

Temporary Premises Fit Out **Guide**
Environmental Health Unit

Contents

Contents	1
About This Guide	1
Who needs to read this guide?	1
Relevant Legislation	1
Plans	2
Types of plans required	2
Design and Layout	2
Adequate space	2
Cleaning, sanitising and maintenance	3
Floors	3
Walls and Ceilings	3
Walls	3
Ceilings	3
Fixtures and Fittings	4
Equipment for food preparation and storage	4
Equipment for cleaning and sanitising	6
Lighting	7
Lighting system	7
Light fittings	7
Ventilation	7
Hand Washing Facilities	7
Water Supply	8
Waste Water Disposal	8
Storage of Rubbish	9
Temperature Control	9
Thermometer	9
Protection of Food from Contamination	9
Storage	9
Processing	9
Display	9
Transportation	10
Protection of single use items	10
Appendix 1 – Key Definitions	11
Appendix 2 – Floor Plan	13
Appendix 3 – Artist Impression	14

About This Guide

This guide is intended for individuals or businesses involved with the design, construction and fit-out of temporary food premises, such as stalls at markets or shows. It provides guidance to operators with designing and constructing a temporary food premises.

The correct fit-out of a food business is important as it allows a premises to be easily cleaned and maintained and also allows good hygiene practices to be undertaken.

Who needs to read this guide?

This guide will be useful if you are intending to operate a temporary food business. The guide aims to ensure that premises undertaking food activities:

- are easy to clean and maintain,
- have sufficient space, facilities, and equipment to undertake their activities in a manner that produces safe and suitable food,
- have services such as potable water, effective sewage disposal, and sufficient light and ventilation for their food handling operations,
- provide adequate facilities for food handling staff to maintain personal hygiene and equipment cleanliness to a standard that will protect food against contamination,
- prevent the entry of pests and pest harbourage.

Relevant Legislation

The set up and operation of a food business, must comply with the *Food Act 2006*, the Food Safety Standards and the Australian Standard 4674-2004 (Design, construction and fit out of food premises). Knowledge and understanding of these requirements is necessary to adequately design and construct a food business.

You can obtain a copy of the *Food Act 2006* from Council's website or the Queensland Government website www.legislation.qld.gov.au or call Go Print on 07 3246 3500.

The Food Safety Standards is available on Council's website or the Food Standards Australia New Zealand website www.foodstandards.gov.au.

The Australian Standard 4674-2004 (Design, construction and fit out of food premises) can be purchased from the Standards Australia website www.saiglobal.com or by calling 1300 654 646.

Plans

When designing or constructing a temporary food premises obtaining plans will be one of your first steps. The plans allow Council to assess the proposed temporary premises before construction commences saving operators time and money. Before construction starts, copies of all plans (drawn to scale) must be lodged with the relevant application form, fee, and supporting information to Council with the [Application for Food Business Licence](#).

Details on how to apply for a Food Business Licence is contained in Council's [Food Business Application Guide](#).

Types of plans required

You must submit copies of the following types of plans for your premises:

- site plan to a suitable scale (e.g. 1:200) including car parking, rubbish area, adjacent land uses, and toilet. A hand drawn plan is suitable for temporary premises,
- floor plan to a suitable scale (e.g. 1:50). A hand drawn plan is suitable for temporary premises.

Design and Layout

Section 2 of the *Food Safety Standard 3.2.3* requires temporary food premises to be designed and constructed to:

- be appropriate for the activities conducted on the premises,
- provide adequate space for all activities conducted and all equipment to be used or stored,
- allow easy cleaning and sanitising if required of all structures and equipment,
- prevent the entry of pests, dusts, fumes, smoke, and other contaminants,
- exclude sites that are favourable for pests to harbour.

Adequate space

Proper planning of a temporary food premises will ensure that adequate space and areas for food activities and storage of equipment. Adequate space must be provided for:

- dry goods,
- hot and cold foods (including refrigerators, freezers, bain maries in storage, and display areas),
- cleaning chemicals and equipment,
- waste,
- food contact utensils,
- single use items,
- packaging,
- potable water storage,
- washing facilities including handwash and utensil wash up

Cleaning, sanitising and maintenance

The design of a temporary food premises must provide suitable access to enable effective and efficient cleaning procedures of all equipment, fittings, surfaces, and areas. Refer to the Fixtures and Fittings section for more information.

Floors

Sections 9 and 10 of the *Food Safety Standard 3.2.3* requires flooring in food premises to be:

- appropriate for the activities conducted on the premises,
- able to be effectively cleaned,
- unable to absorb grease, food particles, or water,
- laid so there is no ponding of water,
- unable to provide harbourage to pests.

Stalls set up on concrete or paved areas do not require additional flooring. Temporary stalls located on grass or bare earth would be required to have suitable flooring to prevent the contamination of food. The flooring shall be free of cracks and crevices and ideally be comprised of a single piece. Suitable flooring includes:

- vinyl,
- canvas,
- tarps.

Walls and Ceilings

Sections 9 and 11 of the Food Safety Standard 3.2.3 require walls and ceilings in food premises to:

- be appropriate for the activities conducted on the premise,
- protect the food from contamination where necessary,
- prevent the entry and harbourage of dirt, dust, and pests,
- be unable to absorb grease, food particles, or water,
- be able to be easily and effectively cleaned.

Walls

The temporary food premises should be provided with three walls to prevent dirt, dust and debris from entering the stall and potentially contaminating food. Walls also protect food from contamination by members of the public. Walls should be made of a suitable material such as tarps, canvas, or similar material. The walls should be securely fitted to the stall and appropriately anchored if required.

Ceiling

Stalls located in buildings or other roofed structures do not require a separate roof for the stall. Stalls located outside are required to have a roof. The roof may be provided by tarps, canvas, or similar materials being securely fitted to the top of the stall covering the entire food preparation area.

Fixtures and Fittings

Sections 9 and 12 of the *Food Safety Standard 3.2.3* require fixtures and fittings including equipment to be:

- adequate for the production of safe and suitable food,
- fit for their intended use.

The sections also require fixtures and fittings including equipment and food contact surfaces to be designed, constructed, located, and installed so that:

- there is no likelihood of food contamination,
- they can be easily and effectively cleaned,
- surrounding surfaces can be easily and effectively cleaned,
- they do not harbour pests.

Equipment for food preparation and storage

Thermometers

A temporary food premises must have a probe thermometer that is accurate to $\pm 1^{\circ}\text{C}$ to measure the internal temperature of potentially hazardous foods. The thermometer must be readily accessible at the premises.

Cold and frozen storage

Storage equipment designed to store food cold must be large enough to adequately store cold food and be able to store the food at or below 5°C . Storage equipment designed to store frozen food must be able to keep the food frozen solid. The recommended temperature for frozen food is -15°C or below. If food handling activities involve the cooling of food, the cold storage equipment used in the process must be able to cool the food within the timeframes required by the Food Safety Standards.

Where large amounts of food are required or the event runs over several days a mobile cold room should be used. Mobile cold rooms must have:

- walls lined with a smooth impervious material,
- all joins must be sealed,
- floors that are smooth and impervious, and coved to wall junction,
- floors that are graded to the door opening,
- doors that are able to be opened from the inside,
- internal shelving that is made of galvanised piping (with sealed ends), stainless steel, or other suitable material as approved by Council. The shelving must be able to be easily removed for cleaning, is clear of the walls and ceiling, and the lowest shelf must be above the floor to allow for cleaning,
- easy access to food preparation areas which must be located adjacent.

Benches, tables, and preparation counters

Benches, tables, and preparation counters must be:

- constructed of an impervious material such as laminated plastic or stainless steel with vermin proof joints,
- free of any cracks, crevices, or unsealed where food or liquid can accumulate,
- made of stainless steel or similar if the bench will be subjected to heat,
- sealed to the wall with an appropriate material if the bench is against the wall and not able to be easily moved,
- protected by a barrier (sneeze guard) if the bench is within two meters of customers.

Equipment stored on benches must be able to be easily moved for cleaning purposes by one person or sealed to the bench.

Sneeze guards or protective barriers must be designed to protect food from contamination. See Figure 1.

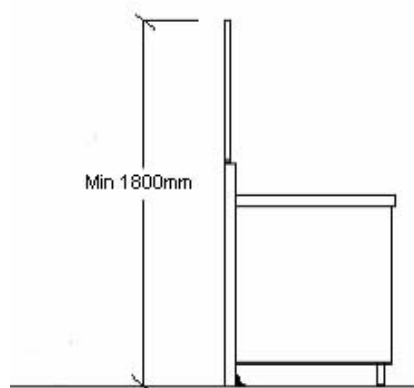


Figure 1. Example of a sneeze guard

Cooking Equipment

Stoves and cooking appliances must be kept clear of walls to enable access for cleaning and be completely vermin proof.

Cooking appliances must be:

- placed apart to prevent the accumulation of grease and food,
- placed together with gap between the appliances sealed with a suitable material,
- placed together and fitted with castors to allow them to be moved for cleaning.

Cooking appliances should be kept away from benches or storage areas not being used in the cooking process.

It is also recommended that where cooking is undertaken, a fire extinguisher or other fire suppression system be installed where it can be easily accessible.

Food preparation sinks

If food preparation involves the immersion or rinsing of food, the food premises will require a food preparation sink. The food preparation sink must be of a size adequate for the type and quantity of food preparation being undertaken and must only be used for food preparation. Washing up utensils or hand washing cannot occur in the food preparation sink. Installing appropriate signage at the sink stating its purpose is recommended.

The food preparation sink must be provided with potable water.

Food contact equipment

No food contact equipment such as fry pans and food storage containers must be stored off the ground or in impervious containers.

Equipment for cleaning and sanitising

Facilities for cleaning and sanitising

Washing up facilities must be provided to a temporary stall. The facilities must include a source of hot water, dishwashing bucket or similar, detergent and chemical sanitiser. These facilities should be completely separate from the hand washing facilities. The supply of water should be adequate for washing utensils and cleaning food contact surfaces within the stall. The waste water must be removed regularly. See Section 11 for more information.

Food premises are required to have facilities appropriate to the length of the event and activities undertaken at the premises. For the cleaning and sanitising of utensils, a food premises must have one of the following, depending on the sanitising process being used. See Table 1.

Sanitising Process	Facilities Required	Comments
Chemical sanitiser (Detergent and sanitiser compatible)	Double bowl sink (Large enough to fully immerse all equipment)	Required where a chemical sanitiser is used and equipment is not required to be rinsed between washing with detergent and sanitising.
Chemical sanitiser (Detergent and sanitiser not compatible)	Triple bowl sink (Large enough to fully immerse all equipment)	Required where the equipment is required to be rinsed between washing with detergent and sanitising.

Table 1. Facilities required for a food premises depending on the sanitising process undertaken and the length of the event

Hot water supply and drainage

All facilities for cleaning and sanitising of utensils must be connected to a supply of hot and cold potable water and an approved drainage system.

Washing up can be conducted at a different location to the food premises with prior approval.

Lighting

Section 8 of the Food Safety Standard 3.2.3 requires a temporary food premises lighting system to provide sufficient natural or artificial light for the activities being undertaken at the premises.

Lighting system

A temporary food premises must provide sufficient lighting to illuminate all areas of the food premises, either natural or artificial, to enable food handlers to:

- readily see whether areas or equipment are clean,
- detect signs of pests,
- clearly see the food and equipment they are handling.

Adequate lighting promotes cleanliness by facilitating the identification of unclean areas.

Light fittings

In areas where food is handled or stored light fittings must:

- have approved diffusers (covers) or be fitted with shatter proof bulbs or tubes,
- be free of any features that would harbour dirt, dust, or insects, or make the fitting difficult to clean, e.g. free of ledges.

Any electrical cables for lighting should be secured to the roof, wall, or floor in a manner that does not pose a risk to food safety or the safety of people in the stall.

Ventilation

Section 7 of the *Food Safety Standard 3.2.3* requires a food premises to have sufficient natural or mechanical ventilation to effectively remove fumes, steam, and vapours from the food premises.

Usually temporary premises are provided with natural ventilation only. However, if mechanical ventilation is used it should meet the Australian Standard.

Hand Washing Facilities

Section 14 of the *Food Safety Standard 3.2.3* requires a food premises to provide hand washing facilities where food handlers work if their hands are likely to be a source of contamination and immediately adjacent to the toilets.

The section also requires that hand washing facilities be provided with a supply of warm potable water, a size that allows effective hand washing and clearly designated for the sole use for washing hands, arms, and face.

Thorough hand washing is essential for food handlers to reduce the risk of food contamination and food borne illness.

Hand washing facilities must be:

- located in an easily accessible position, • of a suitable size for effective hand washing,
- provided with warm water through a single spout,
- provided with an adequate supply of liquid soap in a suitable dispenser,
- provided with single use (paper) towels in a suitable dispenser,
- provided with a rubbish container in the immediate area for the disposal of the single use towels.

The hand wash facilities should be installed at bench height (approximately 900mm).

An alternative for hand wash basin would be a minimum of a twenty litre container of potable water with a spout attached to the bottom, and have a container for collecting the waste water. The waste water must be removed on a regular basis.

Water Supply

Section 4 of the *Food Safety Standard 3.2.3* requires temporary premises to have an adequate supply of potable water for all activities conducted by the food premises that require water. These activities can include food preparation, personal hygiene, cleaning, and sanitising.

Temporary food premises that do not connect to reticulated water supplies will be required to have water storage tank with a total capacity of at least ninety litres. The tank/s need to be filled with potable water.

A temporary food premises must meet the following criteria, depending on the length of the event:

- constant hot and cold water available at all times,
- running potable water under pressure provided in sufficient quantity to carry out all activities that require water,
- warm water (i.e. hot and cold water provided through a single outlet provided at all hand washing facilities to ensure effective hand washing procedures,
- hot water of a sufficient temperature to effectively clean and sanitise equipment.

Waste Water Disposal

Section 5 of the *Food Safety Standard 3.2.3* requires temporary food premises to have a waste water disposal system that effectively disposes of wastewater, and is designed and located so that it does not contaminate food or the water supply.

A temporary food premises must have a wastewater tank/s of adequate capacity where wastewater disposal facilities, such as a sewer, are not immediately available.

All waste water, such as water from hand washing or cleaning, must be disposed of to a sewer drain or other approved location. Where waste water must be stored prior to disposal, ensure that the container or any pipe work that may be associated with waste water can not leak.

Waste water storage containers in temporary premise must be emptied regularly to prevent overflowing. Ideally this should be done by a person who is not a food handler. If the waste water container must be emptied by a food handler, they must wash their hands after completing the task.

Storage of Rubbish

Section 6 of the *Food Safety Standard 3.2.3* requires a food premises to have facilities for storage of rubbish and recycling materials that:

- are adequate to contain the volume and type of refuse on the food premises,
- enclose the refuse to prevent access by vermin and animals,
- are designed to be easily and effectively cleaned.

Temperature Control

Sections 6, 8, and 10 of the *Food Safety Standard 3.2.2* require a food premises to store, display, and transport potentially hazardous food at or below 5 °C or at or above 60 °C. This is to prevent the growth of food poisoning bacteria, which multiply at temperatures between 5 °C and 60 °C with optimum growth at 37 °C.

Thermometer

All temporary food premises that handle potentially hazardous food must have a readily accessible and accurate temperature measuring device. A digital probe thermometer is recommended as its accurate to ± 1 °C and provides the core temperature of the food.

The probe thermometer should be cleaned and sanitised after each use to reduce food contamination. Cleaning involves washing with detergent to remove any visible matter and sanitising to kill bacteria and can be achieved by using alcohol swabs or a chemical sanitiser and allowing to air dry or by using a disposable paper towel.

Protection of Food from Contamination

Sections 6, 7, 8 & 10 of the *Food Safety Standards Section 3.2.2* requires that temporary food premises protect food from contamination during storage, processing, display, and transportation.

Storage

Food must be stored covered in closed containers off the ground or in enclosed impervious containers such as eskies.

Processing

When processing food, the food must not be within two metres of the public access areas such as the serving area, to ensure that it can not be contaminated. Where food is processed within two metres of public access areas a sneeze guard with a minimum height of 1.6m from the floor must be installed.

Display

Displays of unpackaged food must not be within two metres of public access areas unless adequately enclosed (e.g. enclosed bain marie) or a sneeze guard of minimum height of 1.6m from the floor must be installed.

Condiments such as sauces, mustards etc should be contained in single use packs or squeeze type dispensers to prevent contamination.

Transportation

All food must be transported covered or sealed. Food can be transported in a passenger vehicle provided that the food is appropriately covered and temperature control of potentially hazardous food is maintained.

Protection of single use items

Single use items must also be protected from contamination. Single use items should be stored in closed containers once any packaging is open. All practical measures must be taken to prevent contamination when being distributed to customers. Examples of practical measures to prevent contamination include:

- dispensing plastic straws from a dispenser that will not allow contact with all the straws,
- storing plastic cutlery upside down in dispensing containers.

Single use items such as plastic knives, forks, plates, and cups are recommended for public use.

Appendix 1 – Key Definitions

Adequate supply of water means water available at a volume, pressure, and temperature for the purposes for which the water is used.

Australian/New Zealand Standards refers to documents that are referenced by legislation to provide more detail on requirements and technical procedures.

Clean means clean to touch and free of extraneous visible matter and objectionable odour.

Coving refers to the curved junction between the floor and the wall.

Easily movable means equipment that can be moved by one person (either on wheels, castors, or sitting on the surface) to enable cleaning as often as necessary. Equipment that can not be easily moved should be provided with a clearance space around and under the equipment to enable cleaning without moving the equipment.

Equipment refers to machines, instruments, apparatus, utensils, or appliances used or intended to be used directly or indirectly with food handling. It includes any equipment used for cleaning the food premises and other equipment. It does not include single use items.

Fixed food premises means any premises that cannot be relocated including parts of building or structures used to prepare food for a sale. It does not include mobile premises, stalls, or other temporary structures.

Food handler refers to a person who directly engages in the handling of food or who handles surfaces likely to come into contact with food at a food premises.

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

Pests include birds, rodents, insects, and arachnids (includes spiders).

Potable water means water that is suitable (safe) for drinking.

Potentially hazardous food means food that has to be kept at certain temperatures to minimize the growth of any pathogenic microbials that may be present and/or to prevent the formation of toxins. Examples of potentially hazardous foods include: Meat, seafood, dairy products, orange juice, and cooked rice.

Rinsing baskets: Containers that can be submerged in hot water to hold items when sanitising and usually constructed of wire, heat resistant plastic, or perforated steel.

Safe and suitable food means food that is not considered unsafe or unsuitable. Food is likely to cause physical harm to a person who consumes it. Food is considered unsuitable if it is damaged, deteriorated, or perished in manner that affects its intended use. For example food that is out of date or contains a substance foreign to the nature of the food is unsafe or unsuitable.

Sanitising means a process that significantly reduces the number of microbes on the surface of an item to prevent the contamination of food and the transmission of infectious diseases, and is usually achieved by the use of heat and or chemicals.

Sewerage means discharge from toilets, urinals, basins, showers, sinks and dishwasher through a sewer or other means.

Single use item means an instrument; apparatus, utensil, or other thing intended by the manufacturer to only be used once and then disposed of. It includes disposable gloves.

Temperature control means maintaining potentially hazardous foods at a temperature of:

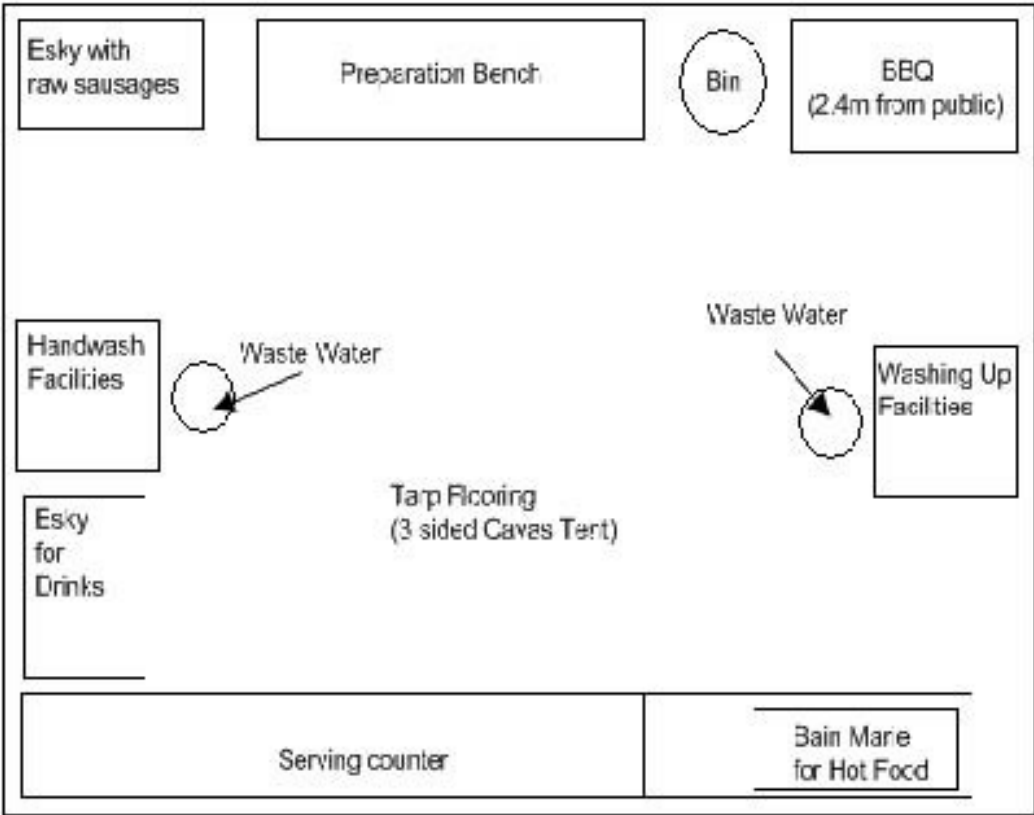
- 5 °C or below for cold items,
- 60 °C or above for hot items.

Storing food under temperature control is required to minimise the growth of pathogenic microbes and the formation of toxins.

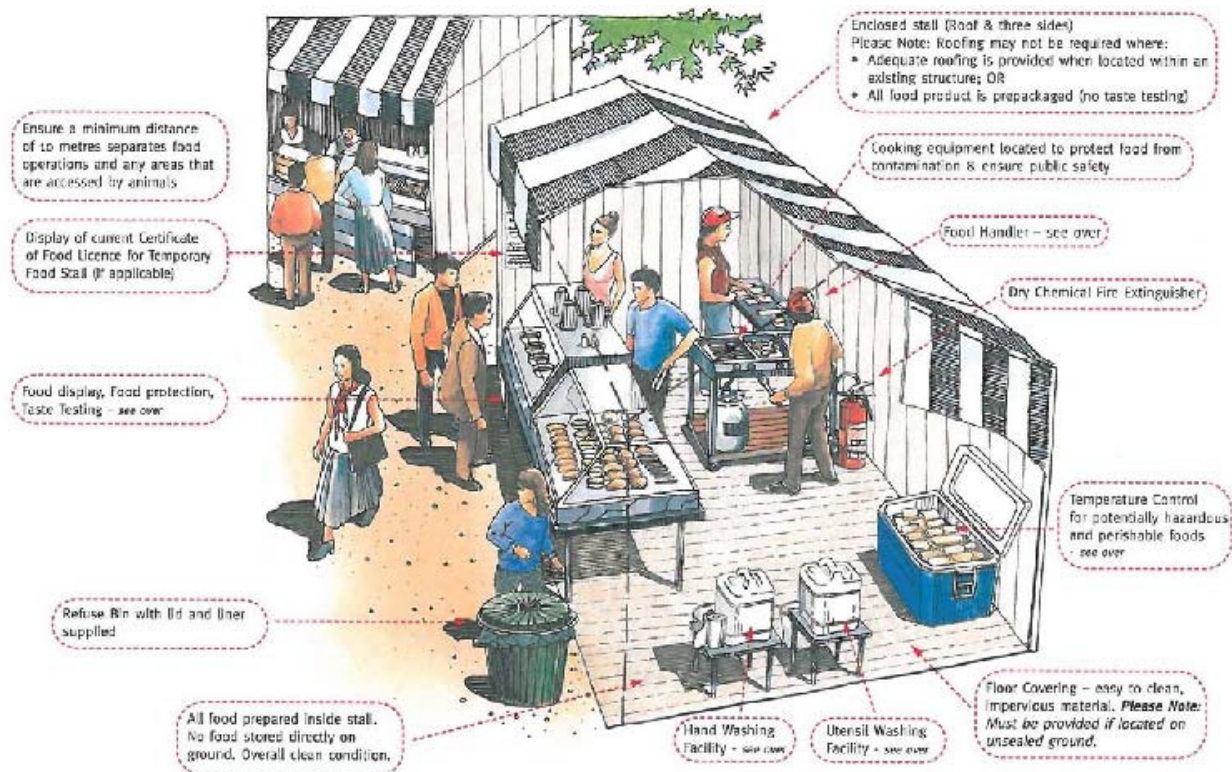
Temporary food business means premises other than fixed premises or mobile premises, and includes, for example, a stall or a tent.

Appendix 2 – Floor Plan

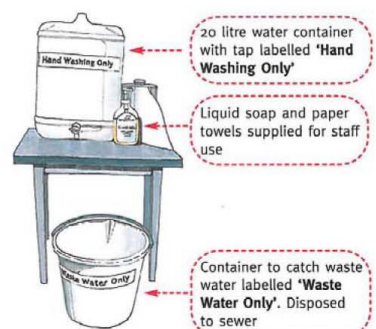
Please note that this plan is not to scale.



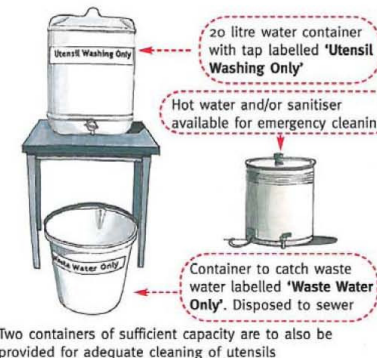
Appendix 3 – Artist Impression



Minimum hand washing facilities



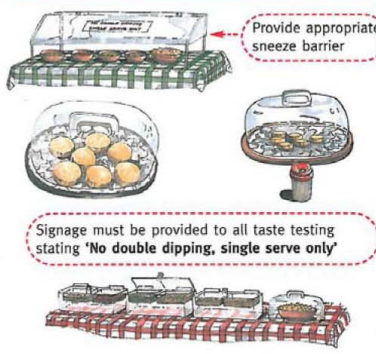
Minimum utensil washing facilities



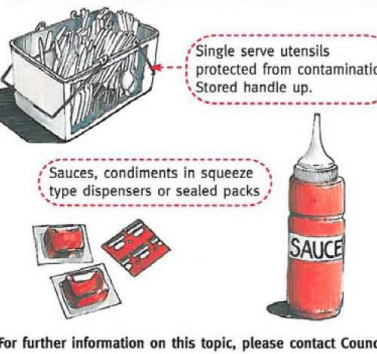
Food Handlers



Food display, food protection, taste testing



Sauces, condiments and single serve utensils



Temperature control of potentially hazardous food

