

Cutting Boards – Polyethylene (plastic) is the recommended material for cutting boards and blocks. All cutting boards must be maintained in a clean and sanitary manner.

Dipper Wells – Scoops/dippers for ice-cream, frozen confections or desserts should be kept in a dipper well with running water.

Natural Gas Cooking Equipment – Gas ranges, fryers, woks, grills; etc. should be equipped with wheels and flex-connectors (and protective chains) to allow cleaning and sanitizing of walls and floors around the equipment. Contact your local gas company for details.

Freezers/Refrigerators – Provide a sufficient quantity of refrigerator/freezer space. Indicating thermometers are required in all units.

Dishwashers – All dishwashers must be provided with accurate indicating thermometers and must use an approved sanitizing method.

Sneeze Guards – Sneeze guards are required in all public areas where food items are not individually packaged (i.e. salad bars, steam tables, etc.).

Effective sneeze guards are transparent to allow an unobstructed view of food items, no more than 45 cm (18”) in height and overlap the table by 7.5 cm (3”).

Garbage Storage – Garbage storage areas should be constructed of metal, treated wood, concrete or similar material that can be easily cleaned and prevent entry of insects and rodents.

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REMINDER

- Provide a locker or other facility suitable for the storing of employee clothing and personal belongings.
- Ensure that the premise complies with the Smoke Free Ontario Act. Smoking information and signage may be obtained by calling the tobacco information line at 519-883-2279.
- Ensure you have at least one certified food handler on staff at all times.

**Region of Waterloo
Public Health**
Health Protection and
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GUIDELINES FOR CONSTRUCTING/RENOVATING A FOOD PREMISE



Region of Waterloo
PUBLIC HEALTH

This pamphlet contains basic information you will need to obtain Health Department approval for your proposed food premises.

Detailed information can be obtained from the Ontario Food Premises Regulation 562 under the Health Protection and Promotion Act. A copy may be obtained from www.e-laws.gov.on.ca.

As well, you should obtain clearance from your municipal office regarding local zoning/by-laws.

Before a food premise is constructed or renovated, the Region of Waterloo Public Health, Food Safety Program, must be contacted. Submit a detailed floor plan of the proposed premise, including equipment layout.

If a private sewage disposal system is proposed, verify the proper authority has been notified.

If your facility is on a private water system, please contact Region of Waterloo Public Health for additional details.

FLOORS

- Floor and floor-coverings must be tight, smooth and non-absorbent (i.e. behind bar, kitchen, storage, washrooms). Examples: vinyl flooring, ceramic tile.
- Carpeting is allowed in dining areas only.

WALLS AND CEILINGS

- Walls and ceilings must be finished to allow proper cleaning and maintenance.
- A painted surface must withstand frequent cleaning.
- For splash-prone areas (e.g. cooking, dishwashing) stainless steel, arborite or ceramic tiles may be installed to protect the wall and facilitate cleaning

LIGHTING

- Ensure bright, direct light in kitchen, preparation and cleanup areas.
- Ensure sufficient light in all other areas to facilitate cleaning.
- Protective covers are required for overhead lights.

VENTILATION

- Mechanical ventilation vented to the outside is required over all cooking equipment and in washrooms.
- Contact local building/fire departments for specific details.

SINKS

- A **separate** handwash basin, with hot and cold water in a convenient location, properly equipped with liquid soap and paper towels in dispensers, is required in all food preparation areas.
- The handwash basin must not be in a segment of a two or three compartment sink.
- A two or three compartment sink for dishwashing must be large enough to easily contain any utensils or equipment to be cleaned.
- Provide dish draining racks.
- A two compartment sink is only satisfactory for cleaning non-customer utensils/dishware.
- A three compartment sink or a commercial dishwasher is required for cleaning/sanitizing customer utensils/dishware.
- A separate janitorial sink is recommended for disposal of cleaning wastes.
- If a hose is used in connection with any sink, ensure a back flow preventer is installed to

avoid the possible contamination of the potable water supply.

- Consult with your local building department for the location and size of a grease trap.

WASHROOM FACILITIES

- Facilities should provide at least one washroom for each sex to comply with Ontario Food Premises Regulation*.
- Contact your local building department for additional details and requirements.

**Note: This requirement will not be enforced against facilities by Region of Waterloo Public Health unless (a) the section is amended by the Province of Ontario for greater clarification in relation to the applicable food premises / public access to the required sanitary facilities and / or (b) directed by the Province of Ontario, Ministry of Health*

LAYOUT

- Food premises should be designed such that food flow is in one direction (for example, from receiving, to storage, to preparation, to packaging/serving).
- Chemical and clean-up storage areas must be reasonably separated from food preparation/processing areas.
- Exterior openings must be protected against the entry of pests.

EQUIPMENT

Any article or piece of food-grade equipment that is used in the food premise must be of sound, tight construction, kept in good repair and made from material that can be easily cleaned and sanitized.

Shelving – Stainless steel or pre-finished shelves are recommended for food storage. Properly sealed, wood shelves are satisfactory. Shelves must be at least 15 cm (6") off the floor.