

Part B - Health Facility Briefing and Planning

180 CATERING UNIT

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Description

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INTRODUCTION

Description

180 .2.00	The Catering System shall provide food service for staff, visitors, inpatients, outpatients, and ambulatory patients as appropriate. The Catering System shall also provide nourishment and snacks between scheduled meal services and cater for the special dietary needs of patients. Food service facilities and equipment shall conform with these Guidelines and other appropriate codes for food services.
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PLANNING

Planning Models

180 .3.00	The Catering Unit may be designed to accommodate a Cook-Chill or a Cook-Serve food preparation system. Cook-Chill refers to the process where food (fresh or frozen) is prepared, cooked and then chilled for up to five days. Food may be chilled in bulk or cold plated and then chilled. Plated, chilled food may then be reconstituted and served. Alternatively, bulk chilled food may be reconstituted and then plated and served.
180 .4.00	Variations on Cook-Chill preparation include: <ul style="list-style-type: none">- Extended Shelf Life Cook-Chill, where food is processed according to the Cook-Chill method and stored chilled at a controlled temperature for up to 28 days- Cook-Freeze, where food is prepared, portioned or left in bulk form and frozen for up to 12 months; following thawing, food is processed the same way as conventional Cook-Chill.

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180 .5.00 Cook-Serve refers to the process where food, fresh or frozen is prepared, cooked, plated and served immediately. Variations of the Cook-Serve process include:

- Hot plating, delivery and serving
- Delivery of hot bulk food, then plating and serving.

180 .6.00 Food preparation systems require space and equipment for receipt, storage, preparing, cooking and baking. Convenience food service systems such as frozen prepared meals, bulk packaged entrees, individual packaged portions, or systems using contractual commissioned services, require space and equipment for refrigeration, holding, thawing, portioning, cooking and/or baking.

180 .7.00 OFF SITE PREPARATION

If food is prepared off site or in a remote location on the hospital campus, then the following will apply:

- Briefed requirements under this section (Catering) may be reduced as appropriate
- Provide protection for food delivered to ensure it maintains freshness, retains temperature and avoids contamination.

If delivery is from outside sources, provide protection against the weather. Provisions must be made for thorough cleaning and sanitising of equipment to avoid mixing soiled and clean items. If food is brought in from a remote part of the hospital site, all connections must be under cover and reasonably weather protected.

Functional Areas

180 .8.00 Every Hospital shall have a suitably equipped Catering Unit (kitchen) to prepare and serve food for patients and staff. The Catering Unit may include the following Functional Areas

- Food preparation areas
- Cooking facilities
- Reheating facilities and/ or rethermalisation facilities if cook-chill food is processed
- Plating areas
- Dishwashing and pot washing areas
- Refrigerator/s, cool rooms and freezers of adequate size to store perishable foodstuffs
- Storage areas for dry goods
- Parking and cleaning areas for food distribution trolleys
- Staff Dining Room
- Access to staff amenities

Note: Preparation of food referred to above does not necessarily involve cooking on site. Food may be prepared off site, then reheated and served on site.

180 .9.00 FOOD DISTRIBUTION

A cart distribution system shall be provided with spaces for storage, loading, distribution, receiving, and sanitising of the food service carts.

The cart traffic and the cleaning and sanitising process shall be designed to eliminate any danger of cross-circulation between outgoing food carts and incoming, soiled carts. Cart traffic shall not be through food processing areas.

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Functional Areas

180.10.00 The distribution service must ensure food is delivered to the patient hot or cold as required.

180.11.00 GARBAGE DISPOSAL

Provision shall be made for regular wet and dry garbage storage, removal and disposal in accordance with Waste Management Guidelines. All garbage, and in particular wet garbage, shall be stored in sealed bins. Provision shall be made for the storage and cleaning of bins.

In large Hospitals or catering facilities, the following are highly recommended:

- Refrigerated wet waste storage.
- Special equipment to reduce the water content of wet waste.

180.12.00 STAFF AMENITIES

Staff toilets and locker spaces shall be provided for the exclusive use of the catering staff. These shall not open directly into the food preparation areas, but must be in close proximity to them.

180.13.00 STORAGE

Food storage components shall be grouped for convenient access from receiving and to the food preparation areas. All food shall be stored clear of the floor. The lowest shelf shall be not less than 300 mm above the floor or shall be closed in and sealed tight for ease of cleaning.

180.14.00 Storage space for at least a four day supply of food shall be provided. Separate space will be required for refrigerated (cold and frozen) storage, dry foods storage and crockery, utensils and cutlery storage.

Facilities in remote areas may require proportionally more food storage facilities than needed for the four days recommended depending on the frequency and reliability of deliveries.

180.15.00 SUPPLIES RECEIVAL

An area shall be provided for the receiving and control of incoming food supplies such as a loading dock. This area shall be separated from the general loading dock areas used for access to garbage areas, a morgue or body holding room.

The receiving area shall contain the following:

- A control station
- A breakout for loading, uncrating, and weighing supplies.

These areas may be shared with clean dock areas.

DESIGN

Finishes

180.16.00 All tables, benches and other surfaces on which food is prepared or handled shall be covered in a smooth impervious material.

Infection Control

180.17.00 Staff hand-washing facilities shall be provided and located in or close to the food preparation area.

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Safety and Security

- 180 .18.00 To prevent accidents, all internal kitchen doors shall have clear glazing to the top half.

Fixtures & Fittings

- 180 .19.00 Self dispensing ice-making facilities may be located in the food preparation area or in a separate room, but must be easy to clean and convenient to the food preparation area.

Building Service Requirements

- 180 .20.00 Under-counter conduits, piping, and drains shall be arranged to not interfere with cleaning of the equipment or of the floor below the counter.

- 180 .21.00 INSECT CONTROL

In new Hospitals the kitchen may not open directly to the outside. A form of air lock shall be provided between the kitchen and the outside. A section of hospital corridor may be used as an air lock

In existing kitchens being refurbished, any door leading directly from the kitchen to the outside shall be fitted with a fly screen door with a self closer.

COMPONENTS OF THE UNIT

Introduction

- 180 .22.00 The Catering Unit will consist of a combination of Standard Components and Non-Standard Components.

Standard Components must comply with details in Standard Components described in these Guidelines. Refer also to Standard Components Room Data Sheets.

Standard Components

- 180 .23.00 Provide the Standard Components as identified in the Schedule of Accommodation.

Non-Standard Components

- 180 .24.00 Provide the Non-Standard Components identified in this section and in the Schedule of Accommodation, according to the Operational Policy and Functional Brief.

- 180 .25.00 COOLROOMS/ FREEZERS

DESCRIPTION AND FUNCTION

Rooms for the refrigerated storage of perishable food supplies.

Coolrooms / Freezers shall be sized according to the amount of food to be stored; the minimum area is six m2.

- 180 .26.00 LOCATION AND RELATIONSHIPS

Coolrooms and freezers shall be located with ready access to food preparation areas and supplies receipt area.

- 180 .27.00 CONSIDERATIONS

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Walk-in Coolrooms and Freezers may be lockable from outside but must have a release mechanism for exit from inside at all times.

The Coolroom / Freezer interior shall have lighting installed which may be automatically operated when the door is opened. An additional over-ride switch inside the cool room is recommended.

All shelving shall be corrosion resistant, easily cleaned, and constructed and anchored to support the expected load.

180 .28.00 DISHWASHING

DESCRIPTION AND FUNCTION

The Catering Unit will provide separate stainless steel sinks and drainers or equipment for washing of dishes, utensils and cutlery. The area shall also provide space for receiving, scraping, rinsing, sorting and stacking of soiled tableware.

180 .29.00 LOCATION AND RELATIONSHIPS

Dedicated crockery, utensil and cutlery washing (warewashing) facilities shall be located as far as practical from the food preparation and serving area. It is recommended that where practical, a warewashing space be located in a separate room or alcove.

Warewashing facilities shall be designed to prevent contamination of clean wares with soiled wares through cross-traffic. The clean wares shall be transferred for storage or use in the Dining Area without having to pass through food preparation areas.

180 .30.00 CONSIDERATIONS

The Dishwashing area requires the following finishes:

- Walls and ceiling that are smooth, impervious and easily cleanable
- Floors that are impervious and non-slip

Commercial type washing equipment is recommended.

180 .31.00 POT WASHING

DESCRIPTION AND FUNCTION

The Catering Unit shall provide separate stainless steel sinks and drainers or equipment for washing of pots.

180 .32.00 LOCATION AND RELATIONSHIPS

Pot washing sinks or equipment shall be located with ready access to preparation and cooking areas and may be co-located with dishwashing areas.

180 .33.00 CONSIDERATIONS

The Potwashing area requires the following finishes:

- Walls and ceiling that are smooth, impervious and easily cleanable
- Floors that are impervious and non-slip

Pot scrubbing facilities are required that incorporate emergency manual warewashing facilities in the event of equipment failure.

180 .34.00 SERVERY

DESCRIPTION AND FUNCTION

An area for plating and serving food with facilities for keeping food warm or cool.

180 .35.00 LOCATION AND RELATIONSHIPS

The Servery may be located with close access to the Catering Unit and adjacent to Staff Dining Areas.

180 .36.00 CONSIDERATIONS

The Servery will require the following finishes:

- Walls and ceiling that are smooth, impervious and easily cleanable
- Floors that are impervious and non-slip

The Servery will require the following fittings and fixtures:

- A workbench with an impervious top and splashback
- A single or double bowl stainless steel sink set in the benchtop supplied with hot and cold reticulated water, lever action or automatically activated taps
- A disposable glove dispenser
- A handbasin, with liquid soap and paper towel dispensers

180 .37.00 STAFF DINING ROOM

DESCRIPTION AND FUNCTION

The Staff Dining Room provides an area for staff dining and relaxation. The Room shall provide space for all staff potentially requiring sit down dining space during any single shift.

Note: Staggered dining sessions is an acceptable way of reducing the size of this room.

The minimum area for a Staff Dining Room shall be 1.25 m² per person dining at any one time or 9.5 m² whichever is the greater.

180 .38.00 LOCATION AND RELATIONSHIPS

The Staff Dining Room should be located in a staff only, discreet area of the facility with direct access to a circulation corridor. It should have ready access to the Catering Unit. Access to an external dining area is desirable.

180 .39.00 CONSIDERATIONS

The Dining Room should incorporate the following:

- External windows
- Dining tables and chairs
- Telephone within or adjacent to the room for staff use
- Acoustic privacy may be required to adjoining areas.

180 .40.00 TROLLEY WASH

DESCRIPTION AND FUNCTION

An area shall be provided for stripping, washing and disinfecting of trolleys

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and carts.

180.41.00 LOCATION AND RELATIONSHIPS

The Trolley Wash area should be located remotely from the food preparation and storage areas. It should have ready access to the trolley return and parking areas.

180.42.00 CONSIDERATIONS

The trolley washing area will require:

- Smooth, impervious and easily cleanable surfaces to walls and ceiling
- Impervious and non-slip finishes to the floor
- Hot and cold water outlets.

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APPENDICES

Catering Generic Schedule of Accommodation

180.43.00 The Schedule of Accommodation for a Catering Unit suitable for a Level 4 Hospital of 120 Beds, providing an on-site 'Cook-Serve' food preparation service.

Note - modifications required for a 'Cook-Chill' food preparation system are noted:

ROOM / SPACE	Standard Component			Level 4 Qty x m2			Remarks
BLAST CHILLERS				1 x 20 optional			Additional area if Cook-Chill system is used
COOLROOM - DAIRY/ VEGETABLE				1 x 12			
COOLROOM - MEAT				1 x 6			
COOKING				1 x 35			
DISHWASHING				1 x 25			
DRY STORE				1 x 15			
ENTRY / TROLLEY RETURN				1 x 15			
FREEZER				1 x 10			
OFFICE - SINGLE PERSON 9 M2	yes			1 x 9			Manager
POT-WASHING				1 x 15			
PREPARATION - DIET				1 x 8			May be reduced if cooking is off-site
PREPARATION - MEAT				1 x 8			May be reduced if cooking is off-site
PREPARATION - PASTRY				1 x 8			May be reduced if cooking is off-site
PREPARATION - SALAD				1 x 8			
PREPARATION - VEGETABLE				1 x 8			May be reduced if cooking is off-site
PLATING / TRAY PREPARATION				1 x 35			
STAFF DINING				1 x 75 optional			Allows for up to 60 persons, may be located remotely
SERVERY				1 x 12 optional			
TROLLEY PARKING				1 x 15			
TROLLEY STRIPPING				1 x 15			
CIRCULATION %				25			

180.44.00 SHARED AREAS

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180 .44.00

ROOM / SPACE	Standard Component			Level 4 Qty x m2			Remarks
CLEANER'S ROOM	yes			1 x 4			
DISPOSAL ROOM	yes			1 x 8			Preferrably located outside the Catering Unit
LOADING DOCK				1 x 20			Shared with clean Loading Dock areas
OFFICE - 2 PERSON SHARED	yes			1 x 12			Dietary staff; may be external to the Unit

References and Further Reading

- 180 .45.00
- American Institute of Architects, Guidelines for Design & Construction of Hospital & Healthcare Facilities, 1997.
 - Department of Human Services, Victoria, Design Guidelines for Private Hospital Buildings, 1987.
 - Health Department Western Australia, Private Hospital Guidelines, 1998.

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FUNCTIONAL RELATIONSHIPS DIAGRAM - CATERING UNIT

