

New Food Premises Check List

STEP ONE: CONSIDER THE FOLLOWING

Food Safety

- **Review Food Premises Regulation** for operational requirements.
- Ensure that there will be at least one food handler or supervisor on the premise who has completed food handler training during every hour in which the premises will be operating.
- Understand HACCP (Hazard Analysis Critical Control Point) requirements.

Use of Property

- Contact local municipality regarding zoning and by laws.
- Contact local fire department regarding building capacity and fire code to ensure compliance.

Landlord Tenant Responsibilities

- If leasing / renting property, make sure lease agreement is clear on who is responsible for maintenance and upkeep of premise structure and equipment.
- Consider having a lawyer review agreement for you.
- Ensure the maintenance is sufficient to meet the regulation and building code requirements.

PREPARING ONLY PRE-PACKAGED OR LOW RISK FOOD (if applicable)

- Exempt from dedicated hand wash sink requirements.
- Must still have a conveniently located sink in the kitchen area for food handlers to wash their hands. The sink does not need to be dedicated for hand washing only but must always be available.
- Exempt from mechanical dishwasher or three compartment sink requirements.
- Food premises must still have a means of washing and sanitizing dishes.
- If using a manual dishwashing method for kitchen utensils there must be at least a 2-compartment sink.
- If you use a manual dishwashing method for multi-service articles (e.g., cutlery, cups, plates, bowls which people use to eat from) there must be at least a 3-compartment sink.
- Exempt from the requirement to have a Certified Food Handler on site.
- Food Handler Certification is not mandatory, but is encouraged by Public Health.

HOME BASED FOOD PREMISES (if applicable)

- Home-based food premises must follow requirements under the Food Premises Regulation.
- **Personal home kitchens may not be used as a food premises.**
- **Cannot be a room or part of a room used as a dwelling.**

***Note:** it is not permissible to use screens, curtains, or comparable items. to partition a room used as a dwelling.

STEP TWO: MEET THE REGULATORY REQUIREMENTS

Water Supply (Source of water):

- **Municipal** or
- **Well**

If using private well water:

- Ensure water is potable (monthly tests required to show potability).
- Develop Maintenance schedules.
- Retain documentation of inspection / servicing for well.
- Treatment type (if applicable / required): _____
- Sufficient supply of hot and cold water under pressure.

Sewage Disposal (Type of disposal):

- **Municipal Sewers** or
- **Septic System**
 - If using septic system: How old is the system? _____ and
Size: _____
 - Proof of municipality approved installation.
 - Documentation of inspection.

Building Exterior

- Ensure doors and windows are:
 - Tight fitting.
 - Have no holes/gaps to outside.
 - Screens are tight fitting and in good repair, where applicable.
- Ensure adequate space is available for garbage storage facilities.
- Ensure adequate frequency of garbage pickup.

Building Interior

- Ensure floors, walls, and ceilings are:
 - Smooth.
 - Non-absorbent.
 - Easily Cleanable.

Sanitary Facilities

- If washrooms are present, they must comply with the requirements of Ontario Building Code (Contact municipality for more information).
- Ensure kept sanitary, properly equipped and in good repair at all times. Equip with:
 - constant supply of hot and cold running water.
 - supply of toilet paper.
 - durable, easy-to-clean receptacle for used towels and other waste material.
 - supply of soap or detergent; and
 - a method of hand drying that uses single-service towels or a hot air dryer.

Sink Requirements

Handwashing Sink – a separate handwashing basin is required and must always be easily accessible during food preparation.

- Must be stocked with:
 - Hot and cold running water under pressure.
 - Liquid soap in a dispenser.
 - Paper towel in a dispenser.
 - Sink cannot be used for dishwashing or food preparation.

Preparation sink separate from dishwashing sink is present.

Dishwashing requirements

Manual Dishwashing:

- 3 compartment-sink (required if using multi-use utensils – i.e., plates, cutlery, cups, etc.)
- 2 compartment-sink (acceptable for all cooking utensils).
- Sinks must be large enough to completely submerge largest item.

Mechanical dishwashing

- High temperature
- Low temperature

**Note: domestic dishwashers are not acceptable.*

Sanitizer

Approved disinfectant on site: _____
e.g., Quaternary ammonium, Chlorine, Iodine.

- Test strips on site to ensure correct concentration.
- Chemicals/sanitizers are stored separately from food storage areas.

Food Storage

Shelving holding the food is:

- Smooth.
- Non-absorbent.
- Easily Cleanable.
- All food is stored off the floor.
- All raw items are stored below / away from ready to eat foods.

Cold Storage

- Freezers able to keep frozen food frozen.
- Refrigerators able to keep all hazardous food items at 4°C or less.
- Thermometers are in all units to monitor ambient temperature of units.

Cooking/Hot Holding (if applicable)

Cooking method must be able to cook food to minimum internal temperatures. Consider which method will be used at your premises:

- Gas stove/oven
- Electric stove/oven
- Fryers
- Pizza ovens

If applicable, ventilation and fume hoods must be kept in good repair.

Hot holding methods must be able to keep cooked foods above 60°C. Consider which method will be used at your premises:

- Steam table
- Heat lamps
- Crock pots
- Probe thermometers and unit thermometers are available on site.

Food Sources

- Food obtained from approved sources only.
- No food is prepared off site unless they it is obtained from an approved manufacturer. *No home prepared products.*
- All food purchase records are available on site for at least one year.

Equipment/dish Maintenance

Ensure equipment and dishes are maintained in a sanitary manner and in good repair.

This includes:

- No cracks.
- No chips.
- No broken/missing pieces that could cause contamination.

Lighting

- Adequate for vision.
- Shielded bulbs in case of breakage.

Garbage and Waste Disposal

Ensure that:

- ☐ Covered containers are available.
- ☐ Exterior bins/receptacles are available.
- ☐ Cleaning equipment available with storage for mops, buckets, etc.
- ☐ Cleaning supplies are stored away from food products.
- ☐ Liquid waste is disposed of appropriately.

Animals

- ☐ Animals are not permitted, with the exception of service animals.

Vermin and Pest Control

- ☐ Ensure there is no infestation of rodents or insects.
- ☐ Remove all unnecessary clutter in premises to avoid creating a nesting / breeding ground area for pests.
- ☐ Have contract with Pest Control Company for continued surveillance.

STEP 3: INSPECTION

Once you have satisfied all the requirements in this checklist you can now submit the **Notice of Intent to Operate a Food Premises Form**.

Once the Notice of Intent has been received, a Public Health Inspector will review it and be in contact within 10 business days.

You must be inspected and receive approval prior to commencing operation.

NOTE: *This is a guideline only. It is neither the Food Premises Regulation 493, nor is it an interpretation of the Regulation. It is a list of suggested items to consider if you are planning to build / lease / rent / own / operate a food premise. For detailed requirements, refer to Ontario Regulation 493: Food Premises.*