

Food Business Final Inspection Checklist for fixed food premises

This checklist provides an overview of the areas that Council's Environmental Health Officer will assess as part of your final inspection. Use this form to confirm that essential works have been completed before the date of your final inspection. The completion of this checklist is for your assistance; you do not need to submit it to Council.

Note: This checklist is designed to help you pass your final inspection. If you mark a NO box you will need to take action to meet the requirement to make sure you pass your final inspection.

Layout of Premises		
Is the layout of your food premises the same as the Council approved food business design and does it comply with the conditions of the design approval?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Floors, Walls and Ceilings		
Are the floors (including cold room), walls and ceiling made from the materials approved by Council in your food business design application?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Have all gaps, crevices and joins in floors, walls and ceilings (including the cold room) been sealed?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Are all openings for pipes and conduits pest proof?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Storage and Staff Facilities		
Are there separate areas for chemical storage, such as a dedicated room or a separate enclosed cupboard located away from the food preparation areas?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Are there separate areas for the storage of employees' clothing and personal belongings?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Are all food storage areas provided with adequate space and shelving made of an approved material i.e. stainless steel, laminated plastic or high gloss painted wood?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Fixtures, Fittings and Equipment

Are hand wash basins located within 5 metres of and/or available for use in:

- areas where food is handled? Yes No
- utensil/equipment washing areas? Yes No
- toilet facilities? Yes No

Do the hand wash basins have mixer taps? Yes No

Is there warm running water available at all sinks and basins? Yes No

Is there a double bowl sink or single bowl sink with a dishwasher installed? Yes No

Is there a dedicated food preparation sink? Yes No

Is there a cleaners' sink or access to a water fill and disposal point for mop water? Yes No

Are all fixed benches (including the underside) sealed to the wall with no gaps? Yes No

Mechanical Exhaust Ventilation

Do you have compliance certificates (Forms 15 & 16) for the design and installation of the mechanical exhaust ventilation? Yes No

Does the exhaust hood fully cover the equipment to be ventilated and provide a 150mm overhang of all equipment? Yes No

Cleaning

Has all building waste been removed from the premises? Yes No

Has the premises been cleaned and sanitised so that it is ready for trade? Yes No

Other Items

Are all fridges, freezers and equipment operational and at the correct temperature for food storage? Yes No

Are the soap and paper towel dispensers filled and located adjacent to the hand wash basins? Yes No

Is there a food grade sanitiser available for use? Yes No

Is there a working food grade thermometer available at the premises that can measure the internal temperature of food? Yes No

Is the premises pest proofed, including external doors and windows? Yes No

Do you have documentation to demonstrate that a pest control treatment has been completed? Yes No