and walls are concavely rounded. Coving is to also be installed on the kickboards of cupboards at floor level.

Coving should extend up the wall or other vertical surfaces to a height of not less than 75 millimetres and be constructed in such a way as to produce a smooth continuous union.

Types of approved coving materials include:

- Pre formed ceramic tiles
- Plastic or aluminium / stainless steel coving
- Commercial vinyl sheeting over a coving fillet to provide support so that the vinyl doesn't crack.

Note: The use of flexible rubber coving purchased in roll form is not acceptable.



## GREASE TRAPS

The location of any grease traps as required by the water authority should be shown on the floor plan. The water authority should be contacted to ensure compliance with its regulations. If a grease trap is not required, written evidence is to be provided to the Environmental Health Services Unit.

Grease traps shall not be located in areas where food, equipment or packaging materials are handled; the grease trap **MUST** be located **OUTSIDE** the premises.

Access for emptying grease traps shall not be through the areas where open food is handled or stored or where food contact equipment and packaging materials are handled or stored.

Before a business is registered evidence must be provided that the trade waste consent from the relevant water authority has been obtained.



## WALLS

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

Walls and ceilings must 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.

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, gloss paint should be used to enable adequate cleaning.

The surface of internal walls should be capable of being readily cleaned. Walls in areas where food is handled or manufactured should be smooth and impervious to a height of 1.8 metres above the floor or 450mm above bench tops.

Wall surfaces above a height of 1.8 metres must then be finished with a smooth washable surface (ie: two (2) coats of washable gloss paint).

Walls behind cookery equipment should be faced with a smooth and impervious material to the underside of the mechanical canopy.

All service pipes shall be concealed beneath the surface of walls, floors and ceilings or alternately pipes can be fixed clear of the wall or floor at such a distance as to enable easy cleaning. A minimum clearance of 25mm is required.

Architraves, skirting boards, picture rails or any other projection on walls should be removed and all windowsills splayed at an angle of not less than 45° from the horizontal.

## SUITABILITY OF WALL FINISHES

<div>Wall Area</div> <div>Finish</div>	Wet Washed areas	Food Preparation areas	Vegetable Preparation	Servery	Store Room	Chillers / Freezers	Bin Store Areas	Comments
Stainless steel	•	•	•	•	•	•	•	Welded joints Waterproof screw covers
Ceramic tiles	•	•	•	•	•	•	•	Epoxy grout
Vinyl sheet	•	•	•	•	•	•	•	Heat welded joints
Painted plaster					•		•	Smooth finish
Feature brick / stone								
Aluminium sheet	•	•	•	•	•	•	•	Welded or sealed joints
Steel sheet							•	Welded or sealed joints
Trowelled cement sealed		•	•	•	•	•	•	Polished surface
Wood panelling								Wood sealed
Painted brickwork					•		•	Flush joints and solid surface
Concrete					•		•	Sealed smooth finish
Pre-formed panels	•	•	•	•	•	•	•	H bars joints mastic sealed. In wet areas / food preparation shall be integrated into a dwarf wall or set on plinth.



## CEILINGS

The ceilings of those parts of an establishment wherein food is manufactured, prepared, packed or stored other than in unopened packages must:

- a. Be finished with a smooth, dust proof, non porous material
- b. Be painted in a washable gloss paint of a light colour.

Flush jointed plasterboard is typical of the required surface.

**Note: Drop in panels are not accepted over areas where unwrapped or exposed food is handled or stored.**

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

The ceiling in all parts of an establishment must be capable of being readily and thoroughly cleaned.

## LIGHTING

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

All lighting in areas where food is to be prepared must be a minimum of 500 lux. Lighting in all other areas (storage, retail, etc) lighting must be a minimum of 110 lux.

Light fixtures should be flush mounted or recessed within the ceiling. Where exposed food is handled or stored, wrap-around dust and shatterproof diffusers should be fitted.

## VENTILATION

Mechanical exhaust systems are required for most cooking equipment (ie. stoves, deep fryers, ovens, rotisseries, etc) and dishwashers or other washing equipment that vent steam which is likely to cause condensation on walls and ceilings (i.e. commercial dishwashers). The total maximum output exceeding 8kW for electrical appliances and 29 MJ/h for gas appliances.

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

The capture velocity must not be less than 0.5 metres / second and the canopy must extend either 150mm or 300 mm depending on the cooking activity beyond the front and sides of the cooking equipment.

**Note: Domestic mechanical exhaust canopies may only be permitted in certain circumstances and may only be permitted with the approval of the Environmental Health Services unit. You should check first.**

# APPLIANCES, FIXTURES, FITTINGS AND EQUIPMENT

## LOCATION

All equipment and appliances used in the manufacture, preparation, storage and sale of food should be placed no closer than 150mm to any wall and / or on metal legs or castors. They should also be placed not less than 150mm high unless sealed to the floor in such a manner as to eliminate any open gap and which prevents liquids, food particles, grease or other refuse from collecting.

## CONSTRUCTION

All surfaces of tables, benches, counters, appliances, equipment and fittings must be constructed of rigid, durable, impervious materials and must be free of cracks and crevices as far as practicable.

Approved materials include stainless steel or "laminex" type products.

All bars and counters displaying food should be fitted with glass window plates so as to protect food from contamination by customers.

## SHELVING

All shelving should be kept to a minimum of 25mm clear of walls and be fixed on metal supports with the lowest shelf not less than 150mm above floor level.

Surfaces of shelving shall be smooth and impervious, free from cracks and crevices and suitable to the nature of work process to be carried out.



## SPECIFIC REQUIREMENTS

Fitting Fixture or Equipment Type	Guideline
Tables / Benches Shelves / Trays Storage Units	Must be constructed of an impervious durable material <b>AND</b> Must be free from cracks or crevices and be constructed with the minimum number of joints which is practicable
Refrigerator Frozen food unit Cooking stove / oven Deep fryer / heating appliance	Unless easily movable must be at least 200mm from any wall or be sealed to the wall <b>AND</b> Must be placed on legs at least 150mm high or sealed to the floor
Hot water heater Washing machine units Cupboards Counters	Unless easily movable must be at least 200mm from any wall or be sealed to the wall <b>AND</b> Must be placed on legs at least 150mm high or sealed to the floor
Temperature control units Washing equipment (dishwasher)	Provided with an efficient thermometer calibrated in the Celsius scale
Shelving	Must be at least 25mm from the wall or alternatively sealed to the wall <b>AND</b> Must be at least 150mm from the floor for effective cleaning
Service fittings	Service fittings such as pipes and electrical conduit, should be concealed in the wall or alternatively clipped out at least 25mm clear of any wall and at least 100mm clear of the floor to prevent harbourage of vermin and to permit ease of cleaning.
Fixed equipment / appliances or fittings	Must be so placed as to permit any space above, below, at the sides or behind it to be readily accessible for the purpose of inspection and cleaning.
Food preparation counters in front of the customer	Protective barriers to be provided between the customer and the food.
Large storage bins	Must be provided with wheels or be easily movable in order to facilitate cleaning of the area.
Thermometers	An immersion thermometer with a metal stem that is accurate to +1° Celsius <b>MUST</b> be provided on the premises for the purposes of regularly monitoring food temperatures.  Provide an effective sanitisation method for the thermometer probe and encourage the use of isopropyl swabs.

# HAND WASHING FACILITIES

Hand washing facilities must be:

- hands free
- **permanent** fixtures
- **easily accessible** for all food handlers
- of a design that encourages frequent use
- **connected to** a supply of warm running potable water through a single outlet
- of a **size** that allows easy and effective hand washing
- clearly designated for the sole purpose of washing hands, arms and face.

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

Hand wash basins must not be used for any purpose other than hand washing.

The business might do this by one of the following:

- Installing a conventional hand basin of a design that is easily recognisable as such and providing soap and drying facilities only at the basin(s).
- Putting up a sign that states 'For hand washing only' or illustration of hands being washed (stickers are available from Council).
- Indicating that the facility is not to be used for food and utensil washing.

An adequate number of hands free hand wash basins must be supplied within close proximity to each food handling and preparation area for all food handlers to wash their hands regularly. Generally, close proximity is defined as food handlers not having to walk more than **5 metres**.

**Note: Utensil or dishwashing sinks must not be used for hand washing.**

Each hand basin is to be supplied with the following:

- hot and cold water through a common outlet
- liquid soap dispenser
- disposable paper towel
- a waste bin.

It is recommended that each hand basin be provided with a 450mm high splashback on surrounds where splashing may occur either out of glazed ceramic tiles with epoxy grouting or stainless steel.





## CLEANING FACILITIES

### SINKS – FOOD PREPARATION AREAS

An adequate number of stainless steel double bowl sinks or triple bowl sinks must be provided with an adequate supply of hot and cold water. Sinks must be big enough to clean the largest utensils or appliances that require cleaning and sanitising. Sinks installed next to wall surfaces should be provided with integral flashing to prevent splashing and water damage.

Where food handling involves frequent washing of fruit and vegetables, a separate food preparation sink must be installed.

If required by the water authority, the sink may also need to be connected to the grease trap.

Adequate storage space is to be provided for the stage of cleaned utensils so that they are able to air dry.

Note: Generally, hot water means water with a temperature of at least 70°C.

### DISHWASHERS

Heated water must be supplied to dishwashers and glass washers and shall be capable of washing and rinsing in one continuous operation.

If the dishwasher / glass washer is used for sanitising it must rinse at 80°C for 2 minutes or 75°C for 10 minutes or 70°C for 15 minutes.

### CLEANING TROUGHS

A suitable area is to be provided for the storage of cleaning equipment and materials and should include a cleaner's trough with an adequate supply of hot and cold water.

## STORAGE FACILITIES

### DRY STORAGE AREA

An adequate storage area must be provided for the separate storage of bulk dry ingredients.

Storage areas should include:

- Adequate shelving to store food at a minimum of 150mm off the floor.
- Suitable food grade storage containers with tight fitting lids.

All dry ingredients must be stored away from cleaning chemicals and equipment.

### REFRIGERATION AND FROZEN STORAGE

Adequate refrigeration and freezer storage must be provided for the storage of perishable foods. The amount of units required is dependent upon the volume of the business (i.e meals served, customers, delivery frequency, etc).

Cool rooms, freezers and chillers must have:

- Internal and external lining surfaces of aluminium, stainless steel or colour bond.
- All joints and seams adequately sealed.
- Adequate artificial lighting.
- A smooth and impervious floor fitted with approved coving.
- Adequate shelf storage must be corrosion resistant and easily cleanable.
- Motor located outside the unit.
- Cooling unit discharge connected directly to the sewer or stormwater.
- Temperature gauge installed externally.
- Alarm that can be operated from inside the cool room.

### UTENSIL STORAGE

Adequate storage facilities must be provided for all utensils to ensure that they are protected from the possibility of contamination by pests, chemicals and other foreign materials that in turn will contaminate food that will be produced.

### STORAGE OF PERSONAL ITEMS

Maintenance equipment (i.e tools, nails etc) may contaminate food and should be stored in a separate area away from food preparation. Separate facilities should be provided for the storage of employees' outdoor clothing and personal effects. Such facilities may include a cupboard, locker or change room.



## STORAGE OF CLEANING EQUIPMENT

A room or a cupboard is to be provided for storing pesticides, detergents, sanitisers and cleaning equipment such as mops, brooms and buckets.

## REFUSE DISPOSAL AND STORAGE

Food premises must have facilities for the storage of garbage and recyclable matter that:

- Adequately contain the volume and type of garbage and recyclable 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.

All garbage and refuse is to be contained in impervious containers with tight fitted lids. Bins are to have their lids on when they are not in use.

For larger food premises, a suitable bin area should be provided which is of sufficient size to accommodate the number of receptacles to be stored there. The area must be properly bunded, graded and drained to a silt trap connected to the sewer in accordance with water authority requirements. A single outlet hot and cold water hose tap for the washing of receptacles must also be supplied.

## INSECT AND RODENT PROOFING

The design and construction of food premises must to the extent that is practicable:

- Not permit the entry of pests.
- Not provide harbourage for pests.

## WINDOWS

Every window and ventilator opening to the outer air must be covered with an approved fly wire screen.

## OPENINGS

The area surrounding where service pipes pass through the walls, floors and ceilings must be effectively sealed in order to prevent access by vermin.

## DOORWAYS

All external doorways should be provided with either:

- All full doors fitted with an efficient heavy duty self closer.
- A self closing commercial fly wire door.
- Heavy – duty plastic strips properly designed and fitted. Strips shall be of a suitable thickness and shall span the entire height and width of doorway.
- Air curtains, if used, are to cover the whole of the face of the doorway or opening and should have a velocity not less than 300 metres per minute measured at 1 metre from the floor

## YARDS

All yards must be maintained in an orderly and sanitary condition so as not to harbour any vermin.

No animals are to be kept on site.

Roller doors and automatic doors should be arranged so that air curtains come into operation immediately after the door begins to open.

Where electric insectocutors are used, care should be taken to install them in a suitable area, not located directly over food preparation working areas and away from any exposed food.

Bi-fold or other types of doors that open up the dining area to the outdoors are only permissible if the kitchen and all other food preparation 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.

Adequate toilet accommodation and hand washing facilities must be provided for staff and customers with the sanitary requirements of the Building Code of Australia. Therefore, Council's Building Department should be consulted.

In addition, sanitary conveniences must be properly designed so that they do not open directly into any room where food is manufactured, prepared, stored and / or served.

Toilets must also be located in a suitable area so that the public do not have to pass through food preparation areas to reach them.

Toilet areas must be accessible via an airlock, hallway or other room and all doors must be fitted with self – closing devices. Sanitary conveniences must be provided with mechanical ventilation exhaust and the doorway to the room adequately screened from view.



Hand wash hand basins shall be provided within or adjacent to sanitary conveniences in the ratio of one hand basin for every two water closets or less. Each wash basin shall be kept supplied with:

- An adequate supply of hot and cold water through a single outlet.
- Liquid soap.
- Disposable paper towels or other approved hand drying equipment.
- Suitable receptacles.

Toilets must be accessible at all times that the business is operating. Toilets that are not on the premises must be accessible at all times when staff are working.

The toilets must be clean and operating properly whether on or off the premises.

## REGISTRATION

Proprietors must make an application in the prescribed form to register the premises and receive approval from Council's Environmental Health Services prior to operating.

In accordance with the Food Act 1984, the name of the proprietor shall be displayed on the front of the premises.

If applicable a copy of the businesses Food Safety Program Templates as well as copies of Food Safety Supervisor Certificates must accompany registration applications. Should your business wish to use its own Food Safety Program, details of your Third Party Auditor must also be provided.

## CONTACT DETAILS

Environmental Health Services  
Melton City Council

P 03 9747 7200

E [health@melton.vic.gov.au](mailto:health@melton.vic.gov.au)

