

# Essential Services and Inspection Guide Checklist

## Foreword

The provision of protection measures within buildings is essential to promote the safety of occupants and paramount for effective operation of the amenity. Currently and as noted within the NSWCRRC “Asset Management Guidelines” (March 2001), it is implied that building owners and race clubs have a responsibility to maintain their premises as a safe environment, ensuring that all safety measures operate as required and in accordance with community expectations.

In this regard, the aforementioned guidelines clarified that clubs are regarded as “owners” for the purposes of the various legislative requirements. In all the circumstances, it is in the interest of building owners to provide clear directions to achieve this end, thereby minimising risk.

It has been recognised that there will be benefits to safety, efficiency and better management of risk as a consequence of delivering a consistent approach to the maintenance of essential safety measures in buildings and club premises (whether licensed or not).

Furthermore, the Occupational Health and Safety Regulation 2001 re-affirms a requirement for employers to ensure the health, safety and welfare at work of their employees, as well as ensuring that people (other than employees) are not exposed to risks to their health or safety arising from the conduct of the employer’s undertaking while they are at the employer’s place of work.

The appended “Essential Services Checklist” is a comprehensive list as scheduled in clause 166 of the Environmental Planning and Assessment Regulation 2000. Many items noted in the table may not have been installed or are not a mandatory requirement of the Building Code of Australia (“BCA”) for the race club premises when built. Nonetheless, it is the responsibility of the club to check this list and verify the particular essential services installed within its premises.

For the purpose of applying the BCA provision, the majority of race club premises throughout NSW would be classified as class 6 in accordance with Part A3 of the BCA.

## **Introduction**

Building occupants and the community generally have an expectation that the buildings they use will be safe for everyday use and during emergency situations. This expectation applies throughout the life of a building.

Many building components and systems require inspection and/or maintenance so that the level of safety they provide does not deteriorate over time to an unacceptable level. However, there has never been a national approach to regulation for the maintenance of essential safety measures encapsulating inspection, verification and maintenance.

The purpose of this guide is to develop a framework that will result in a consistent approach to the regulation of maintenance of essential safety measures for Class 2 to 9 buildings (as will be defined in the Building Code of Australia 96 - BCA96).

Although Australian and New Zealand Standards are referenced in this document, at the time of preparation these standards are being reviewed to better meet the needs for maintenance of essential safety measures and for compatibility with this document.

The success in achieving a consistent approach to maintenance of essential safety measures is dependent on State legislation adopting the principles described in the framework.

## **History**

### **The Building Code of Australia 1996 (BCA96)**

BCA96 is a comprehensive statement of technical requirements for the design and construction of buildings and other specified structures. It is produced by the Australian Building Codes Board ("ABCB") on behalf of the Commonwealth and State/Territory Governments.

State and Territory Governments have statutory responsibility for building control within their jurisdiction. They adopt BCA96 as the technical requirements that buildings must comply with, subject to local variations to account for climatic and geographic conditions.

## **Purpose**

The purpose of the table within this guide is to consider the nature and frequency for maintenance of essential safety measures installed in buildings throughout clubs to be determined by the time of *building permit* issue. The table endeavours to outline consistent maintenance requirements that can be adopted by all under state legislation. It also provides some guidance on the implications for building owners and maintenance personnel.

## **Application**

The proposed application of Maintenance of *Essential Safety Measures* is intended to apply to Class 2 to Class 9 buildings inclusive.

As is currently the case in most states, it is envisaged that the responsibility for Maintenance of Essential Safety Measures will lie with the building owner/club as they have the means and control of the building to require compliance.

## Terms used in this guide

<b>ABCB</b>	Australian Building Codes Board.
<b>Administration</b>	The State or Territory Government organisation responsible for the administration of building legislation in that jurisdiction.
<b>Alternative Solution</b>	A building solution which complies with the Performance Requirements, other than by reason of satisfying the Deemed-to-Satisfy Provisions, that is approved by the <i>Building Control Authority</i> .
<b>Approved Location</b>	Location approved by the <i>Building Control Authority</i> for the display or storage of <i>Occupancy Permit</i> , <i>Verification Certificate</i> and any other test or report results required for the maintenance of essential safety measures.
<b>BCA</b>	The Building Code of Australia edition that is applicable to the <i>Building Permit</i> .
<b>Building Control Authority</b>	The person or body responsible for issuing a <i>Building Permit</i> . It includes Council building officials and private certifiers where applicable.
<b>Building Permit</b>	The granting of an approval to undertake building work. This may include a building license, building permit, building rules consent, development approval, construction approval or other form of consent issued by a <i>Building Control Authority</i> .
<b>Essential Safety Measures</b>	Includes equipment, installations, building components and other measures essential for the safety of people.
<b>Certificate of Compliance</b>	Certificate stating that <i>Essential Safety Measure(s)</i> have been installed and/or commissioned in accordance with <i>building permit</i> . This will apply for new buildings, change of use of existing buildings, or alterations to existing buildings.
<b>Inspection</b>	The process of examining, assessing, testing or otherwise comparing or evaluating a required essential safety measure against applicable requirements.
<b>Occupancy Permit</b>	Permit/Certificate/Approval issued by the <i>Building Control Authority</i> to use or occupy a building.
<b>Regulatory Authority</b>	Local, State or Commonwealth government authority responsible for administering ongoing compliance.
<b>Maintenance</b>	Includes all procedures such as inspection, testing, repairs, replacement and verification necessary to ensure that all essential safety measures continue to operate at least to the performance level required by the <i>Schedule of Essential Safety Measures</i> issued with the <i>Building Permit</i> .
<b>Schedule of Essential Safety Measures</b>	Schedule approved by the <i>Building Control Authority</i> listing the <i>essential safety measures</i> to be installed and maintained with their required standard of performance.
<b>Testing</b>	Action of carrying out one or more tests as required and specified by the <i>Schedule of Essential Safety Measures</i> .
<b>Verification</b>	A process for determining compliance with set criteria.

**Verification Certificate**

A Certificate confirming that all *essential safety measures* as required and listed in the *Schedule of Essential Safety Measures* have been maintained and are operating to the required level of performance.

**Guideline Table**

The table contains the following:

- Column One identifies the *essential safety measures*;
- Column Two specifies “Deemed to Satisfy” standards;
- Column Three lists the type and nature of inspection or test as appropriate;
- Column Four lists the frequency of assessment/testing for the maintenance and testing of items.

For the purpose of this guide, maintenance includes all procedures such as inspection, testing, repair and verification necessary to ensure that all essential safety measures continue to operate as required by the *building permit*.

Therefore, only those measures required by the BCA and forming part of the *building permit* should be included in the *schedule of essential safety measures* for a particular building.

**Deemed to Satisfy Provisions**

Maintenance and testing of essential safety measures in accordance with the criteria listed under the “Nature and frequency of maintenance” column 3 of this guide will be deemed to satisfy BCA Performance Requirement IP1.1.

## Essential Services Checklist

Measures to be maintained	Deemed-to-satisfy installation standards/codes/conditions of approval	Maintenance Standard	Nature and frequency of maintenance
<b>Structural fire protection and compartmentation</b>			
(a) Fire resisting elements, including walls, columns, beams, floors, ceilings and shafts.	Section C of Vol One of the BCA.		Annual inspection for damage, deterioration or unauthorised alteration.
(b) Fire protective coverings and fire resistant materials applied to building elements.	Section C and Specifications C1.1 and C1.10 of Vol One of the BCA.		Annual inspection for damage, deterioration or unauthorised alteration.
(c) Required non-combustible elements.	Section C of Vol One of the BCA.		Annual inspection for damage, deterioration or unauthorised alteration.
(d) Penetrations to fire resisting elements (includes fire walls, smoke walls and fire resistant elements such as walls, floors, ceilings, protective coverings, access panels and control joints).	Parts C2, C3, Clause C3.9 and Specification C3.15 of Vol One of the BCA.		Annual inspection for damage, deterioration or unauthorised alteration; check integrity of joints and junctions and check that any additional penetrations have been adequately fire stopped.
(e) Compartmentation including fire walls, smoke walls, smoke lobbies, lightweight construction and bounding construction.	Parts C2, C3 and Clause D2.6 and Specifications C1.1, C1.8 of Vol One of the BCA.		Annual inspection for damage, deterioration or unauthorised alteration.
(f) Fire doors (including sliding fire doors).	Clause C3.6 and Specification C3.4 of Vol One of the BCA and AS/NZS 1905.1	6 monthly As prescribed in AS 1851.7	Check operation of handles, closers and electronic strikes.
(g) Smoke doors.	Specification C3.4 of Vol One of the BCA.	Monthly as prescribed in AS 1851.7	Check operation of handles closers and electronic strikes.
(h) Solid core doors.	Clause C3.11 of Vol One of the BCA.		Annual inspection for damage or deterioration and check operation of closers, handles and electronic strikes.
(i) Fire shutters.	Specification C3.4 of Vol One of the BCA or AS 1905.2 as appropriate.		Annual inspection for damage or deterioration and operation.
(j) Fire windows.	Specification C3.4 of Vol One of the BCA.		Annual inspection for damage, deterioration or unauthorised alteration.

Measures to be maintained	Deemed-to-satisfy installation standards/codes/conditions of approval	Maintenance Standard	Nature and frequency of maintenance
(k) Fire Curtains(Proscenium arches).	Specification H 1.3 of the BCA.		Six monthly inspection for damage, deterioration or unauthorised alteration.
(l) Fire hazard properties of materials.	Specification C1.10 of Vol One of the BCA.		Annual inspection for damage, deterioration or unauthorised alteration.
(m) Wall wetting sprinklers.	Clause C3.4 of Vol One of the BCA.	As prescribed by AS 1851.3	Where installed as part of the sprinkler system; or six monthly inspections for compliance, damage or deterioration and water supply availability where installed as part of another system.
<b>Means of egress</b>			
(a) Doors in required exits.	Section D2 of Vol One of the BCA.		Three monthly inspection to ensure that doors are operable and are clear of obstructions.
(b) Fire isolated stairways, ramps and passage ways including handrails, balustrades and stair treads.	Section D2 of Vol One of the BCA.		Three monthly inspection to ensure there are no obstructions and no alterations have been made.
(c) Non-fire-isolated stairways and ramps.	Sections D1 and D2 of Vol One of the BCA.		Three monthly inspection to ensure there are no obstructions and no alterations have been made.
(d) Paths of travel to and discharge from exits.	Section D1 of Vol One of the BCA.		Three monthly inspection to ensure there are no obstructions and no alterations have been made.
(e) Latches and automatic closing or unlocking devices to doors to required exits.	Clause D2.21 of Vol One of the BCA.		Three monthly inspections to ensure that the latches are operable and will open without the use of a key in an emergency.
(f) Artificial lighting required for egress.	Clauses F4.4, H1.7 of Vol One of the BCA and AS 1680.0		Three monthly or night before each race meeting, inspect to ensure lighting levels are still achieved and lamps are operating.
<b>Signs</b>			
(a) Illuminated exit signs.	Clauses E4.5, E4.6 and E4.8 of Vol One of the BCA and AS/NZS 2293.2	Undertake procedures as prescribed in AS/NZS 2293.2	Three monthly inspections to confirm operation, and before each race meeting. Check all signs are illuminated.
(b) Signs concerning use of lifts in the event of fire.	Clause E3.3 of Vol One of the BCA.		Annual inspections to ensure that the warning sign is in place and legible.

Measures to be maintained	Deemed-to-satisfy installation standards/codes/conditions of approval	Maintenance Standard	Nature and frequency of maintenance
(c) Warning signs and alarms on sliding fire doors.	Clause C3.6 Vol One of the BCA.	Undertake procedures as prescribed in AS/NZS 2293.2	Six monthly inspection to confirm operation, avoidance of obstruction and that signs are in place and legible. For flashing luminaries and visual alarms.
(d) Signs on fire doors and smoke doors including re-entry from fire stairs and signs on egress doors leading from fire isolated passageways.	Clauses D2.22 and D2.23 of Vol One of the BCA.		Annual inspection to ensure signs are in place and legible.
(e) Fire order signs in alpine areas.	Clause G 4.9 of Volume One of BCA 96.		Annual inspection to ensure signs are in place and legible.
<b>Emergency lighting</b>			
Emergency lighting.	Clauses E4.2 and E4.4 of Vol One of the BCA and AS/NZS 2293.1	Undertake procedures as prescribed in AS/NZS 2293.2	Three monthly visual inspection to ensure operation, power availability and lamps operate with loss of power.
<b>Fire fighting services and equipment</b>			
(a) Fire pump sets.	Clause E1.3 of Vol One of the BCA.	Monthly inspection as prescribed in AS 1851.14	
(b) Fire main, booster, static water supply and associated water supply equipment.	Part E1 of Vol One of the BCA, AS 2118 and AS 2419.1	Annual inspection and undertake three yearly procedures as prescribed in AS 1851.3	
(c) Fire hydrant system.	Clause E1.3 of Vol One of the BCA and AS 2419.1	Monthly inspection as prescribed in AS 1851.4	
(d) Fire control room.	Specification E1.8 of Vol One of the BCA.		Annual inspection to ensure compliance of construction and contents with BCA
(e) Fire hose reel systems.	Clause E1.4 of Vol One of the BCA and AS 2441	Six monthly as prescribed in AS 1851.2 and 1851.9	
(f) Portable fire extinguishers.	Clause E1.6 and Table E1.6 of Vol One of the BCA and AS 2444	As prescribed in AS 1851.1	Six monthly inspections to ensure extinguishers are in place
(g) Fire sprinkler installations.	Clause E1.5 and/or Specification E1.5 of Vol One of the BCA and AS 2118	As prescribed in AS 1851.3	
(h) Special hazards fire-fighting systems and equipment.	Clause E1.10 of Vol One of the BCA.	As prescribed in AS 1851.12 or AS 1851.16 as applicable.	

Measures to be maintained	Deemed-to-satisfy installation standards/codes/conditions of approval	Maintenance Standard	Nature and frequency of maintenance
<b>Air handling systems</b>			
(a) Fans and fan motors associated with the operation of a ventilation system (frequent and emergency uses).	AS/NZS 1668.1 and AS 1668.2	As prescribed in AS 1851.6 Table 3.1	Monthly or Quarterly.
(b) Smoke Detectors (not forming part of an AS 1670 system).	Clause E2.2 and Specification E2.2a of Vol One of the BCA and AS/NZS 1668.1 or AS 1670 as appropriate.	As prescribed in AS 1851.8 for smoke detectors.	Six monthly.
(c) Fire control operation associated with mechanical ventilation of air conditioning systems :			
(i) Fire alarm shut down of equipment.	Clause E2.2 of Vol One of the BCA or AS/NZS 1668.1 as appropriate.	As prescribed in AS 1851.6 Appendix B9	Six monthly.
(ii) Control of supply and/or return air fans or equipment.	AS/NZS 1668.1 or as approved by the relevant authority.	As prescribed in AS 1851.6	Frequency routines modified for Level 1 - Six monthly. Appendix B10
(iii) Fire mode operation of air dampers for outside air, recycle air, relief air, zone control dampers for supply and return air including motorised fire/smoke/combo dampers.	AS/NZS 1668.1 or as approved by the relevant authority.	As prescribed in AS 1851.6 Appendix B5	Quarterly.
(iv) Fire dampers – thermal.	AS 1682.1, AS 1682.2 and AS/NZS 1668.1	As prescribed in AS 1851.6 Appendix B4	Yearly.
(d) Smoke hazard management:			
(i) Egress pressurisation and/or zone (sandwich) pressurisation.	AS/NZS 1668.1 or as approved by the relevant authority.	As prescribed in AS 1851.6 Appendix B10	Frequency routines modified for Level 1 - six monthly.
(ii) Smoke spill.	AS/NZS 1668.1 or as approved by the relevant authority.	As prescribed in AS 1851.6 Appendix B2	Frequency routines modified for Level 1 - six monthly.
(iii) Smoke curtains, baffles or bulkheads (including concealed voids).	Specification E2.2b of Vol One of the BCA or as approved by the relevant authority.		Six monthly inspection. To ensure no damage or deterioration has occurred
(iv) Roof and wall vents.	Specifications E2.2c and G3.8 of Vol One of the BCA and AS 2665	As prescribed in AS 1851.5	Annually.

Measures to be maintained	Deemed-to-satisfy installation standards/codes/conditions of approval	Maintenance Standard	Nature and frequency of maintenance
(v) Make up air provisions including louvres and automatic doors.	Specifications E2.2b and C2.3 of Vol One of the BCA as applicable, or as approved by the relevant authority.		Annual testing. For actuation, obstruction and operation in conjunction with the relevant smoke hazard management system.
(e) Kitchen exhausts -including grease filters.	AS/NZS 1668.1 and AS 1668.2	As prescribed in AS 1851.6 Appendix B8	Annually, monthly, Level 1 Routine, Six monthly, Level 3 Routine.
(f) Microbial control - warm water, hot water, ventilation and cooling towers.	AS 1668.2 and AS/NZS 3666.1	As prescribed in AS/NZS 3666.2, section 2.	Inspect monthly and clean as necessary.
(g) Automatic monitoring of atmospheric contaminants for car parks and other vehicle enclosures.	AS 1668.2	In accordance with AS 1668.2, Appendix M.	Frequency as nominated by supplier on label attached to equipment.
(h) Electric duct heaters.	AS 1668.1	As prescribed in AS 1851.6, Appendix B7	Annually.
<b>Automatic fire detection and alarm systems</b>			
(a) Self contained smoke and thermal alarms.	Part E2 and Specification E2.2a of Vol One of the BCA	As prescribed in AS 1851.15	Six Monthly inspection to test operation Replace battery or detectors as necessary.
(b) Detection and alarm systems.	Clause E2.2 and Specification E2.2a of Vol One of the BCA	As prescribed in AS 1851.8 or 1851.15 As prescribed in AS 1851.8 or 1851.15	Monthly if not monitored. Monthly if monitored. Six monthly to test operation.
<b>Occupant warning system</b>			
(a) Emergency warning and intercommunication systems.	Clause E4.9 and Specification E2.2a of Vol One of the BCA and AS 2220 part 1 and 2	As prescribed in AS 1851.10	Monthly. Level 1 Maintenance, monthly Level 2. Maintenance, six monthly.
(b) Building occupant warning systems.	Specifications E1.5 and E2.2a of Vol One of the BCA	As prescribed in AS 1851.8	Monthly to check operation.
<b>Interconnections – fire safety systems</b>			
(a) Fire alarm signal.	Part E2 and Specification E2.2a of Vol One of the BCA	In accordance with AS 1851.8	Test weekly.

Measures to be maintained	Deemed-to-satisfy installation standards/codes/conditions of approval	Maintenance Standard	Nature and frequency of maintenance
(b) Interconnection of systems.	Refer to specific requirements for each interconnected system.		Annual test of interconnection of all fire and safety systems for correct operation under automatic alarm (not simulation).
<b>Lifts</b>			
(a) Stretcher facility.	Clause E3.2 of Vol One of the BCA	Reference to AS 1735.15	Annual inspections to ensure compliance with BCA requirements.
(b) Emergency Lifts Operation.	Clause E 3.4 of Vol One of the BCA and AS 1735.2		Periodic inspection in accordance with manufacturers recommendations (not more than one year intervals).
<b>Emergency standby power systems</b>			
Emergency stand-by power systems.	Clause G3.8 and Specification G3.8 of Vol One of the BCA	As prescribed in AS 1851.14	Six monthly testing to Manufacturers recommendation. Ensure auxiliary power is operable for diesel engines. Based on proving electrical load in lieu of flow/pressure for pump sets.
<b>Building clearance and fire appliance access</b>			
(a) Access for fire appliances.	Clause C2.4 of Vol One of the BCA	6.0m Width Clearance.	Annual inspection to ensure that unobstructed access to buildings and fire fighting facilities is maintained.
(b) Clearances for large isolated buildings.	Clauses C2.3 and C2.4 of Vol One of the BCA	.	Annual inspection to ensure clearances are maintained.
<b>Emergency evacuation procedures</b>			
Emergency control organisation and procedures.			Undertake annual simulation of evacuation procedures.
<b>Other measures</b>			
(a) Balustrades.	Clauses D2.16 and D3.3 of Vol One of the BCA		Annual inspections to ensure that balustrades are in place and check for damage and deterioration.
(b) Access.	Section D of Vol One of the BCA		Annual inspection to ensure safe passage for occupants of the building.
(c) Refrigerated chambers/vaults (access and egress).	Clause G1.2 of Vol One of the BCA		Three monthly inspections to ensure safety devices are in place and operable.

Measures to be maintained	Deemed-to-satisfy installation standards/codes/conditions of approval	Maintenance Standard	Nature and frequency of maintenance
(d) Bushfire protection.	Part G5 of Vol One of the BCA		Annual inspection to ensure continuing compliance.
(e) Swimming pool fencing.	Clause G1.1 of Vol One of the BCA and AS 1926 Part 1 & 2		Annual inspection to ensure barriers are intact and gates operate correctly.
(f) Safety glazing in buildings.	Clause B1.3 (h) of Vol One of the BCA, AS 2047 and AS 1288		Annual inspection to ensure no changes and that replacement glass complies with safety requirements.
(g) Building Facade or Curtain Walls.			Inspection every 5 years for inspection for defects likely to cause failure resulting in injury to people.
<b>Building use and application</b>			
(a) Occupancy hazard.			Annual inspection to ensure that occupancy hazards do not exceed approved levels.
(b) Class and use. (Deemed-to-Satisfy)	Classification as assigned by <i>Building Control Authority</i> at <i>Building Permit</i> .		Annual inspections to ensure that the building is being used and occupied in accordance with its assigned classification.

## Australian Standards

Tabled below is a list of the current Australian Standards which are nominally referenced under the heading 'Maintenance Standard' in the above table.

<b>Number</b>	<b>Title</b>
AS 1668.2	The use of mechanical ventilation and air conditioning in buildings - Mechanical ventilation for acceptable indoor air quality (for monitoring air quality in car-parks).
AS 1680.0	Interior Lighting - Safe movement.
AS 1851.1	Maintenance of fire protection equipment - Portable fire extinguishers and fire blankets.
AS 1851.2	Maintenance of fire protection equipment - Fire hose reels.
AS 1851.3	Maintenance of fire protection equipment - Automatic sprinkler systems.
AS 1851.4	Maintenance of fire protection equipment - Fire hydrant installations.
AS 1851.5	Maintenance of fire protection equipment - Automatic smoke/heat venting systems.
AS 1851.6	Maintenance of fire protection equipment - Management procedures for maintaining the fire and smoke control features of air-handling systems - Typical maintenance schedule.
AS 1851.7	Maintenance of fire protection equipment - Fire-resistant doorsets.
AS 1851.8	Maintenance of fire protection equipment - Automatic fire detection and alarm systems.
AS 1851.10	Maintenance of fire protection equipment - Emergency warning and intercommunication systems.
AS 1851.12	Maintenance of fire protection equipment - Gaseous fire extinguishing systems.
AS 1851.14	Maintenance of fire protection equipment - Pumpset systems.
AS 1851.16	Maintenance of fire protection equipment - Pyrogen fire extinguishing aerosol systems.
AS/NZS 2293.2	Emergency evacuation lighting for buildings - Inspection and maintenance.
AS/NZS 3666.2	Air handling and water systems of buildings - Microbial control - Operation and maintenance.

# Maintenance of Essential Safety Measures

## Introduction

### Aim of Administrative Provisions

The objectives of the administrative provisions provided for consideration are to:

- Require a building owner/club to obtain and display proof each year that the required maintenance has been carried out;
- Require a building owner/club to keep records of maintenance procedures carried out on essential safety measures installed in the building;
- Give a regulatory authority the power to enter and inspect the performance of essential safety measures provisions and/or check maintenance records and verification statements.

## Regulatory requirements

### Overall Responsibility for Essential Safety Measure

The building owner/club must ensure that any *essential safety measure* required in relation to that building:

- (a) performs in a state which enables the essential safety measure to fulfill its purpose; and
- (b) is not altered or removed from its approved location or modified except for the purpose of maintenance, repair or verification (as defined) (including a penalty provision).

### Owner's responsibility (ongoing)

A building owner/club must ensure that:

- (a) all *essential safety measures* are maintained in accordance with the schedule issued by the *Building Control Authority* at the time of *building permit* issue or as amended by the *Building Control Authority*; and
- (b) an annual *verification certificate* is prepared listing all *Essential Safety Measures* and confirming that all *essential safety measures* have been maintained; and
- (c) all annual *verification certificates*, reports and records of maintenance checks, service and repair work, fire drills, etc. are kept on the premises in an approved location and are available for inspection by the *regulatory authority* at any time on request; and
- (d) any alteration, change of use or classification has the appropriate *building permit* issued by a *building control authority* with an updated schedule.

### Display of safety measures verification certificate

- A building owner/club must take all reasonable steps to ensure that a copy of the most current *essential safety measures verification certificate* is displayed and kept displayed at an *approved location* within the building.

- Subject to sub-regulation (c), the *regulatory authority* must ensure that a location approved within a building under sub-regulation (a) is in a prominent position accessible to the occupants of the building.
- The *regulatory authority* may vary the location under sub-regulation (a) to a location in an area to which access is available only with the authorisation of the owner in circumstances where it is impractical to do otherwise.

### **Contents and form of essential safety measures verification**

The annual *verification certificate* must—

- (a) be in the form of a certificate and
- (b) be signed by the owner or an agent of the owner; and
- (c) specify the address of the building concerned; and
- (d) include a statement that the owner or an agent of the owner has taken all reasonable steps to ensure that-
  - (i) each *essential safety measure* listed in the schedule of *essential safety measures* issued with the *building permit* is continuing to operate at the required level of performance; and
  - (ii) there has been no change of use, alterations or additions to the building or *essential safety measures*, penetrations to required fire-resisting construction, smoke curtains and the like in the building since the last annual *verification certificate*, other than those for which a *building permit* has been issued; and
  - (iii) the information contained in the *verification certificate* is correct.

### **Inspection procedures**

The *regulatory authority* may either jointly or separately inspect the *essential safety measures*, annual *verification certificate* and or other relevant documentation pertaining to a building to determine if they are operating at the required level of performance, at any time during normal business hours, unless agreed to by both parties.

# Food Premises

## Background

Clubs will be aware that the standard and condition of food premises is important in promoting the health and welfare of employees/non-employees.

Food premises are required to comply with the Food Act (1989), Food Regulation (2000) and the associated Food Standards Code. Furthermore, the National Food Standards (2001) requires the taking of precautions when receiving, storing and handling food including:

- taking reasonable precautions to ensure that food is protected from likely contamination. Potentially hazardous food (requiring temperature control to prevent pathogen growth) should only be accepted by the premises if the food is < 5 degrees Celsius or > 60 degrees Celsius;
- storage to prevent contamination (eg. dust, vermin);
- storage under environmental conditions that do not affect the quality of food;
- taking necessary steps to prevent food becoming contaminated if processing is required;
- ensuring that all people who handle and supervise food possess the necessary skills in food safety and hygiene.<sup>2</sup>

The “National Code for the Construction and Fitout of Food Premises” is the reference document generally used by local Councils in determining whether food premises satisfy the Food Act. This document is produced by the Australian Institute of Environmental Health and it is not practical (nor legal) to attempt its reproduction here. Clubs should avail themselves of the code to ensure that they are familiar with the relevant requirements and can purchase a copy direct (\$15 incl. GST) as follows:

The Australian Institute of Environmental Health  
PO Box 397  
DRUMMOYNE NSW 1047

ph (02) 9181 3655  
fax (02) 9181 1773

## Summary

The “National Code for the Construction and Fitout of Food Premises” details numerous requirements of such facilities including:

### (i) Construction, materials and finish

- Walls to be of solid construction (brick, concrete or similar) and finished to a height at least 2 metres above floor level with:
  - glazed tiles;
  - stainless steel, laminated plastics or similar impervious material;
  - cement render, set with plaster and steel trowel-finished coated with a gloss paint;

- Flooring material must be impervious, non-slip, non-abrasive, chemical-resistant, heavy-duty and able to withstand scouring, steam, hot water, detergent and cleaning agents;
- Ceilings must be rigid, smooth-faced, non-absorbent and finished with a washable gloss paint. Drop-in ceiling tiles are not permissible and light fittings should be flush with the ceiling;
- Windows should be located such that sills are not less than 300mm above any benchtop or table; removable fly proofing should also be provided;
- Vertical/horizontal edges of door openings should be rounded/bullnosed to a smooth surface; flyscreen doors should also be provided;
- Service pipes should be concealed if possible; otherwise 25mm clearance to the adjacent vertical surface and 100mm to the adjacent horizontal surface should be provided;
- All penetrations and openings should be vermin-proof;
- Counters, servery and bars should be constructed from impervious material (not timber). Counter/bar tops should be finished with a smooth, durable, impervious material;
- Walls and floors of storerooms must be constructed from impervious material;
- Garbage rooms should be of solid construction with impervious floors and external ventilation;
- Cool rooms/freezer rooms should be of solid construction with a graded concrete floor not less than 75mm thick and topped with an impervious finish, no internal paint (unless special type) and provide BCA-compliant temperature gauges, alarms and internal opening capability.

**(ii) Installation of fixtures, fittings and equipment**

- All cabinets and appliances must be supported on wheels, plinths, legs, brackets or frames;
- Cabinets can be either abutted to walls (and sealed), or located clear (>200mm for cabinets <6m long, >400mm for cabinets >6m);
- Refrigerated bar counters must be stainless steel topped with hinged lids impervious to liquids and adjustable temperature controls with display;
- Pipework should comply with the aforementioned guidelines and tolerances;
- Floor plinths should be of solid construction and at least 75mm high. Appliances should be securely sealed to the plinth preventing penetration by liquid, spillage, etc;
- A minimum of 150mm clear space should exist between the floor and underside of any fitting;
- Legs, framework and all supporting brackets should be solid and non-corrosive;
- Cooking and similar heating appliances (deep fryers, BBQs, etc) must be either abutted to walls (and sealed), or located clear (>200mm for appliances <3m long, >400mm for appliances >3m);
- All displayed food must be protected from contamination by customers' breath, flies, dust, etc. Safety glass must be used in the display of food with any exposed edged bevelled;

- Cupboards, cabinets and shelving may be constructed from glass, metal, plastic or solid timber; however particle board must be laminated with an impervious material. Timber framing of shelving is not permitted;
- Shelving must be at least 25mm clear of vertical surfaces unless effectively sealed to the wall. Surfaces should be smooth, durable, non-absorbent and free of cracks;
- In kitchens and food preparation areas where direct contact with food may occur, stainless steel must be used for bench tops, table tops and shelving.

**(iii) Washing facilities and special requirements**

- A double bowl sink (or similar) or utensil washing device must be provided for cleaning of eating and drinking utensils;
- Hot water for washing must be > 45 degrees Celsius, for rinsing >75 degrees Celsius;
- Hand washing basins (plus soap) must be provided in close proximity to food preparation areas, along with approved hand drying devices;
- Cleaner's sinks must be located away from food preparation areas;
- Any mechanical exhaust ventilation system installed in kitchens must satisfy Australian Standard AS 1668 (part 1 and 2).

## **Acknowledgements**

1. “Maintenance of Essential Services and Inspection Guide Checklist” prepared by George Floth Pty Ltd, Consulting Engineers (August 2002);
2. Public Health Guidelines prepared by Mosman Municipal Council (September 2002);
3. “National Code for the Construction and Fitout of Food Premises” prepared by the Australian Institute of Environmental Health (July 1993);
4. Soil chemistry advice provided by Racing Solutions, Consultants (2002).