



REQUIREMENTS FOR FOOD PREMISES

City of Porvoo Environmental Health Services 2022

PORVOO

BORGÅ

Updated on 8 February 2022

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1 Introduction

These instructions for the municipalities of Askola, Lapinjärvi, Loviisa, Myrskylä, Pornainen, Porvoo, Pukkila and Sipoo specify the minimum requirements for food premises. The requirements and *recommendations (in italics)* are applied to the processing of notifications under Section 10 of the Food Act (297/2021) and monitoring of existing registered food premises. If there are more specific guideline or limit values for a subject, the text includes references to the official instructions.

Approved food premises handling foods of animal origin before retail, i.e. institutions covered by the institution decree, are dealt with on a case-specific basis.

What are food premises?

According to the Food Act, food premises “mean any building or premises or part thereof or other outdoor or indoor space in which food meant for sale or conveyance is prepared, stored, transported, marketed, served or otherwise handled.” Such premises include restaurants, cafés, pubs, shops, pizzerias, bakeries, kiosks, market stalls, meat-cutting facilities and food storage facilities.

Movable food premises include mobile kiosks, sales vehicles, marquees, stands, bicycles and other mobile equipment.

Online stores where customers are able to order their items delivered home, and so-called virtual premises, where food is not physically handled, can also be considered food premises.

Food premises are also considered to include operations whose sole purpose is to transport or store foods in transport vehicles or containers or to import or export foods.

2 Notification of food premises

In order for food premises to begin operations, they must meet the requirements specified in Section 10 of the Act and issued by virtue of it. A written notification of food premises must be submitted to the City of Porvoo Environmental Health Services. The notification must always be made in writing no later than four weeks before beginning the operations or making substantial changes to food premises already in operation either via

the Ilppa electronic notification channel maintained by the Finnish Food Authority or using a form issued by Environmental Health Services. The written notification must be accompanied by the floor plan of the premises with furniture and equipment plans. You should also attach a report of the operations to the notification.

Matters to be determined during the planning of the operations include any planning regulations of the municipality/city regarding the premises/building as well as the situation from the point of view of Building Control, i.e. the intended use of the premises. The planning regulations sometimes forbid the establishment of food premises in certain areas. *(It is a good idea to contact Building Control before signing any agreements regarding the premises.)* If necessary, the operator must also contact the fire authorities and police. The notification of starting the operations in accordance with the Food Act will be processed once all of the documents have been supplied to the City of Porvoo Environmental Health Services for registration. The food operator will be sent a written certificate stating that the notification has been processed and the premises will be monitored as part of food control. A processing fee will be charged for the processing.

Environmental Health Services conducts systematic control inspections of food premises, which are subject to a fee. During the first inspection, the food premises are inspected for compliance with statutory requirements.

The food operator must employ an own-check system to identify and manage any dangers related to their operations and ensure that the operations meet the requirements set in the food regulations. The operator must keep records of the results of their own-checks. Documents related to own-checks must be available to the employees and the authorities for inspection. The functionality of own-checks is inspected in connection with inspections carried out as part of systematic control measures.

The City of Porvoo Environmental Health Services must also be informed in writing without delay of any interruption or termination of the operation of food premises.

3 To be observed in planning

The space design must be based on the scope and nature of the operation. The nature of the operations is influenced by the handling and use of perishable foods, the customer segments and the quality of domestic water, for example.

The layout, design, construction, location and size of food premises must allow for appropriate maintenance, cleaning and/or disinfection, enable the prevention or reduction of airborne contamination and provide sufficient workspaces for carrying out all work hygienically. The premises must allow good food hygiene practices, including protection against contamination and, in particular, pest control.

Food premises must be adequately separated from premises or operations that may endanger the hygienic quality of the foods handled or stored on the food premises. Food premises and places of primary production must not be used for accommodation.

Food premises must not cause noise, odour or dust problems to people living in their vicinity or other operations in the area. Other operations in the vicinity must not cause odour or dust problems or microbiological or chemical risks to the handling of foods.

4 Structural requirements

Food premises and places of primary production must have workspaces and storage spaces sufficient for the operations.

4.1 Foodstuff preparation areas

In order to reduce the risk of contamination, there must be a dedicated worktop with a water supply point for handling raw fish and meat. Preparing salads and vegetables requires a separate worktop equipped with a water point.

There must be a separate worktop with a water supply point for handling poultry meat if poultry meat is handled frequently and at the same time as other raw meat.

Cooked foods and other ready-to-eat foods may be handled in the same place as salads and vegetables, provided that they are handled at different times and by different means. (There must be a separate work board for handling cooked foods.)

There must be a separate worktop and separate utensils for handling special diet products.

There must be a separate worktop for baking and making desserts if this occurs frequently and at the same time as handling other foods.

There must be a separate workspace with a water supply point for handling unwashed root vegetables.

There must be a separate workspace with a water supply point for gutting fish.

4.2 Cold storage spaces

There must be separate cold storage spaces for fish and meat, root vegetables and other vegetables as well as dairy products and cooked foods, including taking into account the different storage temperature requirements of the different product groups. For example, a preparation kitchen must have at least three separate pieces of refrigeration equipment and, if necessary, a sufficient number of freezers. If raw fish is stored frequently, a separate cold storage space is recommended.

If a freezer storage is 10 m³ or larger in size, it must be equipped with continuous temperature measurement and recording. The temperature measurement and recording equipment must meet the requirements specified in the EN 12830, EN 13485 and/or EN 13486 standards.

In refrigeration and cold rooms, condensate water must be led directly into the sewer.

Separate hand drawer units may be designed *for the storage of foodstuffs only used to compile meals during the course of one day*.

If there is a need to store hot food in the premises, there must be separate equipment for the storage of hot food, such as a heat cabinet or bath.

There must be sufficient storage space for dry foods, food transport boxes, dishes and packaging materials as well as *alcohol (lockable space)*.

There must be separate shelves or tables for the sales and storage of products other than foods.

4.3 Ventilation, temperature and lighting

Statutory requirements must be complied with in the ventilation of food premises. More detailed information is available from the municipal building control department.

Food premises must have appropriate and sufficient ventilation. Air flow from contaminated areas to clean areas must be prevented. Ventilation systems shall be designed in such a way that filters and other parts requiring cleaning or replacement are easily accessible.

Generally, sufficient ventilation volumes can only be achieved through mechanical ventilation. In addition to general ventilation, food heating equipment must be equipped with local extract ventilation via a steam hood. The steam hood must cover the entire area of the food heating equipment.

Industrial dishwashers must be equipped with local extract ventilation via a steam hood designed for the extraction of excess heat and steam. The equipment may be fitted with a glass washer with a drying function.

Exhaust air from food premises must be led so that it does not cause odour or other issues. Exhaust air from food preparation premises must be led so that it is not conveyed to other rooms in the building. Air must be exhausted from the premises so that it moves from cleaner premises towards dirtier premises. Ventilation systems must be designed and built in a manner that allows maintenance and cleaning. Fire safety regulations must be observed in the design of ventilation.

The temperature of food premises must not rise so high that it would weaken the quality of the foods. If necessary, the rise in temperature must be prevented by using cooling equipment, for example.

Food premises must be designed so that the quality of the foods is not endangered by direct sunlight.

The general lighting of preparation premises must be sufficient. The light fixtures must be encased and easy to clean.

4.4 Places for washing hands, dishes and equipment

Food premises must have sufficient easily accessible hand washing facilities with cold and hot running water. Hand washing points must be equipped with liquid soap, a paper towel rack, paper towels and a trash can. The handbasin must be sufficiently large and deep in shape, *approx. 40x40 cm*. A bidet basin, for example, is not a suitable handbasin.

Each kitchen/shop must have at least one water supply point for washing dishes. If food is served or offered using washable dishes, the premises must be equipped with a dishwasher machine. There must be enough temporary desk space for clean and dirty dishes. *The dish washing line should be situated separately from food handling premises. A hand wash station is recommended at the clean end of the dish washing line. A non-manually operated tap, such as an electronic tap, is recommended for the hand wash station.*

4.5 Cleaning equipment storage

Food premises must have at least one appropriately equipped room for cleaning equipment storage.

The storage room must have enough space for cleaning, servicing and drying the cleaning equipment.

A separate room for cleaning equipment storage must be provided on or near food handling premises, equipped with a water supply point, sink, sufficient ventilation, wall racks for cleaning equipment with handles and sufficient shelf space. In addition, the space must have mechanical ventilation and a drying radiator, if the space is used for drying moist cleaning equipment. The room must also have space for a cleaning trolley and washing machine, if necessary.

If the cleaning methods require the use of machines, the cleaning equipment storage room must have space for their maintenance and storage as well as a charging space for battery-powered equipment. *Sand separation must be taken into account as regards the water used in a floor washing machine.*

On premises where food is served and prepared, there must be a separate, appropriately equipped cleaning equipment storage room for cleaning the

customer spaces. Small premises (cafés, etc.) with customer seats must have a cleaning cupboard for customer areas outside the room where foods are handled.

Detergents and disinfectants must be stored in the cleaning equipment storage room or a cupboard reserved for the purpose.

4.6 Domestic water

Cold and hot pressurised water whose quality is monitored regularly must be available in the food premises. The quality of domestic water must meet the requirements of the Health Protection Act (terveydensuojelulaki) and decrees issued by the Ministry of Social Affairs and Health.

The use of a well on the premises must be notified to Porvoo Environmental Health Services.

4.7 Staff facilities

Staff facilities and dressing rooms must be located such that the staff need not walk in their own clothes through rooms where unpacked foods are handled.

Food workers must have a toilet that is only used by food workers and whose door does not open directly into a room where foods are handled, sold or served.

The toilet for food workers must be located sufficiently close to their work location.

The staff facilities must have a sufficient number of hand wash stations. The hand wash station in the staff premises must be located in the dressing room.

The staff of food premises must have a dressing room with a place for the storage of their own clothing. Lockers must be lockable.

Shoe racks or similar must be provided if shoes cannot be kept in the clothes lockers.

There must be a separate collection bin or similar for dirty protective clothing.

4.8 Laundry

If the staff are responsible for clothes care at the premises, there must be a separate space for washing and cleaning the protective clothing. The laundry space must have the necessary equipment and ventilation for washing and drying laundry. (*E.g. laundry machine, dryer and, if necessary, worktop with a water supply point, etc.*)

4.9 Surface and fixture materials

The surface materials of the premises must be selected according to the requirements set by the operations.

The surfaces of food processing areas (including equipment surfaces) and, in particular, the surfaces coming into contact with food must be maintained in good condition and they must be easy to clean and, if necessary, disinfect. This requires the use of smooth, waterproof, liquid-resistant, washable, stainless and non-toxic materials. *The recommended surface material for desks is stainless steel.* The surfaces must be resistant to water, steam, heat, grease and mechanical wear, where applicable. Joints in the surface materials must be sealed.

Ceilings must be constructed and finished in such a way that they prevent the accumulation of dirt and reduce the condensation of moisture, the formation of harmful mould and the falling of particles from the ceiling.

Doors and windows and their frames must be easy to clean and, if necessary, disinfect. This requires the use of smooth and liquid-resistant surfaces. Exterior windows shall be equipped with verminproof panels, if necessary, which may be easily removed for cleaning purposes.

Wood must not be used as a surface material in preparation premises. *Fixtures with a base or thresholds are not recommended for preparation premises.*

Electric cables, cable protectors, ventilation pipes, front walls of cold rooms and pipes, etc. should be encased on premises where unpacked foods are handled.

The doors and walls of food preparation, dishwashing and storage areas should be equipped with anti-collision panels.

The back walls of worktops and water supply points should be covered with easy-to-clean, water-resistant materials.

The structure of machines and equipment must allow disassembly for cleaning, if necessary.

The structures must be designed, constructed and equipped to prevent the entry of pests on the food premises.

When handling perishable foods on service counters in shops, the ceiling above the preparation and sales area must be suspended.

4.10 Floor and floor drains

Spaces that need to be wet cleaned must have floor drains connected to a sewer and appropriate equipment for rinsing the floor. *The floor covering must extend up the wall in spaces that are wet cleaned. The joint between the floor and the wall should be rounded*

The floors must slant towards the drain. The floor drain must be easy to clean and suitable for the purpose. Drains must not be placed under fixtures or machinery.

In a grill and kitchen, the floor drain must be equipped with a grease separator. More detailed information is available from the water supply and sewerage plant.

4.11 Vestibule and other space separation

Food premises must not have a door opening directly outside; the door must have a vestibule or otherwise be appropriately separated from outdoor space.

No vestibule is required for kiosks or small shops with a sales area of < 100 m². This means that the products sold must be packaged; if foods are handled on the premises, there must be a vestibule.

Food premises must also be appropriately separated from other activities that may undermine food safety.

4.12 Waste management

Waste containers must be intact, watertight and washable and, if located outdoors, equipped with a lid. The waste containers must be washable on both the inside and outside. *It is recommended that waste containers be kept in a covered, lockable outdoor space with a sewer and outdoor water supply station, if necessary, as well as an easy-to-clean surface material, such as asphalt.*

Biowaste containers must be protected against direct sunlight, and biowaste stored indoors must have a separate, cooled space. *It is recommended that the cooled waste space be equipped with a floor drain and water hose for cleaning.* The entry of pests into the waste space must be prevented.

The requirements of the local municipal/city waste management regulations must be taken into account in designing and equipping the waste space.

4.13 Loading facility

The loading facility must be covered and surfaced to eliminate dust. Loading ramps must be provided, if necessary.

There must be a separate storage space for transport boxes, roller cages and transport containers e.g. indoors or on a covered loading dock. The space must be sealed well enough to protect the boxes against vermin (birds and rodents) and weather conditions. The support structures of the loading facility must prevent the stay and nesting of birds. The same applies to the shopping cart storage areas of hypermarkets.

4.14 Outdoor serving area

An outdoor serving area requires the property owner's/landowner's permission as well as the municipal engineering department's permission for public areas (such as streets or parks). In residential buildings or in the immediate vicinity of residences, outdoor serving areas must be closed by 10:00 pm, unless a special permit issued by the Regional State Administrative Agency is obtained. An outdoor serving area must be notified to the police. The outdoor serving area must be designed taking into account that its operations are linked with a restaurant or café and handled from there.

- Serving alcoholic beverages requires that the licence is extended to cover the outdoor serving area and that the area is clearly delimited and supervised.
- Half of the number of customer seats is taken into account when calculating the number of toilets.
- Other hygiene and waste requirements must be met.
- An action permit or a building permit issued by Building Control is usually required for the structures.
- Smoking is possible on a terrace or in an outdoor serving area if it meets the requirements of the Tobacco Act. A terrace must have at least two open

plane surfaces; otherwise, it will be considered an indoor space. Glazing and other opening surfaces are regarded as plane surfaces in this case. The terrace fences must be low enough to enable smoke to be expelled into the air. Cigarette smoke must not spread inside the restaurant from the outdoor serving area.

- Other possible smoking bans and restrictions must be taken into account in residential buildings.

4.15 Office

An office must be designed for the kitchen, if necessary. The office must be a separate space. *Access to the office should not be through the kitchen facilities.*

5 Special requirements resulting from the operations

5.1 Transport

The transport vehicle must meet the requirements for food premises as applicable. The transport space and equipment must be intact and well-sealed and the materials must be easy to clean.

For refrigerated transport, the transport vehicle must be equipped with refrigeration equipment or a similar solution to ensure that the food transport temperature requirements are met. The refrigerated space must have a thermometer. Correspondingly, the correct transport temperatures of food to be transported hot must be ensured by means of appropriate equipment. Vehicles used for transporting frozen food must be equipped with a temperature recorder in accordance with the EN 12830 and EN 13486 standards.

If the vehicle is simultaneously used for transporting products other than food, and for distribution transport, it must have separate compartments (thermal screen) or a container/well-sealed box for transporting food.

5.2 Packaging and catering

Sufficient floor and desk space must be provided for packaging.

A separate packaging room is recommended.

There must be proper storage space for packaging materials.

Food service operations, central kitchens, bakeries and other food preparation premises must have a separate packaging room.

There must be washing, drying and storage facilities for transport containers, boxes and trolleys.

5.3 Refrigeration

If food heated during preparation or pre-processing is not served or sold immediately after preparation, it must be refrigerated using separate, sufficiently efficient refrigeration equipment where no other foods are stored.

5.4 Food on offer

For perishable products on offer, suitable equipment must be provided for cold storage (under +6 °C) or hot storage (over +60 °C).

Unprotected foods must be sold/served so that their hygiene is not compromised with protection against droplet contamination, using e.g. a display case or serving line.

A floor drain is recommended under fixtures with hot water for leading the water into a sewer.

A hand wash station is recommended for customer premises, near the serving line.

5.5 Freezing

Freezing food is allowed if a separate device is available for freezing and freezing meets other statutory requirements. The device must be adjustable to a temperature below -18 °C, in which case it will take up to 24 hours to freeze food.

5.6 Defrosting

If frozen foods are defrosted, sufficient space must be reserved for this in the refrigeration equipment, and it must be ensured that the meltwater does not get on any other products.

5.7 Renovation

During construction work, the kitchen must be adequately separated from premises or operations (demolition/repairs) that may endanger the hygienic quality of the foods handled or stored on the food premises. Dust must be prevented from spreading into the premises. In addition, the premises must be cleaned more efficiently during the renovation. The division into compartments must be kept from the beginning to the end of demolition work. In addition, it must be ensured that no dirt is carried over to the clean premises from the other compartments on clothing or shoes.

5.8 Smoking

Smoking is prohibited in all public spaces and workspaces. A smoking room is not mandatory. Smoking is allowed in a designated smoking room, which must meet all statutory requirements, be at least 7 m² in area, be structurally separate from the other premises and have negative-pressure ventilation, with the exhaust air separately led outside or to an exhaust air duct such that it cannot circulate back. A smoking room always requires a building permit. There are specific requirements regarding the room's capacity, fire safety, accessibility, entry, etc. Food or drinks must not be served or consumed in the smoking room. No games are allowed in the room, and the staff must not work there. The smoking room must be aired well before it is cleaned.

The operator must ensure that no smoke is carried over to neighbouring premises. This also applies to smoking outdoors.

6 Movable food premises (wagon, marquee)

Starting operations in movable food premises must be notified to the municipality of residence of the operator in accordance with Section 10 of the Food Act. The operation must also be notified separately at least four days before the start of the operations to the municipalities in the area in which the operations are carried out.

Movable food premises must meet the requirements for food premises as applicable, taking into account the nature of the operations.

Movable food premises must be protected at the top, back and sides with e.g. a marquee with three walls.

The hygienic washing and drying of hands must be enabled by providing a can with a tap and the recovery of wastewater or a hand wash station equipped with a hot water reservoir and a wastewater recovery station in the sales wagon, for example.

The material of surfaces coming into contact with food must be stainless and non-toxic as well as easy to clean and, if necessary, disinfect.

Adequate ventilation of movable food premises must be ensured. The sales wagon must have appropriate ventilation and an extractor hood on top of the heating equipment.

There must be appropriate storage space for workwear, at least a box with a lid, for example.

There must be appropriate storage space for cleaning equipment needed during the day.

The food for sale must be placed so that the risk of contamination can be avoided. Foods must be protected against humidity, dust, heat, light and other harmful effects. In practice, foods on sale must be kept on a sales desk or platform. Unpacked foods must be protected against droplet contamination, when necessary.

If the sales selection includes perishable foods, the sales point must have sufficient refrigeration equipment to ensure that the temperature of the food remains within the limits specified.

Concession: Fishery products, live clams and packed, processed fishery products may also be stored and sold from ice instead of refrigeration equipment, provided that the meltwater can be removed hygienically. In addition, perishable foods may be stored and sold from insulated storage boxes with lids and sufficient cooling appliances, or without cooling appliances, if it can be ensured that the regulations on sales and storage temperatures are observed due to the weather conditions.

The outdoor sales area must have an asphalt surface or other surface that prevents dust and similar problems. When handling unpacked foods, sand or grass on the ground must be covered with plastic, for example.

In addition, appropriate support premises must be provided for storing the foods outside the sales hours and cleaning and servicing the equipment. The support premises must have e.g. an appropriate cleaning closet and appropriate food storage and handling facilities, if necessary.

Food workers handling unpacked food must have access to a flush toilet with a hand wash station. Food sales vehicles/wagons/marquees must have an agreement on the use of the toilet for food workers.

The operator must take care of the waste and wastewater management of its sales point. The water must meet the quality requirements for domestic water.

Premises where food is served must provide waste containers for customers.

6.1 Preparing and serving food in outdoor sales

When preparing portions in movable food premises, pre-processed ingredients must be used and the food must be served on the site. Customer toilet recommendations must be taken into account. The operator must arrange toilets for the customers near the sales point.

The supervisory authority may allow the preparation of food on movable food premises on a case-specific basis, if the conditions in which the food is handled and stored are comparable with equivalent fixed food premises, such as in the case of a properly equipped sales wagon.

7 Other considerations

7.1 Noise

Food premises must not cause noise nuisance to residential premises in the same building or near the food premises or other operations in the area.

Noise generated during the day and night, loud music, noise from technical equipment or other similar disturbing noise shall not exceed the action limits laid down in the Decree of the Ministry of Social Affairs and Health on Health-related Conditions of Housing and Other Residential Buildings.

Noise can disturb residents' sleep and rest. Noise abatement is particularly important when operations take place at night from 10 pm to 7 am (e.g. night restaurants or bakery activities in residential buildings).

Night restaurants in blocks of flats should be avoided.

7.2 Wastewater

Wastewater must be treated in accordance with the wastewater treatment requirements stipulated under the Environmental Protection Act as well as the municipal guidelines for wastewater treatment.

7.3 Toilets

Food premises must have sufficient customer toilets. For hygiene reasons, workers handling unpacked food must not use a toilet shared with customers; instead, staff must always have a designated toilet. When placing a toilet, it must be noted that the toilet must not open directly to food premises. *On premises where food is served, the door to the customer toilet should be located such that it does not open directly into the serving area, or the direct line of sight should be blocked with a screen, for example. The toilet can be separated from food premises with an anteroom, for example. The access routes, stairs and other differences in level, and at least one toilet and its access route, should be suitable for people with reduced mobility. Please contact Building Control for more information.*

The recommended minimum dimensions of toilets for restaurant customers are as follows:

Number of seats	Number of toilets	
	For women	For men
< 25 (7–25)	One unisex toilet is enough*	
26–50	1	1
51–100	2	1 + 1 urinal
101–150	3	1 + 2 urinals
151–200	3	2 + 2 urinals (or 1 + 3)
201–250	4	2 + 3 urinals
251–300	4	2 + 4 urinals (or 3 + 3)
301–400	5	3 + 4 urinals
> 400	Case-specific	

* If the establishment mainly serves alcoholic beverages, separate toilets for women and men must always be provided regardless of the number of customer seats.

Outdoor seats, for example on a terrace, must also be taken into consideration when calculating the number of toilet facilities. Customer seats on the terrace increase the number of toilet facilities by a coefficient of 0.5. For example, if there are 40 customer seats indoors and 20 outdoors (coefficient 0.5), the total number of seats used in the calculations is 50. If the number of customer seats on the outdoor terrace is greater than the number of seats indoors, the number of toilet seats must be assessed according to the number of outdoor seats without using a coefficient. For seasonal summer terraces serving food and alcoholic beverages, the number of toilet seats is estimated on a case-specific basis.

Staff restaurants in the workplace are not required to have separate toilets for customers when the number of toilets elsewhere in the workplace is sufficient. It is recommended that customer toilets and hand wash stations be arranged in connection with staff restaurants.

In shopping centres or similar premises, several restaurants and cafés may have shared toilet facilities. In this case, the toilet facilities are also dimensioned using the table above. If a restaurant or café is located in a shopping centre but has its own entrance from the outside and may be open when the shopping centre is closed, it must have its own toilet facilities.

8 Legislation

8.1. Legislation

Elintarvikelaki 297/2021 <https://finlex.fi/fi/laki/alkup/2021/20210297> (the Food Act in Finnish)

Maa- ja metsätalousministeriön asetus elintarvikehygieniasta 318/2021

<https://finlex.fi/fi/laki/alkup/2021/20210318> (Ministry of Agriculture and Forestry decree on food hygiene in Finnish)

Regulation (EC) No 852/2004 of the European Parliament and of the Council on the hygiene of foodstuffs

<https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX:02004R0852-20090420>

Food hygiene legislation, index I (in Finnish)

<https://mmm.fi/lainsaadanto/elaimet-elintarvikkeet-ja-terveys/lainsaadanto/i-rekisteri>

Tobacco Act 549/2016 <https://www.finlex.fi/en/laki/kaannokset/2016/en20160549>



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