



## Form for Approval - Layout of Food Establishments

This form should be printed on the right side of the layout document and should not be submitted as a separate sheet. Fields 1, 2 & 3 should be filled by the Consultant who prepares the layout

### Field 1

Total Food Area (excluding Seating): SqFt		Total dining area (if applicable) excluding any equipment area		Anticipated Number of Food handlers	
Name of the Food Establishment:			License Number:		
Location:		Makani Number:			
Business Activities:					
Additional: <input type="checkbox"/> Outdoor Catering <input type="checkbox"/> Temporary Events <input type="checkbox"/> Food Vehicle Others:					
Name of the Applicant:		Email:			
		Mobile:		Organisation Name :	
Name of the Person In Charge (PIC):		Email:		Landline:	
		Mobile:		Organisation Name:	

### Field 2 (Select relevant equipment)

Equipment	Tandoor		Deep Fat Fryer		Upright Chiller/Freezer	
	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Shawarma/Donner station	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Slicing machine		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Rotisserie Grill	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Vacuum Packing Machine		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Juice counter	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Water filter		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Coffee machine	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Ice machine(s)		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Grill ( Plate)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Wet Grinder/Dry		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Cooking Stoves	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Range hood		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Storage for packaging	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Exhaust fans		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Dry food Storage	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Air conditioners		<input type="checkbox"/> Yes	<input type="checkbox"/> No

### Field -3 (Select relevant facilities)

	Description	Relevance	Specify size (refer to Quick Checklist for Size specs)
Preparation Area	Raw Meat and Poultry	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	
		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	
	Raw Fish	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	
		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	
	Vegetable and Fruit disinfection and preparation	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	
Preparation of Ready to Eat Food	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA		
Cleaning and Disinfection	Dishwashing Sinks	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Pot wash sink/s	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Storage facility for dirty utensils	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Storage facility for clean utensils	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Janitorial Sink	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Storage of cleaning tools	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Hand washing Sink	<input type="checkbox"/> At employee entrance <input type="checkbox"/> Food prep area <input type="checkbox"/> Outside the Toilet	
Dishwashing machine	<input type="checkbox"/> Yes <input type="checkbox"/> No Specify Size and Capacity:		

### Official Purpose of Dubai Municipality- Food Permits and Applied Nutrition Section

Date: \_\_\_\_ Name of Reviewer: \_\_\_\_\_

Approved Not Approved  Conditional Approval

Remarks from Reviewer:

Sign: \_\_\_\_\_



## Section 1

### General Requirements that Apply to All Food Establishments

The requirements listed in Section 1 should be taken in to account while constructing any food establishment in Dubai.

<p><b>Site and Location</b></p>	<p>Selection of a site for food establishment is a very critical process. Food premises shall be chosen that are free from conditions that might interfere with their sanitary operation. Surroundings should be carefully studied before deciding to set up a food establishment. The following points should be given special consideration</p> <ul style="list-style-type: none"> <li>(a) The site must be approved by the Planning Department of Dubai Municipality for establishing a Food Business</li> <li>(b) The site has to be chosen based on the capacity of service required such as power supply, water, waste and sewage management facilities.</li> <li>(c) Food Premises should be set reasonably apart from waste disposal facilities and incompatible premises. Refer to the Dubai Food Code for more details about site selection.</li> </ul>
<p><b>Calculation of Space</b></p>	<p>Manufacturing Facilities and warehouses have to be planned based on the type of processes and storage facilities required.</p> <p>In food service businesses. Space shall be provided on the premises for staff to handle food and perform other activities that are part of the food business. The amount of space has to be based on the following criteria:</p> <ul style="list-style-type: none"> <li>i. The quantity of food prepared per day ( eg. estimated number of meals or portions). Restaurants that do outdoor events or catering shall consider the maximum meal capacity to design the kitchen</li> <li>ii. The type of menu and process involved in preparing the food</li> <li>iii. Days and hours of operation</li> <li>iv. Number of staff who work in the kitchen per shift</li> <li>v. The shape, size and number of equipment used for preparation and storage</li> <li>vi. The type of facilities available for staff such as toilet, changing room, lockers, handwash etc</li> </ul>
<p><b>Workflow in manufacturing and food service facilities</b></p>	<p>The premises shall be designed so that there is a continuous progression of food from delivery to storage, through to preparation and the finished product. At the design stage, every attempt should be made to 'build out' bad habits and practices. Due regard should be given to making the system as user friendly as possible, simple, easy to keep clean with built in disciplines and technical restraints, so that the easy way is the right way. This will ensure that it is easy to supervise the operations and lesser problems would mean better productivity and cost effectiveness.</p> <p><b>Continuous Flow</b></p> <ul style="list-style-type: none"> <li>(a) The flow of raw materials, work in progress, finished goods, equipment and personnel should be continuous and progress should be in a single logical linear flow to avoid cross contamination.</li> <li>(b) Clean and dirty as well as pre-cook and post cook operations must be segregated to the extent possible to prevent the risk of cross-contamination</li> </ul> <p><b>Physical Separation</b></p> <p>Production or handling of high risk finished products such as cooked foods require complete physical separation in terms of product, equipment, utensils and tools.</p>



<p><b>Materials</b></p>	<p><b>Floors</b></p> <p>(a) Floors shall be constructed of smooth, durable material.</p> <p>(b) Floors that are water-flushed for cleaning, receive water/fluid waste discharge from equipment, or where pressure spraying is used for equipment cleaning, must be graded to drain, have properly installed trapped floor drains and floor drain covers</p> <p>(c) Duckboards and mats if used must be of non-absorbent, grease-resistant materials and shall be easily cleanable</p> <p><b>Walls</b></p> <p>(a) Walls, non-supporting partitions, and wall coverings in food preparation, equipment washing, and toilet room areas must be light-coloured, smooth, non-absorbent and easily cleanable.</p> <p>(b) Wall to floor joins must be coved to facilitate cleaning.</p> <p><b>Ceilings</b></p> <p>Ceilings in food preparation, equipment washing, and toilet room areas must be light-coloured, smooth, non-absorbent, easily cleanable with no exposed rafters, drainage pipes or any material that would contaminate the food below.</p>
<p><b>Lighting</b></p>	<p>(a) Food premises shall be supplied with sufficient natural or artificial light to ensure the safe and sanitary production of food, and facilitate cleaning of the premises. Unless otherwise specified, the minimum lighting intensities should be:</p> <ul style="list-style-type: none"> <li>- 110 lux in walk-in coolers, dry food storage areas, and in all other areas and rooms during periods of cleaning;</li> <li>- 220 lux in areas where fresh produce or packaged foods are sold or offered for consumption; areas used for hand washing, warewashing, and equipment and utensil storage; and in toilet rooms; and</li> <li>- 540 lux at the surface where a food handler is working with unpackaged potentially hazardous food or with food utensils and equipment such as knives, slicers, grinders or saws where employee/worker safety is a factor.</li> </ul> <p>(b) Light should be shielded when over or within food storage, preparation, service and display, and equipment cleaning and storage areas</p>
<p><b>Temperature and Humidity</b></p>	<p>(a) Provisions should be made to ensure that the temperature in the kitchen is comfortable. The recommended temperature is less than 30°C and relative humidity less than 60%.</p> <p>(b) When there is a food preparation involved in areas that is not fully enclosed, measures must be put in place to ensure that food handler is not</p>
<p><b>Food Contact Surfaces</b></p>	<p>(a) Food contact surfaces should be made of safe materials; non-absorbent; smooth, easily cleanable, durable, corrosion resistant materials such as stainless steel, hardwood or plastic.</p> <p>(b) No wooden counters or shelves are allowed in food preparation areas.</p>
<p><b>Preparation Area</b></p>	<p>The provision of preparation area should be based on the type of food and processes involved in the business.</p> <p>(a) Incompatible areas or processes, particularly toilets, clean-up and chemical storage areas, shall be reasonably separated from food preparation/processing areas.</p> <p>(b) Minimum sizes of the prep sink and work surfaces are provided in <b>Section 2</b></p>



<p>Utensils and Equipment</p>	<p>(a) Utensils, containers, pans, cooking and storage equipment should be made of non-toxic; non-absorbent; smooth, easily cleanable, durable and corrosion resistant materials.</p> <p>(b) Refrigerators and freezers should be of sufficient size so as to not be overcrowded, thus disrupting circulation of cold air.</p> <p>(c) Adequate equipment for operations to maintain required temperatures of food during transportation, storage, display, preparation, service must be available</p> <p>(d) Equipment must disassemble easily and be accessible for cleaning</p> <p>(e) Non-portable equipment that is placed on a table or counter must be sealed to table or counter, or elevated on legs</p> <p>(f) Floor-mounted equipment must be sealed to the floor, or installed on a raised platform of smooth masonry, meeting requirements of floor clearances, or elevated on legs with at least 4" to 6" clearance from floor</p> <p>(g) Sufficient space should be provided for easy cleaning surrounding equipment.</p> <p>(h) Each refrigerator, freezer or any other hot or cold holding device should have calibrated thermometer for monitoring interior cabinet temperature</p> <p>(i) Where minimum sizes apply, the equipment should meet the requirements of the Food Safety Department specified in the <b>Section 2</b> of this document.</p>
<p>Pest Control</p>	<p>Measures must be in place to prevent entry and harbourage of pests. Designs must consider pest proofing as a priority.</p> <p>(a) All Pests- birds, rodents and insects- must be denied access into the building by effective proofing and other disciplines. Openings to outside shall be protected against entry of insects and rodents.</p> <p>(b) Tight fitting, self-closing door, closed windows and screening not less than 16-mesh to the inch shall be used. Air curtains, plastic curtains or a combination of both shall be used on the doors leading to outdoors.</p> <p>(c) Electronic fly killers should be placed in a suitable location.</p> <ul style="list-style-type: none"> <li>- Electronic fly killers must ideally be placed between 2 and 2.5 M height</li> <li>- The fly killers must be placed on the side of the doors and not directly facing the open door. This will prevent the light from attracting insects from outside the room and making the problem worse</li> <li>- Install the units away from sensitive areas to attract the insects and kill them away from the critical areas to be protected. Do not place them directly above the food preparation area.</li> </ul> <p>(d) Measures must be put in place to prevent harbourage of pests and this could be by fixing equipment in a way that facilitates cleaning and inspection, designing the premises in a way that it would deny the pests space to hide, prevent access to food and water etc.</p>
<p>Employee Facilities</p>	<p>(a) The food establishment should have adequate, conveniently located and easily accessible toilet facilities.</p> <p>(b) Toilet should have self closing door and an adjacent hand washing sink facility</p> <p>(c) There should be a designated area or room for routine change of clothes</p> <p>(d) There should be adequate and secure storage facilities for employees' personal belongings (lockers)</p> <p>(e) First Aid Box and Personal medications storage should be provided</p>



<p>Receiving Area</p>	<p>(a) If foods that are likely to be received with primary packaging that could be contaminated, an area should be allocated for receiving food and de-boxing. The receiving area should be equipped with:</p> <ul style="list-style-type: none"> <li>- hand washing sink</li> <li>- receiving scale</li> <li>- sorting table (for separating spoiled/contaminated food)</li> <li>- containers for boxes and trash</li> <li>- space for return items</li> </ul> <p>(b) In Catering establishments, Central processing units, a receiving and de-boxing area is necessary.</p>
<p>Dry Storage Area</p>	<p>(a) The dry store should be of suitable size enough to store all dry foods and food contact equipment and unused packing materials that come in direct contact with food.</p> <p>(b) Sufficient racks made of materials that are durable, easy to clean must be provided for storage of foods.</p>
<p>Refrigerated and Frozen Food Storage Facilities</p>	<p>(a) There should be sufficient space to store raw animal foods separately from high risk foods to prevent cross contamination. Where possible, separate chillers and freezers should be used for storing high risk foods.</p> <p>(b) Refrigerators and freezers should be of sufficient size so as to not be overcrowded, thus disrupting circulation of cold air.</p> <p>(c) Adequate storage space, consistent with the quantity of food stored should be provided</p> <p>(d) The airflow should be proper in all the refrigerators</p> <p>(e) There should be accurate thermometer in each refrigerator and freezer</p>
<p>Cooking and Hot Holding Facilities</p>	<p>(a) Where necessary, steam tables (bains marie) or hot holding boxes with thermostats to maintain a temperature of 60°C shall be provided to hold hot food</p> <p>(b) The facility should be suitable to hold the entire volume of hot food produced.</p>
<p>Waste Disposal</p>	<p>Waste disposal facilities should be provided in the food establishment. When garbage bins with covers are used within the food facility, they should be foot operated. All garbage bins that are outside the facility should be covered with lids.</p>
<p>Signage Requirements</p>	<p>All Preparation areas and handwash stations should have clear and legible signage.</p>
<p>Food Transportation Facilities</p>	<p>In food establishments that carryout outdoor catering, or distribution of food, food vehicles may be used. All food transportation vehicles must be approved by the Food Safety Department. Approvals are provided by third party testing centres and the list of testing centres can be found on the website <a href="http://www.dm.gov.ae">www.dm.gov.ae</a></p>

## Section 2

# Specifications for Equipment used in Food Establishments

	Description	Minimum Size Required	
Preparation Areas	<p><b>Raw Meat and Poultry</b> Raw meat and poultry preparation area is required in all food establishments that prepare raw meat or poultry products.</p> <p>Larger tables should be used when meat quantities are higher.</p>	<p>1 sink ( L = 0.3M x W = 0.5 M x D = 0.3 M)</p> <p>Prep Table (L= 0.9 M x W = 0.5 M)</p>	
	<p><b>Raw Fish</b> Raw fish preparation area is required in all restaurants that prepare fish. Additional precautions must be taken if Sushi is served ( separate preparation area and colour coded cutting boards only for sushi).</p>	<p>1 sink ( L = 0.3 M x W = 0.5 M x D = 0.3 M)</p> <p>Prep Table (L= 0.9 M x W = 0.5 M)</p>	
	<p><b>Vegetable and Fruit disinfection and preparation</b></p> <p>Two sinks are for disinfection and rinsing of vegetables and fruits.</p> <p>The size of the sink should be increased if the vegetables are prepared in large quantities.</p>	<p>2 sinks ( L = 0.3 M x W = 0.5 M x D = 0.3 M each)</p> <p>Prep Table (L= 0.9 M x W = 0.5 M)</p>	
	<p><b>Preparation of Ready to Eat Food</b></p> <p>Preparation tables are essential for handling ready to eat food (Eg. Preparation of sandwiches). These tables should be physically separated from areas were raw or contaminated food is likely to be handled.</p>	<p>Prep Table (L= 1.2 M x W = 0.5 M)</p>	
Cleaning and Disinfection	<p><b>Dishwashing Sinks</b></p> <p>Three sink bows are required for cleaning, disinfecting and rinsing dishes and utensils.</p>	<p>3 sinks (L= 0.6M X W= 0.5M X D= 0.5M )</p> <p>when mechanical dishwashing facility is available, specifications will not apply</p>	
	<p><b>Pot wash sink/s</b></p> <p>The size of the pot wash sink should be suitable for washing the biggest container in the kitchen</p>	<p>1 sink L= 1.0 x W= 0.5 M x D=0.5 M)</p>	

<b>Cleaning and Disinfection</b>	<p><b>Storage facility for dirty utensils</b></p> <p>Stainless steel racks or mobile trolleys should be used for collection and storage of dirty utensils until they are cleaned.</p>	<p>Storage rack or trolleys of suitable size (or utility cart or rack)</p>	
	<p><b>Storage facility for drying clean utensils and equipment</b></p> <p>Once cleaned, the utensils and equipment should be placed on the rack</p>	<p>Protected storage racks (mobile or stationary) of suitable size</p> <ul style="list-style-type: none"> <li>- Facility to store, drain, dry food containers</li> <li>- Facility to store cutting boards upright and separate</li> </ul>	
	<p><b>Janitorial Sink</b></p>	<p>Janitorial sink and mop hanging facility should be within the kitchen.</p> <ul style="list-style-type: none"> <li>- A utility (mop) sink with floor drain for cleaning mops, etc. and for disposing of liquid waste (mop water, liquid waste)</li> </ul>	
	<p><b>Storage of cleaning tools and chemicals</b></p>	<p>Suitable chemical storage cabinet with lock, of suitable size, resistant shelving and ventilation</p>	
	<p><b>Upright Chiller and Freezer</b></p>	<p>Upright chillers and freezers should be used in the food facility</p>	

	<p><b>Handwashing Sink</b></p>	<p>Handwashing sink should be of suitable size. The water supply facility should be foot or sensor operated and the station should be equipped with continuous supply of water, soap and tissue paper to dry hands.</p>			
	<p><b>Aisle Space</b></p>	<ol style="list-style-type: none"> <li>1.1. Recommended aisle space - 42" minimum desired</li> <li>1.2. If employee uses one side of aisle -- 30"</li> <li>1.3. Employee uses both sides of aisle -- 42"</li> <li>1.4. Employee must pass behind workers on both sides -- 42" to 48"</li> </ol>			
<p><b>Recommended Equipment (not mandatory but preferable for food service businesses)</b></p>					
				<p><b>Sandwich preparation counter with display facility and chilled storage below</b></p> <p>This is a space saving equipment suitable for restaurants and cafeteria.</p>	
				<p><b>Display chiller</b></p> <p>Display chillers must have cooling from both top and bottom so that a steady temperature can be maintained in all the shelves. This is suitable for cakes and sandwiches.</p>	
				<p><b>Hot snacks display</b></p> <p>Hot snacks should be stored in equipment that can maintain the food hot. Prolonged storage is not recommended.</p>	
<p><b>Electronic Fly Killers</b></p> <ul style="list-style-type: none"> <li>- Insect fly traps in food establishments should preferably be the ones with glue board.</li> <li>- When fly killers without glue boards are used, they should be located away from areas where open food is handled.</li> <li>- The fly traps should be at a height below 2 M from the floor</li> </ul>					