

This checklist will assist those user groups who need to use the Food Act registered kitchen, including the food preparation and storage areas of a Council facility, for their fundraising purposes.

The checklist can be used by the user groups for the purposes of being satisfied that the kitchen and food preparation areas are in an acceptable state of cleanliness, prior to them using the facilities.

It equally applies, that the user groups when finished with their activity, season, or event, must ensure that they leave the kitchen and food preparation and storage areas in the same condition as the checklist stipulates.

The checklist is not all encompassing and cannot be interpreted as satisfying all requirements of the Food Act 1984.

The checklist is a guide for the purposes of providing helpful instruction that will assist in maintaining a satisfactory level of hygiene and cleanliness within food preparation and storage areas of Food Act registered kitchens.

### **Floors**

- All exposed floor surfaces must be swept or vacuumed, and then mopped clean using hot soapy water that ensures all dirt, oil, spilt foods, and any other rubbish are removed.
- Damaged floor surfaces eg. split vinyl sheeting, damaged floor tiles etc. must be reported to the Committee of Management immediately.
- All floor surfaces under cooking equipment, fridges, freezers, tables, etc. must be thoroughly cleaned and then mopped with hot soapy water.

### **Walls**

- All wall surfaces are to be cleaned of splattered foods, dust, dirt, cobwebs, and ensure the surfaces are smooth, uniform and impervious.
- Any damaged wall surfaces eg. cracked tiles, pitted concrete, or cut vinyl sheet etc. must be reported to the Committee of Management immediately.

### **Ceilings**

- Ceiling surfaces are to be cleaned of cobwebs and dust.
- Ceiling lights are to be cleaned of dead insects, and damaged light tubes are to be replaced with new approved tubes having a protective skin or diffuser.
- Damaged ceiling panels and water damaged ceiling sections are to be reported to the Committee of Management immediately.

**Food preparation benches and tables**

- All surfaces of food preparation tables and food preparation benches are to be cleaned with hot soapy water and then sanitised with an approved chemical sanitiser eg. “domestos” diluted in accordance with the manufacturer’s directions.
- All damaged sections of food preparation benches and tables are to be reported to the Committee of Management immediately.

**Hand wash basins and sinks**

- The hand wash basin and wash sinks are to be cleaned and sanitised as above.
- Disposable paper towel and liquid hand soap is to be replenished if required.

**Fridges and Freezers**

- Packages and containers of food stored in the fridges and freezers are to be discarded at the completion of the user group’s activity, season, or event.
- Door seals of fridges and freezers are to be thoroughly cleaned of all food remnants, dirt, and grime.
- Fridges are to be wiped clean and turned off. Freezers are to be defrosted, wiped clean and turned off.
- Fridges and freezers are to be rolled/moved out from the wall and the floor surface underneath is to be thoroughly swept and mopped.

**Garbage and garbage bins**

- All putrescible garbage and cardboard packaging are to be removed from the premises and placed in outside rubbish skips or bins.
- Garbage bins are to be cleaned and sanitised with a chemical sanitiser eg. “domestos” diluted in accordance with the manufacturer’s directions.

**Other Areas**

- Thorough cleaning with appropriate cleaning products of all bathroom areas.
- All surfaces are to be cleaned.
- Removal of all User Group property
- Any faults reported to the Committee of Management

If appropriate, **Key Changeover** is also to take place at this inspection with all keys being returned to the Committee of Management and re allocated to the incoming User group with Key Register to be updated.

At the change-over between User Groups the President of both Clubs (outgoing and incoming) and a member of the Committee of Management must meet and do a walkthrough of all facilities. This must take place on or around the 30<sup>th</sup> March and 30<sup>th</sup> September annually.

Penalties will apply if protocols are not met sufficiently.

These terms are to be accepted and signed before each User Groups season of use.

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User Group Presidents

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User Group

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Committee of Management Representative

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Date