



Section 2, Premises

In this section you are introduced to the requirements for appropriate restaurant facilities and how they contribute to food safety and hygiene.

When planning your restaurant, take the sensible placement of the following premises and functions into account:

- Food processing, production and storage facilities
 - Cooking and cooling equipment and utensils
 - Cold storage facilities
 - Water fixtures and plumbing
 - Non-toxic, easy-to-clean and smooth surface materials
- Customer area
- Toilet facilities for customers and personnel
- Staff dressing rooms
- Smoking areas
- Waste storage facilities
- Facilities for the storage and maintenance of cleaning equipment
- Space for the cleaning and storage of dishes
- Floor drains in facilities whose cleaning requires washing
- Other necessary storage spaces, such as for delivery boxes and roller cages, if these are stored on the restaurant's premises

Food processing, production and storage facilities

When processing and storing food, it is vital to ensure that the foodstuffs are protected from dirt, harmful bacteria, viruses and harmful substances. This requires adequately sized facilities that enable the different functions to be placed in a sensible manner.

In addition, all surfaces coming into contact with food must be safe and may not leave harmful substances in the food.

For example, the facilities must be designed to permit the separation of cooked and uncooked foodstuffs.

It is particularly important to isolate food that is intended to be eaten unheated.

You must also be able to segregate allergens. They must be kept separate from each other as well as from food they are not intended for.

A list of substances and products that cause allergies or intolerances is provided in the "Food information management" section of this guide.

Examples of foods to be kept separate from each other

- Keep unpacked unprocessed meat preparations and fishery products separate from ready-to-eat foods. Ready-to-eat foods include all foods that are intended to be eaten as such, for example salads and gravad (cured) and smoked fish.

- Keep raw poultry meat separate from other foods.
- Keep unpacked unprocessed meat preparations separate from unpacked unprocessed fishery products. Unprocessed meat preparations include, for example, fresh and marinated meat and uncooked sausages. Unprocessed fishery products include, for example, fresh fish and live crayfish.
- Store and handle soil-covered root vegetables in a place reserved and equipped for this particular use. To keep the goods separated during storage, you can use, for example, separate refrigerators, storage containers, or spaces, or spaces separated by partitions.
- You can separate handling of soil-covered root vegetables from handling of other foods by time or operationally. If soil-covered root vegetables are not handled in a separate room, handle them clearly separate from other activities in the same room. Carefully clean the handling site before starting any other activity.
- It is allowed to gut fish and to skin, pluck, or gut wild game and game birds in a restaurant. These measures shall be carried out in a place reserved and equipped for this particular use. You can gut, skin, and pluck, for example, on a table or surface reserved for the use, or in a separate room. Reserve a waste bin with lid as well as the ability to wash hands and work equipment and to rinse fish in the immediate vicinity of this place. Clearly separate these actions from other activities and thoroughly clean the handling site after use.
- Keep ingredients and products that cause allergies and intolerances separate from each other and from foods they are not intended for. Significant work stages to consider with regard to separation of foods and handling of cross-contamination are for example: purchasing and accepting ingredients, labeling, storage and handling

of foodstuffs, planned order of work and cleaning.

- If the employees' own food is stored in the same storage areas as the food handled in the restaurant, own foodstuffs shall be clearly separated from other foods. This can be done, for example, by storing employees' own food on a separate shelf or in containers placed on a shelf.

Water fixtures and sinks

Food preparation and processing facilities must be equipped with a sufficient number of water fixtures.

You should consider the need for water fixtures when planning the facilities, since retrospective changes are both difficult and expensive to implement.

In new buildings, the normal rule is that the premises must have at least three washing points:

- one for washing hands
- one for rinsing foodstuffs, and
- one for washing dishes.

Several water fixtures

If the premises are large, they will require a number of water fixtures.

The processing of vegetables with dirt on them or gutting fish may require a separate washing point.

A dedicated fixture is usually also required for washing dishes and utensils.

Sufficient water supply and cleanliness

All sinks and washing equipment must have a sufficient supply of both hot and cold water. The sinks and cleaning equipment must be kept clean and disinfected when necessary.

One washing point for multiple purposes

Compromises may be required in older premises.

A washing point can be used to wash dirty vegetables in the morning and later to rinse dishes, for example.

The hand-washing point can be used to rinse utensils after closing.

Remember that the sink must be cleaned between different functions.

If you need advice on the number and locations of water fixtures, you can ask the food inspector when you are planning the premises.

Number and placement of hand-washing points

A sufficient number of hand-washing points must be reserved for washing hands.

They must be placed sensibly with regard to operations.

The hand-washing points must be located close to the food-processing areas.

What equipment is needed at hand-washing points?

- Running hot and cold water is required at an appropriate hand-washing point.
- Liquid soap is part of a well-equipped hand-washing point.
- Disposable towels are appropriate for a hand-washing point. In this case, a bin will also be required.
- A roller towel is also a good choice for a hand-washing point.
- A dirty cloth towel is not appropriate for a hand-washing point. Cloth towels can be used if everyone has their own towel that is replaced on a daily basis.
- The hand-washing point must also be clean. It must not be cluttered with unnecessary things.

Cold storage facilities for foodstuffs

Different foods require different storage temperatures. Therefore, you will need a number of storage spaces, and their temperature must be monitored with measuring equipment or thermometers.

Foods that require cold storage should not be left at higher temperatures, even for a short time. Only take the required amount of such food out of cold storage for preparation.

The cold chain may not be broken at any time. Also keep the cold chain in mind during delivery, acceptance of deliveries and transfer to cold storage facilities.

Examples of food storage temperature limits in a restaurant

- Fresh fish and thawed prawns and shrimp, boiled crayfish and cooked clams, mussels and scallops: no more than 2 °C (Celsius)
- Cold-smoked and cured fish: 0–3 °C
- Smoked fish packaged in a protective atmosphere or vacuum: 0–3 °C
- Minced meat and liver: at most 4 °C
- Chopped vegetables and sprouts: at most 6 °C
- Sushi and live clams, mussels and scallops: at most 6 °C
- Milk and cream: at most 6 °C
- Convenience foods, sausages, cold cuts, raw or marinated meat, cream and cheese cakes and pastries: at most 6 °C
- Yoghurt, sour cream and most cheeses: at most 8 °C

Fill the cold store or refrigeration appliance correctly!

Do not overfill the cold store or refrigeration appliance.

When you fill the cold store or appliance correctly, the air will circulate as intended and keep the food at the right temperature.

With good planning, your freezer will have enough room to freeze small samples of all served food as proof for use in suspected cases of food poisoning.

Staff dressing rooms

The staff must have a dressing room with space for storing off-duty clothes.

In exceptional circumstances, the supervisory authority may allow the dressing room to be located in a separate area or building.

For example, restaurants located in shopping centres can be permitted to have their dressing rooms in a separate area or building.

Toilet facilities

Employees must be provided with toilet facilities. If the establishment can cater for more than six customers, a customer bathroom must also be provided.

When designing and building new facilities, the starting point is that the staff and customers have their own separate bathrooms.

Customers can carry harmful bacteria or viruses that can spread into food and make other people ill. Food-poisoning bacteria and viruses spread easily through contact, for example through the handles of toilet doors and manually operated water taps.

For this reason, separate toilets shall be provided for staff and customers.

This principle must be complied with at least when building new facilities.

Exceptions to the regulations on toilet facilities

A staff restaurant at a workplace does not require a customer toilet if there are toilet facilities in other premises at the workplace. In some cases, such as in the archipelago, a dry toilet kept in good condition can be accepted.

An outdoor chemical toilet (i.e., bajamaja) can be permitted for temporary use.

On old premises, it may be necessary for the staff to use the same toilet facilities as the customers. This will require special care in order to avoid food poisoning.

Also in this case, the customers must have access to the toilet directly from the customer premises.

Any exceptions must always be discussed with the food inspector.

Requirements for staff toilets

The lavatory door may not open directly into food-processing premises. For this reason, staff toilets must either be located behind two doors or be placed at a greater distance from premises where food is processed.

In old buildings, this may not be possible.

Acceptable solutions will be found for such buildings on a case-by-case basis.

You should discuss the matter with the food inspector and ask for advice.

Toilet facilities located further away

If permitted by the supervisory authority, toilet facilities can be located in a separate area or building. This applies to both staff and customer toilet facilities.

This can be done, for example, in large shopping centres.

In this case, the public customer bathrooms will be available to the customers of more than one company.

The restaurant can be open even when the rest of the shopping centre is closed.

The shopping centre's toilet facilities will not be available at such times. In such a case, the restaurant must have its own customer toilets.

What will you do if your restaurant is located in an old building that cannot accommodate customer toilets?

You may be able to make an arrangement with another company for permission to use their customer toilets.

Cleaning equipment storage and maintenance facilities

Good storage and maintenance facilities for cleaning equipment

The facilities are equipped with:

- Adequate ventilation, preventing the growth of mould.
- Racks and shelves for cleaning equipment and detergents.
- A water fixture and drainage sink for rinsing and washing cleaning equipment.
- A drying rack for damp cleaning equipment.
- A floor drain facilitating cleaning of the storage space.

The cleaning equipment and agents should be stored hygienically and separated from the food preparation area.

Cleaning equipment should not be stored in toilet facilities, since it may be contaminated with harmful bacteria and viruses. Dirty cleaning equipment will spread dirt when you clean. A dedicated cleaning cupboard is not mandatory, however.

Where to store the equipment for cleaning food-processing surfaces?

The equipment for cleaning food-processing surfaces can be kept, for example, in the cupboard under the sink.

The cupboard must be able to accommodate the clean cloths and agents that are needed to clean the surfaces.

Storing cleaning equipment further away

The supervisory authority may also allow you to store and maintain your cleaning equipment in a separate area or building. This is a common practice in, for example, shopping centres.

You should discuss the matter with the food inspector in advance if necessary.

Waste storage facilities

A waste bin must be placed close to the food-processing area.

Spoiled foodstuffs and other waste must be kept separate from other operations and foodstuffs. Waste must be taken out sufficiently often, at least once a day.

Waste storage areas must be planned and managed so that they can be kept clean at all times.

Waste bins located outside must be enclosed to prevent the waste from attracting pests.

Smoking areas

Smoking is only permitted in a separate, dedicated area. Smoking should be arranged so that it will not pose a risk to food hygiene. Staff who go outside for a smoke should change or cover their work uniforms.

Summary

When planning to set up a restaurant:

- ▶ When you are looking for premises, consider their suitability for your business in advance.
- ▶ For example, are the premises sufficiently large to enable the hygienic placement of functions?
- ▶ Is there a sufficient number of separate storage facilities for different foodstuffs?
- ▶ Are there enough water fixtures, sinks and floor drains?
- ▶ Are dedicated changing and clothing storage facilities available for staff?
- ▶ Are the toilet facilities and plumbing appropriate?
- ▶ What is the correct way to store cleaning equipment?
- ▶ Has smoking been arranged in an appropriate manner?