Manitoba Health

GUIDELINE FOR THE DESIGN, CONSTRUCTION AND RECONSTRUCTION OF A FOOD SERVICE ESTABLISHMENT

This guideline provides general information to anyone proposing to construct a new food service establishment, extensively remodel an existing food service establishment or convert an existing building into a food service establishment.

REGISTRATION AND PERMITTING REQUIREMENTS

1) All proposals for new construction, renovations to an existing food service establishment, or conversion of an existing building to be used for a food service establishment must be reviewed for compliance by a Public Health Inspector prior to the construction, renovation or re-construction.

2) Any person(s) constructing, renovating or re-constructing a food service establishment must first register the proposed food service establishment with Manitoba Health on the approved form.

3) All plans and specifications and other information pertinent to review and approval of the application, must be submitted with the registration form and must be clear, complete and preferably to scale.

4) All food service establishments located in the City of Winnipeg must apply for a license from the City of Winnipeg License Branch prior to a Health Inspection. The operator may apply for a license by calling the City of Winnipeg License Branch at (204) 986-2234 or by visiting #18-30 Fort Street in Winnipeg.

This is a guideline only. Additional items may be required by the Public Health Inspector pursuant to the *Food and Food Handling Establishments Regulation – MR 339/88R (The Public Health Act) and – if applicable - The City of Winnipeg Food Service Establishment By-Law 5160/89.*

June 2012 **Guideline #HPU12-05**

DEFINITIONS:

"Food Service Establishment": is any place where food is prepared or provided in individual proportions for consumption on or off the premises and includes restaurants, *delis, take-out food premises, and similar type establishments.*

"Extensively Remodel": applies to any renovations to an existing operating food service establishment that will change the structural and equipment layout and/or will involve demolition work to walls, ceilings and floors anywhere on the premises.

Procedure for Obtaining Approval and Permit to Operate a Food service Establishment

- Prior to commencing construction/renovation or conversion, the owner/operator must submit a completed registration form (attached) to the local Public Health Inspector for review.
- The registration form must be accompanied with a clear and complete detailed drawing/plan preferably to scale, with the information listed below as well as any other information that may be pertinent to the review of the proposal:
  - layout plan showing food preparation, processing, storage, service areas, number and type of plumbing fixtures and washrooms
  - a listing of all equipment and where it is to be located
  - proposed menu
- The registration form must also include a schedule indicating the projected dates for commencement and completion of: construction and/or reconstruction of the structure; interior finishing and equipment installation as well as the expected opening date.
- The plans will be reviewed by the Public Health Inspector to ensure that regulatory requirements can be met.
- Upon completion of the review the Public Health Inspector will notify the owner/operator of any non-compliance issues or concerns with the proposal, or advise that construction of the food service establishment can proceed as proposed.
- Note: If there is to be a change in construction plans from what was originally submitted, before or during construction or renovation, it is the owner/operator's responsibility to contact the Public Health Inspector prior to making the changes, and provide a new design plan for review showing the proposed changes.
- It is the responsibility of the owner/operator to keep the Public Health Inspector informed of when the food service establishment is expected to be ready for inspection and give at least 5 working days notice for a permitting inspection.
- A permit will only be issued after an inspection has been carried out and all construction is complete and regulatory requirements are met.
- Note: For construction, renovation or conversion of food service establishments within the City of Winnipeg, all plans and specifications must be submitted to the City's One Stop Plan Approval located at Unit 31 – 30 Fort Street in Winnipeg.

CONSTRUCTION REQUIREMENTS

1. STRUCTURE

(i) BUILDING

- The building must be of sound construction and of an adequate size to accommodate the equipment, food and food related products and the various activities involved with operating a food service establishment.
- All exterior doors and windows must be tight fitting (preferably self-closing) and capable of restricting the entrance of insects and rodents.
- If the food service establishment will utilize below grade occupancy for any food preparation or processing activities or food storage, there may be additional requirements by the Public Health Inspector. Contact your Public Health Inspector for further information.

(ii) FLOORS

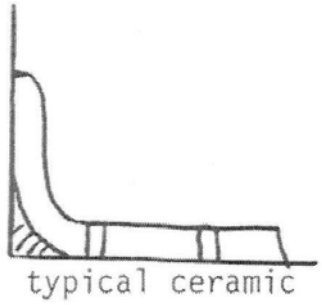
- Floors and floor coverings of all food preparation areas, equipment and utensil washing area, walk-in-refrigeration units, and washrooms shall be constructed of smooth, durable material which is either seamless or with seams that are heat-sealed or chemically bonded. All floors and floor coverings shall be maintained in a clean condition and in good repair.
- The floor coverings in food preparation areas, equipment and utensil washing areas, and washrooms shall be coved up the wall to a height of not less than 10 centimeters (4 inches) and sealed.

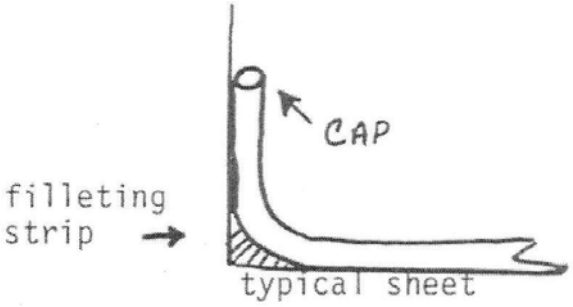
  NOTE: Unless otherwise approved by a Public Health Inspector pursuant to *Manitoba Regulation 339/88R*, rubber baseboards and vinyl tiles are not permitted, see *Appendix A* for details.)

Examples of Approved Floor Coverings

	Vinyl Tiles	Quarry Tiles	Sealed Concrete	Poured Seamless	Commercial Sheet Vinyl (seamless)
Kitchen		*	*	*	*
Dishwashing		*	*	*	*
Dry storage	*	*	*	*	*
Serving	*	*		*	*
Washrooms		*	*	*	*
Walk-in refrigerator		*	*	*	*

Examples of Proper Coving





(iii) WALLS, PARTITIONS and CEILINGS

- All walls, partitions, and ceilings of food preparation areas, equipment and utensil washing areas, walk-in refrigeration units, and washrooms must be primarily light coloured, smooth, non-absorbent finish, and easily cleanable
- Unless otherwise approved by a Public Health Inspector pursuant to *Manitoba Regulation 339/88R*, acoustical ceiling tiles are not permitted, see *Appendix A* for details.)
- Concrete blocks used for interior wall construction shall be finished and sealed to provide an easily cleanable surface.
- Studs, joists and rafters in food preparation areas, equipment and utensil washing areas and walk-in refrigeration units must be covered and not exposed.

Examples of Approved Wall Surfaces

	Glazed Surface	Concrete Filled Epoxy Paint	Drywall with Epoxy Paint	Plastic/fiberglass Wall Panels	Stainless Steel or Aluminum
Kitchen - cooking area	*	*	*	*	*
Kitchen – food prep area	*	*	*	*	*
Dishwashing	*	*		*	*
Dry storage	*	*	*	*	*
Serving	*	*	*	*	*
Washrooms	*	*	*	*	*
Walk-in refrigerator	*			*	*

2. EQUIPMENT DESIGN AND INSTALLATION

- All kitchen equipment must be of commercial grade quality and preferably certified (listed) by NSF International (NSF).
- Equipment not NSF certified may be subject to approval by a Public Health Inspector prior to use, to ensure it is suitable for the purpose intended.
- It is recommended that heavy and/or large food equipment that is not readily moveable be mounted on wheels wherever possible.
- Equipment that is not mounted on wheels and not readily moveable, must be sealed to the floor or mounted on legs providing a minimum height of 15 cm (6 inches) from the floor and located such that access can be gained to all sides of the equipment for cleaning purposes.
- All table or countertop mounted equipment that is not readily moveable and is not sealed directly to the table or countertop, must be set on legs allowing a minimum of 10 cm (4 inches) of space between the piece of equipment and the table or countertop.

3. SINKS

Handwash Basins:

- A minimum of one separate handwash basin with hot and cold water is required to be conveniently located in the food preparation area, and depending on the size of the kitchen and location of food preparation areas within the kitchen, additional handwash basins may be required.
- A handwash basin in a washroom cannot be considered as a designated handwash basin for a given food preparation area.
- The handwash basin must be equipped with a mixing valve or combination faucet.
- A liquid soap dispenser and a single use towel dispenser are provided at the handwash basin.

Dishwashing

- A conveniently located, stainless steel three (3)-compartment sink must be provided. The sink compartments must be large enough to permit the accommodation of dishes. The third sink must be large enough for total submersion of the equipment or utensils to be sanitized.
- The dishwashing area must be designed such that there is sufficient space for: handling dirty and clean utensils; maintaining an adequate separation distance to prevent them from coming in contact with each other and ensuring the flow is from soiled dishes to clean dishes.
- Dish tables and/or drain boards or racks are required and must be: non-corrodible; self-draining; and of sufficient size and numbers for the handling of soiled and clean utensils as well as air-drying of clean utensils.
- Where a mechanical dishwasher is to be used, it must be of commercial grade and NSF International certified (or equivalent) and approved by a Public Health Inspector.
- Properly sized grease traps or interceptors, servicing utensil washing sinks, must meet the Manitoba Plumbing Code and located such that they are accessible for easy cleaning and maintenance.

Janitorial Sink

- A separate janitorial style sink is recommended for filling cleaning pails and disposing of cleaning wastes to prevent contamination of food and dishwashing areas.

4. STORAGE SPACE

- Adequate storage space is required and must be provided to ensure that food products are protected from contamination at all times.
- Sufficient refrigerator and freezer space must be provided such that potentially hazardous foods required to meet menu demands at peak times, are able to be rapidly cooled and properly stored.
- Placement of refrigeration equipment should be carefully considered to ensure that refrigeration space is available and conveniently located near food preparation areas; and not affected by extreme heat sources such as ovens, grills and deep fryers.

- Storage space must be provided to allow for the storage and separation of items that are distinct from each other such as food products, equipment and cleaning supplies.
- Change rooms and lockers are required for staff. Where more than five employees are on duty at any one time, two change rooms are required: one for female employees and one for male employees. Change rooms shall not be used for food preparation, or food and utensil storage.
- Shelves to be used for the storage of food and food containers and that are not easily moveable such as dollies, racks or pallets, must be sealed directly to the floor such that food particles, dust or debris cannot get under the bottom shelf, or have a minimum height of 15 cm (6 inches) between the bottom shelf and the floor.

5. VENTILATION and EXHAUST SYSTEM

- Proper ventilation is required in all food service establishments and must meet the requirements of the Manitoba Building Code.
- Where grease laden vapors are produced such as from a deep fryer, grill or similar type equipment, a ventilation exhaust system is required and must comply with The Manitoba Building Code and The Manitoba Fire Code and receive approval of the local authority having jurisdiction.

6. LIGHTING

- Bright and direct lighting is required in all food and drink preparation areas, and dishwashing areas. A minimum of 215 Lx (20 foot candles) is required on all work surfaces in these areas. A minimum of 540 Lx (50 foot candles) is recommended.
- Storage areas, washrooms and dining areas must be provided with sufficient lighting fixtures to allow for proper cleaning operations. A minimum of 215 Lx (20 foot candles) is required at a distance of 76 cm (30in) from the floor.
- All lighting in the food preparation areas, dishwashing area, food and food equipment storage areas and food display areas must be shielded to protect them from shattering and protect food and equipment from broken glass.

Note: Shatterproof bulbs or shatterproof fluorescent tubes may be used in place of shields where appropriate.

7. WASHROOM FACILITIES

- Toilet and handwashing facilities must be provided for staff and must be located in a convenient location. The handwash basin noted in Section 3 is exclusive for handwashing in the food preparation area and is not to be included as part of the washroom facilities.
- Toilet facilities, meeting the requirements of the Manitoba Building Code and approved by the local authority having jurisdiction, must be provided for patrons.

8. GARBAGE FACILITIES

- Garbage containers or facilities must be provided inside and outside the establishment.
- The containers or facilities must be durable, easily cleanable, rodent proof and must be provided in sufficient numbers and located at convenient locations both inside and outside.

9. POTABLE WATER SOURCE

- Where a Food Service Establishment is not serviced by a licensed Municipal Water Supply, the water supply system must comply with Manitoba Regulation 40/2007, Drinking Water Safety Regulation, under The Drinking Water Safety Act and meet all requirements for a semi-public water system.

10. SEWAGE DISPOSAL

- The food service establishment must be hooked up to a municipal sewer system or other wastewater treatment system licensed under *The Environment Act* or serviced by a onsite wastewater system that is of adequate size to receive and treat all wastewater generated at peak operating times
- The system must also be in compliance with the Onsite Wastewater Management Regulation under *The Environment Act.*

11. INSECTS and RODENT CONTROL

- All outer openings are to be screened or have other adequate controls (i.e. proper application of air current devices).
- All outer doors must be self closing and tight fitting.

12. OUTDOOR PATIOS

- Food and drink preparation is <u>not</u> permitted.

Appendix A:

The following items are exempt outside the City of Winnipeg unless otherwise required by a Public Health Inspector:

- Coved flooring in food preparation areas, equipment utensil washing areas, and washrooms.
- Non-perforated ceiling tiles in food preparation areas, equipment and utensils washing areas, walk-in refrigeration units, and washrooms.

Manitoba Health

REGISTRATION FORM/PERMIT APPLICATION

www.manitoba.ca/healthprotection

PLEASE CHECK ONE OF THE FOLLOWING:

☐ **BASIC REGISTRATION** ☐ **NEW OWNER** ☐ **NEW CONSTRUCTION** ☐ **EXTENSIVE REMODELLING**

(If new operation, please specify opening date) _____

NAME OF BUSINESS: _____

STREET ADDRESS: _____ **CITY:** _____ **POSTAL CODE:** _____

TELEPHONE: (_____) _____ **FAX**: (_____) _____ **EMAIL:** _____

MAILING ADDRESS FOR BUSINESS:

☐ **SAME AS ABOVE** ☐ **ALTERNATE MAILING ADDRESS (i.e. P.O.Box):**_____

CITY _____ **PROVINCE:** _____ **POSTAL CODE:** _____

LEGAL OWNER OF BUSINESS: (Owner or Company Applying for Permit)

☐ **Company Name** _____

☐ **Partnership** _____

☐ **Sole Proprietorship** _____ **Driver's License #**_____

STREET ADDRESS: _____

CITY: _____ **PROVINCE:** _____ **POSTAL CODE**: _____

TELEPHONE: (_____) _____ **CELL: (_____)** _____ **EMAIL:** _____

ON SITE CONTACT PERSON: _____

FOOD HANDLER CERTIFICATE: ☐ **YES** ☐ **NO** **If Yes, date of issuance**: _____

Food Handler Certificate is NOT required outside of the City of Winnipeg but is recommended.

PLAN SUBMITTED: (**Required for new construction or extensive remodelling**). ☐ **YES** ☐ **NO**

A detailed drawing showing food preparation, processing, storage, service areas, washrooms, refrigeration facilities, equipment layout, and a listing of equipment and construction materials in food preparation areas is to be provided.

PROPOSED MENU PROVIDED: ☐ **YES** ☐ **NO**

_____ _____

DATE **SIGNATURE OF OWNER/REPRESENTATIVE**

For Office Use Only: (CHECK APPRORIATE BOX)

Food Service Permanent:

	Banquet Hall		BevRm/Lounge		Caterer		Concession/Kiosk		Deli
	Institution/Cafeteria		Takeout		Restaurant (#seats___)		Seasonal		Other (Specify)_____

Food Service Mobile:

	Coffee Truck		Commissary		Push Cart		Self Contained- Full Menu		Self Contained-Ltd Menu

Food Retail:

	Bakery		Banquet Hall		Butcher Shop		Concession (No Prep)		Convenience Store		Other (Specify)_____
	Fish/Seafood		Food Bank		Grocery		Hawker		Ice Retailer		