Requirements for Floor/Building Plans

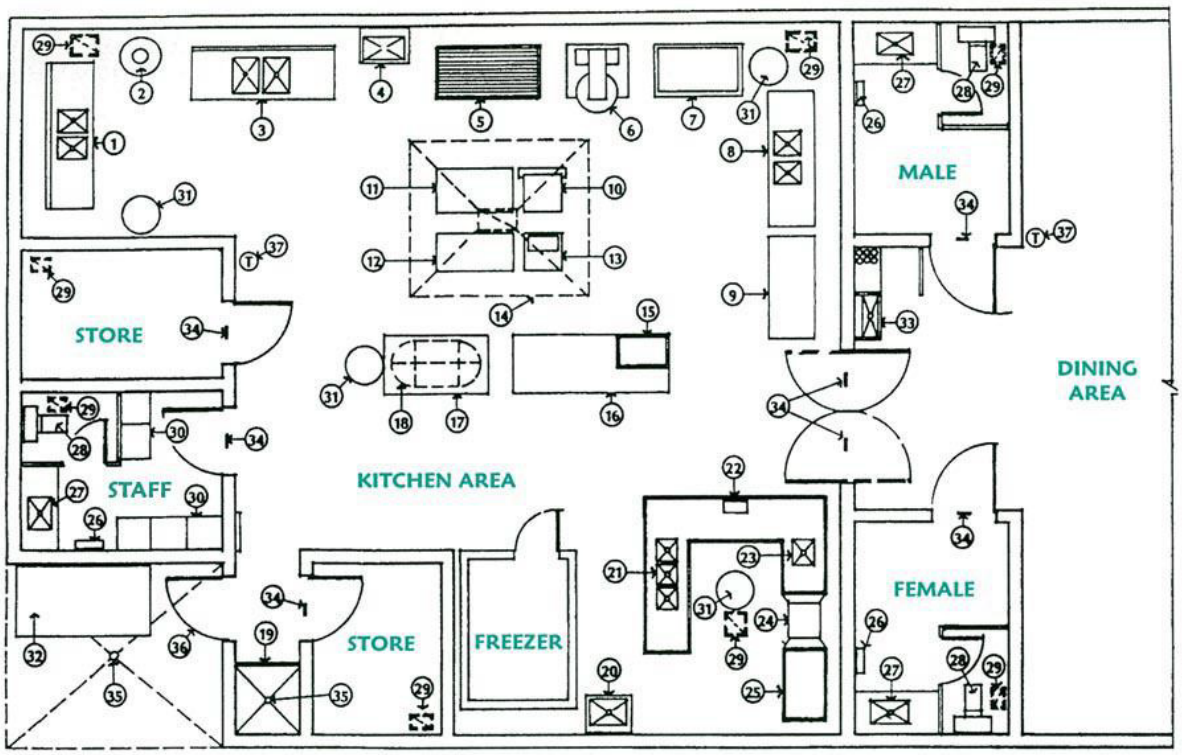
The *Food Premises Regulation* sets the requirements for food premises. A person must not construct or make alterations to a food premises unless the plans and specifications for the construction or alterations conform to the requirements of the *Food Premises Regulation* and have been approved by the Environmental Health Officer (EHO).

Before you construct or renovate a food premises you are required to submit floor/building plans for review and approval.

If you have purchased an existing food premises and have no plans for renovations or changes to the facility layout, submission of floor/building plans **may** not be required. Contact your EHO for further information.

Purpose of Document:

The information explained in this guide will help you develop a floor/building plan, similar to the diagram below, to submit to the EHO for review and approval. This document is not intended to be all inclusive.



Description of Requirements

1. Layout

- Show dimensions of all rooms and their purpose.
- Provide labels or a schedule to identify equipment and areas.
- Describe the location and size of major equipment and plumbing fixtures.
- Consider food flow and workflow when designing layout (e.g. receiving, to storage, to preparation, to service, to dishwashing) and provide details on each area and the equipment within it.
- Provide hand sink(s) information:
    - Locate separate hand sinks in the food preparation area(s). More than one hand washing station per area may be required. Handwashing stations must be adequate in number and location to ensure convenient access to all employees.
    - Handwashing sinks must be separate from food preparation sinks and dishwashing sinks.
    - All hand sinks are to be provided with liquid soap and single use hand drying products (e.g. paper towels). Common use towels are not acceptable.
- Plan and arrange to install equipment to allow for easy cleaning (e.g. equipment on casters, flexible gas lines, etc.). Cupboards or shelves for dry food storage should be raised a minimum of 15 cm (6 inches) off the floor to allow for cleaning.
- Provide storage space for cleaning supplies and personal belongings (e.g. purses, coats, etc.), separate from food and equipment storage.

2. Potable Water Supply

- Potable hot and cold water, under adequate pressure and of sufficient quantity, must be provided to meet the peak demands throughout the food premises.
- Provide the name of the water supply system.
- If a private water system will be used, discuss with your EHO regarding potability.
    - If it is a private supply, a Permit to Operate under the *Drinking Water Protection Act* will be required. Review this with your EHO as specific requirements need to be met. These will include engineering approval for system design, sampling for bacteriological and chemical constituents, completing an Emergency Response Plan, operational review, etc.

3. Sewage and Solid Waste disposal

- Indicate if sewage disposal is provided by a community (municipal) system and which community it is.
- If sewage disposal is through an onsite sewage disposal system, an assessment by a qualified practitioner is required for any existing system. If a new system will be constructed, a filing and Letter of Certification will be required as per the *Sewerage System Regulation*.
- Locate the solid waste disposal facilities.
    - Waste, refuse and recyclable materials should be removed from the premises at a frequency that will minimize odours and other conditions that attract or harbour pests.
- Grease traps must meet local bylaws and the BC Building/Plumbing Code.

4. Equipment

- Describe the type and finish of major equipment.

- Ensure that all equipment, utensils and food contact surfaces used on the premises are:
    - Constructed from materials that are suitable for their intended purpose;
    - Durable, easy to clean, and free from any noxious or toxic substances;
    - In good working order; and
    - Operated in a manner that ensures the safe and sanitary handling of food.
- Ensure that all refrigeration and hot holding equipment is of a type and capacity that is adequate to meet the needs of the premises:
    - All refrigeration units must be capable of maintaining food temperatures of not more than 4°C (40°F).
    - All hot holding units must be able to maintain food temperatures of no less than 60°C (140°F).
    - Accurate thermometers are required for all temperature-controlled units.
- Commercial dishwashers require accurate temperature gauges to monitor dishwashing and sanitizing operations:
    - Commercial dishwashers should be of suitable design and quality, e.g. NSF or ULC certified.
    - High temperature dishwashers must provide a final rinse temperature of at least 71°C (160°F) at plate level, achieved by providing 60°C (140°F) during the wash cycle and 82°C (180°F) for 10 seconds during the rinse cycle, as measured by the temperature gauge at the hot water manifold.
    - Low temperature chemical dishwashers must achieve a minimum temperature of 38°C (100°F) at the manifold and 50 ppm chlorine, or another approved combination of temperature and sanitizer, as described in the Food Retail and Food Services Code.
- For manual dishwashing (generally for premises <50 seats):
    - A three-compartment sink is required. The first sink is for washing with a suitable detergent, the second sink for rinsing in clean potable water and the third sink for immersion in an approved sanitizing solution. These sinks must be large enough to allow the largest pot or utensil to be fully submerged for sanitizing.
    - A two-compartment sink for pot and utensil washing may be suitable for operations that provide only “single service” utensils to customers.
    - Sanitizing shall occur as described in the Food Retail and Food Services Code.
    - Backsplashes are to be provided behind sinks, preparation areas and washing areas.
    - Suitably sized drain boards for air drying pots and utensils are to be provided adjacent to sinks.

5. Finished Surfaces

- Provide the finishing details on all surfaces.
    - In food preparation and storage areas, walls, ceilings, floors, shelves and counters must be smooth, impervious and easy to clean.
    - Where carpet is installed, it should only be used in the dining or public areas.

6. Ventilation

- Install ventilation according to the BC Building and National Fire Protection Association codes to keep rooms free of heat, steam, condensation, vapours, odours, smoke and fumes.

7. **Lighting**
    - Lighting must be adequate to allow for the sanitary operation and maintenance of the premises with shatterproof coverings in areas where food is prepared and stored as described in the Food Retail and Food Services Code.

8. **Sanitation Facilities**
    - Locate public and staff washroom facilities, staff dressing rooms and additional handwash sinks.
        - The number of public washrooms required by a food service operation and whether your public washrooms must be accessible to persons with disabilities is regulated by the BC Building Code.
        - Check with WorkSafe BC for the number of staff washrooms required for the facility.
        - Public washrooms must be located so that patrons do not pass through the food preparation area or storage area.
        - Washrooms may not open directly into any room where food is served, handled, prepared or stored.
        - Signs directing staff to wash their hands after using the toilet or urinal should be prominently posted at all handwashing stations or at washroom exits.
        - Washrooms should be vented directly to the outdoors and equipped with self-closing hardware on the doors.

9. **Janitorial Facilities**
    - Locate a janitorial sink and storage space for cleaning chemicals and equipment.
        - A separate janitorial sink for filling/emptying pails, cleaning mops, etc. is recommended.
        - Provide a vacuum breaker for each hose bib, or an air gap where appropriate.
        - Cleaning chemicals and equipment should be stored away from food storage and handling areas.
        - Check with Fire Department and WorkSafe BC on safe storage of chemicals.

Resources:

- BCCDC Food Protection Booklet – Vital To Your Business: https://www.bccdc.ca/resource-gallery/Documents/Guidelines%20and%20Forms/Guidelines%20and%20Manuals/EH/FPS/Food/FoodProtectionVitaltoBusiness_Mar2010.pdf
- Canadian Food Retail and Food Services Code: https://yukon.ca/sites/default/files/hss/hss-food-retail-food-services-code.pdf
- Ensuring Food Safety – Writing your own Food Safety Plan the HACCP way: https://www.bccdc.ca/resource-gallery/Documents/Guidelines%20and%20Forms/Guidelines%20and%20Manuals/EH/FPS/Food/EnsuringFoodSafetyHACCPWay.pdf
- Food Premises Regulation: https://www.bclaws.gov.bc.ca/civix/document/id/complete/statreg/11_210_99