

Checklist for fit-out - Food Premises

Customer Name(s): _____ Phone: _____ Email: _____

Premise Address: _____ Building change of use: Yes / No

Food Act Authorised Officer: _____ Date: / /

Item	Details	Clause – ANZ Food Safe Standard (FSS)	Discussed
Review by	Meeting at Council / Drawn Plans / onsite inspection	-	Please circle
Notify - FBN number	Yes / No / Application received and being processed / FBN form given to customer	3.2.2 - 4	
Premise Type	Permanent or Temporary (eg shop, home based, stall, mobile food van, B&B)		Please circle
Kitchen	Commercial vs Kitchen – see SA Health Issue 32 – January 2017 Prep of PHF in domestic kitchens	3.2.2 & 3.2.3	
Adequate FSS Skills/Knowledge	Discussed / Operating experience / previous food safety training / knowledge of FSS	3.2.2 - 3	Please circle
Food Safety Training	Discussed requirements before operation commences / food handler induction / training	3.2.2 - 3	
Design	Adequate space and workflow for food activities	3.2.3 – 3 (b)	
Cool room	Condensers on cool rooms must be plumbed in to prevent the dripping water into bucket to contaminate food (eg Legionella)	3.2.3 - 12	
Temperature Control	Probe thermometer, checking temperatures, calibrating, food grade sanitising	3.2.2 - 22	
Hand wash facility	Within 5m & in same room to food prep/handling – if two rooms then two hand wash basins	3.2.3 - 14	
	Continually stocked with single use towel and soap	3.2.3 - 14	
	Single mixer tap with warm running potable water	3.2.3 - 14	
	Size adequate to hand / forearm wash	3.2.3 - 14	
Food prep sink	Separate sink for food preparation (not scullery or hand wash basin)	3.2.2 - 12	
Food grade sanitising	Dishwasher that reaches 65°C or over on a cycle	3.2.2 – 20 & 3.2.3 - 13	
	Alternate facility for items too big or delicate for dishwasher	3.2.2 - 20	
	Chemical food grade sanitising facility (usually a 3 step process) – must follow manufacturer recommendations	3.2.2 - 20	
	Adequate space to facilitate cleaning and sanitising of equipment and utensils, i.e. adequate space to permit work flow from 'dirty' to 'clean' dishes. Separate to food prep.	3.2.2 - 14	
Rinse / Wash basin	If needed (check activity and if they have a dishwasher)	3.2.3 – 10 & 11	
Walls, floors & ceilings	Smooth and impervious to prevent pest entry and to allow effective cleaning. NB: Ceiling panels that move are not complying.	3.2.3 - 12	
Backsplash	Cooking area / scullery area / hand wash facility / other (specify)	3.2.3 - 12	
Fixtures	Smooth and impervious: cupboards / bench tops / equipment	3.2.3 - 12	
Light fittings	Food prep/handling and storage areas to be shatter proofed	3.2.3 - 12	
Staff / food handler toilets	Separate hand wash to food prep / handling areas adjacent to toilet / single mixer tap with warm running water	3.2.3 - 14	
	Adequate toilets for food handlers– must be clean at all times, not entered directly off a food preparation area but through a ventilated lobby. – give copy of table (p177 of guide)	3.2.3 - 16	
Public Toilet required	Refer to Building Officer - public use toilet may be needed eg seating numbers for dining	Building Code	
Ventilation	Food premises must have sufficient natural or mechanical ventilation to effectively remove fumes, smoke, steam vapours from the food premises. eg stoves, dishwashers	3.2.3 - 7	

Non food storage area	Personal items (bags etc) / chemicals / air dry mops / other	3.2.3 - 15	
Chemicals	MSDS and correct labelling eg spray bottles. Use as per manufacturer recommendations		
Water disposal	Dirty mop water – where? (not on ground, in sink or hand basin)	3.2.3 - 5	
Garbage Area	Able to be kept clean and contain waste: eg can be washed down. Water source & drainage	3.2.3 - 6	
Pest Control Prevention	Sealed floors, ceiling, walls, screens on windows, doors, management system or contractor	3.2.2 - 24	
Recommended documentation	Temperature logs, cleaning rosters, risk assessment and critical control points (available on website) food safety plans, induction records		
Informed these documents/sites available	A Guide to the Australia New Zealand Food Safety Standards (ANZFSS) – provides expanded explanations http://www.foodstandards.gov.au/publications		
	Food Safety Rating Scheme		
	SA Health Food Business Information pack with DVD, ANZ Food Safety Standards flyers & posters		
	The Australian Standard (AS4674-2004) Design, construction and fit-out of food premises		
	FSANZ – standards, food recalls, food safety info including fact sheets in different languages for food handlers if English is not first language www.foodstandards.gov.au		
	Council Food Safety Training Fact Sheet, Food Safety Newsletters and Planning leaflet on Homebased – Home Activity www.mountgambier.sa.gov.au		
	SA Health www.health.sa.gov.au – Food Act 2001, Food Regulations 2009, ANZFSS Chapter 3 It is recommend you have onsite and easily accessible for food handlers		
	SA Water – Trade Waste Compliance Officer contact details www.sawater.com.au		
Sewage and waste water disposal	SA Water – grease trap: Emailed SA Water date: / added to advice letter	3.2.3 - 13	
Safe Drinking Water Act	Applicable: Yes / No If yes, provided fact sheet: Yes / No <i>NB: Info on websites</i>	3.2.3 – 13 & SDW Act	
Advice letter	Sent: Yes - Post / Email / Personal (collected or delivered) / No (n/a)		
Recommend onsite Meeting	Yes Date: / / No Not yet - customer to make appointment if interested	-	
Advice Disclaimer	Inform customer of the following advice disclaimer		

As part of our service to local food premises, Council provides advice about meeting food safety requirements. While Council endeavors to provide comprehensive advice, the onus is on food proprietors to familiarise themselves with their legal obligations and act accordingly. The advice given is not meant to take the place of a proprietors obtaining professional, independent advice about the design and fit-out of their food premises.

NB: Other Council requirements may apply. Planning and Building must be met before Health applies.

Referred to: Planning Officer: _____ (eg liquor licensing, signage, change of use, mobile food van)

Building Officer: _____ (eg building & fire safety requirements)

If applicable please contact General Inspectors and/or Team Leader Operational Clerical: (eg event permits, mobile food van, alfresco dining)

Further information is available at: www.mountgambier.sa.gov.au

Notes/Comments: