

Requirements for a commercial kitchen, canteen etc.

This information sheet acts as a guide to the requirements imposed on commercial kitchens, canteens etc. A food business operator remains obliged to conduct comprehensive checks and assessments on the basis of current legislation and to comply with the relevant guidelines, from which other requirements may arise in individual cases. They bear main responsibility for producing and supplying safe food and are responsible for ensuring compliance with the required hygiene conditions.

This information sheet describes the circumstances which facilitate the production and supply of foodstuffs under proper hygienic conditions. Deviations from the requirements are possible in individual cases in so far as the safety of the foodstuff(s) is not jeopardised as a result.

Facilities which handle foodstuffs must be designed in such a way as to facilitate hygienically-sound work processes and to prevent contamination and other disadvantageous influences (e.g. separating sterile and unsterile areas, ensuring pest control).

1. Kitchen

- 1.1st The floor space of the kitchen must be of a size commensurate with the intended use.
- 1.2nd The floor coverings must be in a flawless condition. They must be easy to clean and (where applicable) disinfect, must be impermeable to water, water-repelling and abrasion-proof. They should also be non-slippery. If applicable, the floors must feature a suitable drainage system.
- 1.3rd The walls should be constructed to a height suitable for the respective work procedures and be fitted with an abrasion-proof, water-proof, smooth coating (e.g. tiles - not carpeting) or paint on smooth cement, or other wall type with similarly advantageous cleaning properties. They must be easy to clean and (where applicable) disinfect.
- 1.4th Ceilings and overhead fixtures/roof interiors must be designed in such a way as to prevent the accumulation of dirt, condensation, mould and the shedding of particles.
- 1.5th It must be ensured that there is sufficient and appropriate ventilation - natural or artificial. Ventilating a sterile area with air from a non-sterile area should be avoided. All cooking, roasting and frying stations must be fitted with an overhead ventilation system to prevent airborne contaminants.
- 1.6th Surfaces (doors, windows, equipment, work surfaces etc.) in areas where food is handled, and especially areas which come into contact with foodstuffs, must be easy to clean and disinfect. They must be composed of smooth, abrasion-proof, corrosion-proof and non-toxic material(s). Windows and ventilation openings to the outdoors must be equipped with easily removable insect grates for cleaning purposes.

- 1.7th For food to be stored cool or frozen, refrigeration equipment must be fitted with sufficient thermometers. Dripping water from refrigeration equipment must be ejected directly into the sewage system by means of a closed system.
- 1.8th Suitable facilities for cleaning and disinfecting work devices/equipment must be available. They must be supplied with hot and cold running water in drinking water quality.
- 1.9th Separate hand basins must be provided in sufficient numbers at suitable locations. They must be supplied with hot and cold running water. Materials for hygienically cleaning and drying hands must be available. Facilities for washing food (such as an additional wash basin) must be separated from the hand basins.
- 1.10th Adequate natural or artificial light must be ensured.

2. Supply room

- 2.1 The floor must be impermeable to water, feature sealed joints and be easy to clean and disinfect where required. It should be non-slippery.
- 2.2 The walls must feature a smooth layer of paint on smooth cement, or another material with similar cleaning properties. They must be easy to clean and disinfect where required.
- 2.3 Ceilings and overhead fixtures/roof interiors must be designed in such a way as to prevent the accumulation of dirt, condensation, mould and the shedding of particles.
- 2.4 Windows and ventilation openings to the outdoors must be equipped with easily removable insect grates for cleaning purposes.
- 2.5 Equipment, doors and windows must consist of a smooth, abrasion-proof, corrosion-proof and easy-to-clean material.
- 2.6 Foodstuffs should not impact one another negatively during storage, i.e. unwashed vegetables must not be stored in the same space/room as fresh, unpackaged meat and/or other open foodstuffs. Containers storing food must not be placed directly on the floor.

3. Counter area/serving hatch

- 3.1 In counter/serving hatch areas, a separate hand basin with hot and cold running water must be provided within close proximity and materials for hygienically cleaning and drying hands must be provided.
- 3.2 Protection for foodstuffs against detrimental effects (e.g spit/sneeze guard) is to be ensured.

4. Staff toilets

- 4.1 A separate staff toilet is required. All sanitation facilities must be appropriately ventilated - naturally or artificially. Toilet rooms must never open directly into a room in which foodstuffs are handled.
- 4.2 Toilets and rooms leading into toilets must be fitted with a hand basin with hot and cold running water (drinking water quality); materials for hygienically cleaning and drying hands must also be available.

5. Side rooms

- 5.1 Staff must be provided with a separate location for storing work and street clothes.
- 5.2 Cleaning/disinfecting agents and cleaning devices must be stored separately. 5.3
If required, staff must be provided with adequate changing rooms.

6. Self-inspection

The following aspects of self-inspection are to be documented in line with Regulation (EC) No. 852/2004. The documentation must be retained for an appropriate time period. A retention period of at least 12 months is recommended, depending on the product being manufactured.

- 6.1 Incoming goods inspections must involve the condition of the goods (e.g. freshness, quality, cleanliness, identification of best before and use by dates) and the temperature of the incoming goods. Measures taken in the event of deviations are to be documented. If the goods have been procured internally, temperature controls must be performed upon unloading.
- 6.2 The following temperature controls are required:
 - Ongoing temperature controls must be performed on all freezing/refrigeration units at least once a day.
 - When heating poultry, minced meat, fish and other perishable foodstuffs within an operation featuring a 'warm kitchen', core temperature controls must be performed. Controls to ensure food is fully cooked through can also take place visually (cutting into the food).
 - Where food is distributed, heat-holding temperatures (> 65° C) are to be checked on a daily basis and documented accordingly. If the temperatures are below the threshold, re-heating must be performed.
 - The cooling temperatures of dressings, sauces, desserts, salads, among other perishable foods, are to be checked.
- 6.3 Frying fat quality checks are to be performed on a daily basis using sensory methods (odour, colour) or a suitable testing system. The time at which the oil is changed is to be documented.
- 6.4 A cleaning and disinfection schedule is to be created. That should indicate who (designation of each person responsible), what, when, how often, what with and how

staff are to perform duties, and must feature past activity records (marked as completed).

6.5 As part of pest infestation controls, control measures taken are to be recorded (generally only sufficient if there is no infestation), or documents from a pest control firm stating that the pests have been successfully combatted are to be retained.

6.6 The following instructions must be given as part of staff training:

- Instructions pursuant to Section 43 Infection Protection Law (Infektionsschutzgesetz) to be given every 2 years
- Hygiene training
 - > In accordance with Directive (EC) 852/2004 (once annually)
 - > If required, instructions on handling easily perishable foodstuffs in accordance with Section 4 of the Food Hygiene Regulations.

6.7 The traceability of foodstuffs, ingredients and packaging material is to be ensured across all levels of production, processing and distribution.

6.8 The requirements of Regulation (EC) No. 2073/2005 concerning microbiological criteria for foodstuffs are to be complied with.

7. Miscellaneous

In accordance with the Infection Protection Act, the food business operator shall keep records of instructions and evidence of initial instruction-giving/health certificates and subsequent instructions given.

Depending on the size of the operation and whether it needs a permit, it is recommended that the food business operator keep the following documents to hand:

- Floor plan of the facility with identification of rooms and their functions
- Production quantity (number of foods)
- Product range
- List of employees with their various responsibilities
- Disposal schedule for animal-based by-products (e.g. food scraps, frying fat, waste created by meat and meat products) including evidence that a disposal firm has been commissioned.
- Work instructions concerning the handling of foodstuffs and personal hygiene
- Documentation concerning work clothing (features, how often they are to be replaced etc.)

It may also be of importance to operational processes to determine critical control points (CCPs) within the context of risk analysis.

For assistance with this, see the

- 'Guidelines on good hygiene practice in gastronomy' from the hotel and

- guest house association DEHOGA Hessen e. V. (www.dehoga.de) and the 'Guidelines on good foodstuff hygiene practice in social institutions' of the German association of charities (www.caritas.de).

These also include notes on ensuring good practice in manufacturing.

Information on contact persons, further guidelines and DIN standards acting as guidelines can be obtained from The German Federation for Food Law and Food Science ([Diese enthält auch Hinweise zur Sicherstellung einer guten Herstellungspraxis. Auskünfte über Ansprechpartner, weitere Leitlinien und als Leitlinien geltende DIN-Normen gibt Ihnen der Bund für Lebensmittelrecht und Lebensmittelkunde \(Lebensmittelhygiene: Lebensmittelverband Deutschland\).](#)

The preceding information is based on Regulation (EC) No. 852/2004 concerning foodstuff hygiene and Regulation EC) No. 2073/2005 concerning microbiological criteria for foodstuffs in their respectively valid versions. All relevant community and national legal bases for food hygiene can be found at: [BMEL - Lebensmittel-Hygiene - Rechtsgrundlagen für die Lebensmittelhygiene.](#)

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