



Oxford • Elgin • St.Thomas

Is Your Property Suitable as a Food Premises? Premise Checklist

NOTE: This is a guideline only. It is neither the Food Premises Regulation 562, 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 562, Food Premises, and contact your area Public Health Inspector.

Use of Property

1. Municipal zoning of the building - is it commercial?
2. Fire - building capacity and fire code issues (type of barrier for common wall to other business residences. _____)

Water Supply

3. Municipal Well Sufficient quantity
Type of treatment Maintenance schedules, sampling frequency
Documentation of inspection / servicing Is water safe
Test required showing potability (Owner is responsible to test monthly if not on municipal system). If municipal water is available, property MUST be connected to municipal system and the well must be decommissioned according to MOE standards.

Sewage Disposal

4. Municipal Sewers Septic system How old? _____
Size _____ Approved (Contact Municipality)
Documentation of inspection

Building Exterior

5. Holes Doors and windows tight fitting
Screens on all windows and doors
Space available for garbage storage facilities near service entrance
Frequency of pick up

Building Interior

6. Floors, walls ceilings smooth Non absorbent
Easily Cleanable Painted Tiled
Steel covered Puck board Drywall
Wood

Sanitary Facilities

7. Washrooms – Male Female Staff
Must comply with requirements of Ontario Building Code (Contact municipality).
8. Hand Washing – Separate basin required. (May not use dishwashing or food preparation sinks). Hot & cold running water supplied
Liquid soap & disposable paper towels in dispensers supplied

Dry Storage

9. Shelving smooth Non absorbent Easily Cleanable
Painted Type of materials _____
6"/15cm off floor

Cold Storage Type

10. Walk in Reach in Commercial refrigerators
Indicating thermometers in all refrigeration and freezing units

Food Preparation

11. Prep sink separate from dishwashing sinks present
12. Work Counters - Work surfaces smooth Non-absorbent
Easily Cleanable Damaged
13. Light fixtures – Type _____
Shielded bulbs in case of breakage Adequate for vision
14. Dishes and Utensils – Chipped Cracked
Damaged Protection from Contamination
15. Food Sources – Approved sources only . No foods prepared offsite unless from approved manufacturers. No *home prepared products/farm produce*. Receipts must be available for inspection .

Cooking/Hot Holding

16. Cooking Type - Gas Electric Fryers
Pizza ovens Fume Hood Fire extinguishers
17. Hot Holding Type - Steam table Heat lamps
Crock pots Turkey roasters
Indicating thermometers in all hot holding units

Dishwashing

18. Mechanical Dishwashers - Commercial or Industrial
(Domestic dishwashers NOT permitted).
Check water supply lines, chemical lines and temperature gauges
19. Manual Dishwashing – 3 sinks required (Wash, rinse sanitize) .
20. Sanitizers Brands - Quaternary ammonium Chlorine
Iodophor only
(If commercial dishwasher, manufacturer's instructions present).
Separate storage area from food

Garbage and Waste Disposal

- 21. Garbage and waste – Covered containers available Exterior bin/receptacle
- Cleaning equipment storage – place for mops, buckets, etc.
- Cleaning Supplies – stored separate from food products

Vermin and Pest Control

- 22. Pets – Not permitted .
- 23. Seeing Eye/Hearing Ear dogs only permitted .
- 24. Evidence of infestation or rodents or insects
- 25. Contract with Pest Control Company

Personnel

- 26. Employees – Food Handlers Training
- 27. Storage area/rest area for staff
- 28. Washroom facilities for staff

Landlord Tenant Responsibilities

- 29. If leasing/renting property, make sure lease agreement is very clear on who is responsible for maintenance and upkeep of premise structure and equipment.
 Tenant or Landlord
- Have lawyer review agreement for you .

Ongoing Management

- 30. REVIEW FOOD PREMISES REGULATION for Operational standards regarding food quality, protection, temperatures etc
- 31. Understand HACCP Requirements Implement protocol

Consultations with the Following Recommended:

- 32. Public Health Inspector
- 33. Municipal Building Inspector/Bylaw Enforcement Officer
- 34. Fire Chief
- 35. Utilities Inspector(electric, gas, water, sewers)
- 36. Lawyer

For more information contact:

Southwestern Public Health
St. Thomas Site
Health Protection Department
(519) 631-9900

NOTES:
