



REQUIREMENTS FOR FOOD PREMISES

City of Porvoo Health Protection 2015

PORVOO

BORGÅ

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Contents



1 Introduction	4
2 Notification of food premises	4
3 To be observed in planning	5
4 Structural requirements	6
4.1 Workspaces and storage spaces	6
4.2 Cold storage spaces	6
4.3 Ventilation, temperature and lighting	7
4.4 Places for washing hands, dishes and equipment	7
4.5 Cleaning equipment storage	8
4.6 Drinking water	8
4.7 Staff facilities	8
4.8 Surface and fixture materials	9
4.9 Floor and floor drains	9
4.10 Vestibule	9
4.11 Waste management	10
4.12 Loading facility	10
4.13 Outdoor serving area	10
4.14 Office	11
5 Special requirements resulting from the operations	11
5.1 Transport	11
5.2 Packaging	11
5.3 Refrigeration	12
5.4 Food on offer	12

5.5 Freezing.....	12
5.6 Defrosting.....	12
5.7 Renovation.....	12
5.8 Smoking.....	12
6 Movable food premises (wagon, marquee)	13
6.1 Preparing and serving food in outdoor sales	14
7 Other considerations	14
7.1 Toilets	14
7.2 Noise.....	16
7.3 Wastewater.....	16
8 Legislation	17
8.1 Legislation.....	17
8.2 Instructions	17
8.3 Regulations on food premises in other legislation	17

1 Introduction

These instructions for the municipalities of Askola, Lapinjärvi, Loviisa, Pornainen, Porvoo and Sipoo specify the minimum requirements for food premises. The requirements and *recommendations (in italics)* are applied to the processing of notifications under Section 13 of the Food Act (23/2006) and monitoring of existing food premises. If there are more specific guideline or limit values for a subject, the text includes references to the official instructions.

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 and other mobile equipment. Food premises may also be virtual premises that do not physically handle foods (online sales).

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 Health Protection. 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.

It is a good idea to supplement the written notification with a report on the operations to be carried out as well as the floor plan of the premises with furniture and equipment plans.

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 contact the fire authorities and police.

The notification can be processed when all the documents needed for the registration have been delivered to the City of Porvoo Health Protection, after which 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 collected for processing the food premises notification.

Health Protection performs regular monitoring inspections of food premises subject to a charge. Whether the food premises meet the requirements of legislation will be determined during the first inspection.

Self-monitoring and the related documents must be available to the employees and on display for the authorities. The written self-monitoring plan and the efficiency of the self-monitoring will be checked in connection with the regular monitoring inspections.

The City of Porvoo Health Protection must be informed without delay of any interruption or termination of the operation of food premises as well as the change of operators.

3 To be observed in planning

The starting points for planning the premises are the quality and scope of the operations. The quality of the operations is influenced by the handling and use of perishable foods, the customer segments and the quality of drinking water.

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

4.1 Workspaces and storage spaces

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

There must be a worktop with a water supply point for handling raw fish and meat. 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.

There must be a separate worktop with a water supply point for handling salads and vegetables.

Cooked 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. 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.

A cold drawer unit may be used for the on-hand storage of foods, *meaning the storage of ingredients for meals to be prepared within the same day only*.

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 a sufficient worktop for packaging food to be delivered from the kitchen as well as space for cleaning, washing, drying and storing the transport containers.

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

4.3 Ventilation, temperature and lighting

Ventilation must be dimensioned in accordance with the guideline values of the D2 National Building Code of Finland.

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 such that it does not cause odour or other problems. Exhaust air from food preparation premises must be led such that it is not conveyed to other rooms in the building. Air must be exhausted from the premises such 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 using cooling equipment, for example.

Food premises must be designed such 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 easy to clean and encased.

4.4 Places for washing hands, dishes and equipment

Food premises must have a sufficient number of easily accessible hand wash stations equipped with disposable towels, soap and a waste bin. The hand wash basin must be large enough, at least 40 x 40 cm.

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, exhaust ventilation and drying radiator. The storage room must have wall holders for cleaning equipment as well as sufficient shelf space. The room must also have space for a cleaning trolley, if necessary.

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 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.

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.*

4.6 Drinking water

Cold and hot pressurised water whose quality is monitored regularly must be available.

For drinking water, the decrees of the Ministry of Social Affairs and Health on the quality requirements for drinking water (461/2000 and 401/2001) must be followed.

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 separate toilet whose door does not open directly into a room where foods are handled, sold or served. 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 toilet for food workers must be located sufficiently close to their work location. The food premises staff must have *lockable* clothes lockers.

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.

If the staff are responsible for clothes care, there must be a separate space for washing and cleaning the protective clothing.

4.8 Surface and fixture materials

The surface materials of the premises must be selected according to the requirements set by the operations. If necessary, the surfaces must withstand water, steam, heat, greases and mechanical wear, and the materials must be non-toxic. Joints in the surface materials must be sealed.

The recommended surface material for desks is stainless steel.

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

Electrical cables, cable trays, ventilation pipes, cold room front walls and other pipes should be encased on premises where unpacked foods are handled.

Preparation, dishwashing and storage premises should be equipped with impact guards on doors and walls.

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.

4.9 Floor and floor drains

In rooms where the floor often gets wet or must be cleaned frequently, there must be a floor drain connected to a sewer as well as appropriate equipment for rinsing the floor.

The floors must slant towards the drain. The floor drain must be easy to clean and suitable for the purpose.

In a grill and kitchen, the floor drain must be equipped with a grease separator in accordance with the National Building Code of Finland.

4.10 Vestibule

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

The preparation facilities on food premises must not have a door opening directly outside.

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.

4.11 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 is equipped with a floor drain and water hose for cleaning.*

The entry of pest 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.

4.12 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, for example, 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.

4.13 Outdoor serving area

An outdoor serving area requires the property/land owner'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 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.
- Building Control's action permit or building permit is 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.

4.14 Office

An office must be designed for the kitchen, if necessary. The office must be a separate space. (*Access to the office must 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

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.

Meal services, central kitchens and bakeries 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).

Unpacked foods must be sold/served with protection against droplet contamination using, for example, 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 foods is allowed for institutional kitchens, if they have separate equipment for this. *It must be possible to set the equipment colder than –18°C, so freezing the food takes a maximum of 24 hours.*

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 melt water 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 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)

A notification of movable food premises must be made in accordance with Section 13 of the Food Act. Movable food premises must meet the requirements for food premises as applicable, taking into account the nature of the operations.

Foods on sale must be appropriately protected against humidity, dust, heat, light and other harmful effects. The outdoor sales area must have an asphalt surface or other surface that prevents dust and other problems. When handling unpacked foods, sand or grass on the ground must be covered with plastic, for example.

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

Foods on sale must be kept on a sales desk or platform. Unpacked foods must be protected against droplet contamination. It must be possible to wash hands and equipment hygienically in the sales area.

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.

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 an appropriate cleaning cupboard.

Food workers 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.

6.1 Preparing and serving food in outdoor sales

When preparing portions in a marquee, pre-processed ingredients must be used and the food must be served on the site. A water tank with a tap must be provided for washing hands and equipment, and the water must meet the quality requirements for drinking water. Movable food premises must have an appropriate storage space for workwear, at least a box with a lid. Movable food premises must have an appropriate storage space for cleaning equipment needed during the day. Premises where food is served must provide waste containers for customers. If the number of customer seats is greater than six, the operator must specify toilets for customers. 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 Toilets

Food premises with more than six customer seats must ensure that their customers have access to a sufficient number of properly equipped toilets. Toilet seats must be located behind two doors, i.e. in a separate space with an antechamber, separated from kitchen premises and premises where foods are handled. *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 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 (F1 National Building Code of Finland).

A toilet for people with reduced mobility is not required in restaurants with a maximum of 10 customer seats.

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.

7.2 Noise

When designing food premises, it must be ensured that the noise levels caused in neighbouring housing units do not exceed 35 dB (A) in the daytime and 30 dB (A) at night (instructions for housing health, "Asumisterveysohje").

Night restaurants in blocks of flats should be avoided.

7.3 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 in sparsely populated areas.

8 Legislation

8.1 Legislation

Food Act 23/2006 and amendments up to 352/8 April 2011 <http://www.finlex.fi/fi/laki/ajantasa/2006/20060023>

Ministry of Agriculture and Forestry Decree on food hygiene at reported food premises 1367/2011,
<http://www.finlex.fi/fi/laki/kokoelma/2011/20111367.pdf>

Regulation (EC) No 852/2004 of the European Parliament and of the Council on the hygiene of foodstuffs, hereinafter the **General Food Hygiene Regulation**
<http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=CELEX:02004R0852-20081028:FI:NOT>

» [Food hygiene \(in Finnish\)](#)

<http://www.mmm.fi/fi/index/lainsaadanto/elainlaakintolainsaadanto/sisalto/i-hakemisto.html>
Website maintained by: Ministry of Agriculture and Forestry

» [Meat hygiene \(in Finnish\)](#)

<http://www.mmm.fi/fi/index/lainsaadanto/elainlaakintolainsaadanto/sisalto/j-hakemisto.html>
Website maintained by: Ministry of Agriculture and Forestry

» [Other food legislation \(in Finnish\)](#)

<http://www.mmm.fi/fi/index/lainsaadanto/elainlaakintolainsaadanto/sisalto/l-hakemisto.html>
Website maintained by: Ministry of Agriculture and Forestry

8.2 Instructions

Finnish Food Safety Authority Evira's outdoor sales instructions (in Finnish)

http://www.evira.fi/files/attachments/fi/evira/lomakkeet_ja_ohjeet/elintarvikkeet/ulkomyynti/ulkomyyntiohje_2012.pdf

8.3 Regulations on food premises in other legislation

Structural requirements for food premises are also included in the National Building Code of Finland
<http://www.ymparisto.fi/default.asp?contentid=321569&lan=FI>.

Staff toilets and dressing rooms are also governed by the Government Decree on safety and health requirements in the workplace (577/2003)
<http://www.finlex.fi/fi/laki/ajantasa/2003/20030577?search%5Btype%5D=pika&search%5Bpika%5D=ty%C3%B6turvallisuus%2A>.

Customer smoking on food premises is governed by the Tobacco Act (693/1976) <http://www.finlex.fi/fi/laki/ajantasa/1976/19760693>



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