

This manual is to be used as a Guidance Document only and does not replace the actual Rules and Regulations as written in Chapter 511-6-1 for food service establishments.

SECTION M - TOILET ROOM AND HANDWASHING FACILITIES¹

REFERENCES (Chapter 511-6-1)

.06 Sanitary Facilities and Controls:

(2) Plumbing System (c) Handwashing Sink Installation (g) Handwashing Sinks, Number and Capacities (l) Handwashing Sinks, Location and Placement (o) Using a Handwashing Sink

.07 Physical Facilities:

(3) Number and Capacities (c) Handwashing Aids and Devices, Use Restrictions (d) Handwashing Signage

I. General Requirements: *Properly functioning toilet and handwashing facilities must be accessible to employees at all times.* The minimum requirements these facilities shall be based on applicable state law or the local plumbing code as amended, and shall be the number required by such code.

II. Handwashing:

1. Background: *Handwashing is a critical factor to prevent contamination of foods.* Proper handwashing reduces the amount of pathogens that can be transmitted via cross contamination from raw foods to ready-to-eat foods. Many employees fail to wash their hands as often as necessary due to the lack of conveniently located handwashing sinks. It is important that handwashing be done only at properly equipped handwashing sinks to help ensure that employees effectively clean their hands and minimize contamination of food and food contact surfaces.
2. Supplies, Accessibility, Location, and Use: A handwashing sink, hand drying device or disposable towels, hand cleanser and waste receptacle shall be located for convenient use by employees who work in food preparation, food dispensing, and warewashing areas. Nothing shall block an employee's approach to a handwashing sink. Handwashing sinks must also be located in or immediately adjacent to toilet rooms. Handwashing sinks shall be of sufficient number and conveniently located for use by all employees in food preparation, food dispensing, and washing areas. Handwashing sinks shall be easily

¹ Reference: Current 2012 FDA Plan Review for Food Establishments Training Course Materials

accessible and may not be used for purposes other than handwashing. Sinks used for food preparation or for washing equipment or utensils shall not be used for handwashing.

3. Water Temperature and Fixtures: Each handwashing sink shall be provided with hot and cold water tempered by means of a mixing valve or a combination faucet to provide water at a temperature of *at least 100°F*. If used, self-closing, slow-closing or metering faucets shall be designed to provide a flow of water for at least 15 seconds without the need to reactivate the faucet.
4. Cross-Contamination Prevention:
 - A. *Splash from use of a handwashing sink* may not contaminate food, food contact surfaces, clean equipment or utensils. A washable baffle or barrier may be needed if the handwashing sink is located next to a food preparation or food contact surface and if the space between the handwashing sink and food, food preparation, food contact surfaces, and clean utensils does not provide adequate protection.
 - B. Similarly, the *location of soap and paper towel dispensers at handwashing sinks* must be reviewed during plan review so that their use does not contaminate food and food contact surfaces. In addition, the distance that employees would have to reach the faucet handles, soap and paper towels must be reviewed during plan review to assure that they will have proper access to the handwashing sinks and will not have to reach across dirty surfaces while washing their hands.
5. Automatic Handwashing Facilities: If approved by the Health Authority and capable of removing the types of soils encountered in the food service operations involved, automatic handwashing facilities may be substituted for handwashing sinks in a food service establishment that has at least one handwashing sink. An automatic handwashing facility shall be installed with manufacturer's instructions.
6. *See Illustrations M-1, M-2, M-3, and M-4 for examples of handwashing stations, cross-contamination prevention, and types of hand drying devices.*

III. Toilet Rooms:

1. Properly functioning toilet facilities must be accessible to employees at all times.
2. Toilet facilities must be provided to customers in all establishments *with dining on the premises and permitted since July 31, 1995*. Access to customer facilities cannot be through food service, food preparation, storage, or warewashing areas. *When not on the same premises, the location of toilets shall be within 200 feet and approved by the Health Authority*. If the public toilet facilities are used by employees, a separate toilet facilities may not have to be installed for the employees.

3. The *floors, walls, and ceiling in toilet rooms shall be smooth and easily cleanable*. The walls around toilets, urinals, toilet paper dispensers, soap dispensers, and paper towel dispensers should be water resistant and durable for frequent cleaning².
4. The *minimum requirements* for toilet facilities shall include³:
 - A. *Toilet*: At least one toilet and not fewer than the number of toilets required by law shall be provided. If authorized by law, urinals may be substituted for toilets in men's toilet rooms.
 - B. *Handwashing Facility*: Handwashing sinks must also be located in or immediately adjacent to toilet rooms. Each handwashing sink shall be provided with hot and cold water tempered by means of a mixing valve or a combination faucet to provide water at a temperature of at least 100°F. *If used, self-closing, slow-closing or metering faucets shall be designed to provide a flow of water for at least 15 seconds without the need to reactivate the faucet.*
 - C. *Handwashing Soap Dispenser*: Each handwashing sink or group of two adjacent handwashing sinks shall be provided with hand cleaning liquid, powder or bar soap. A dispenser shall be provided for handwashing cleanser provided in liquid or powder form.
 - D. *Hand Drying Device*: Each handwashing sink or group of adjacent handwashing sinks shall be provided with individual, disposable towels properly protected; a continuous towel system that supplies the user with a clean towel; or heated-air hand drying device. *In toilet facilities that have exit doors with handles or knobs that must be touched to open, disposable, dispensed, paper towels must be provided.*
 - E. *Toilet Paper*: A supply of toilet paper shall be provided in a dispenser at each toilet.
 - F. *Waste Receptacle*: If disposable towels are used, a waste receptacle shall be located at each sink or group of sinks. At least one covered waste receptacle shall be provided in toilet rooms used by females.
 - G. *Ventilation*: Toilet rooms must be vented to the outside. Mechanical ventilation shall be installed in toilet rooms according to law. If allowed by law, openable screened windows may be used in lieu of mechanical ventilation devices.

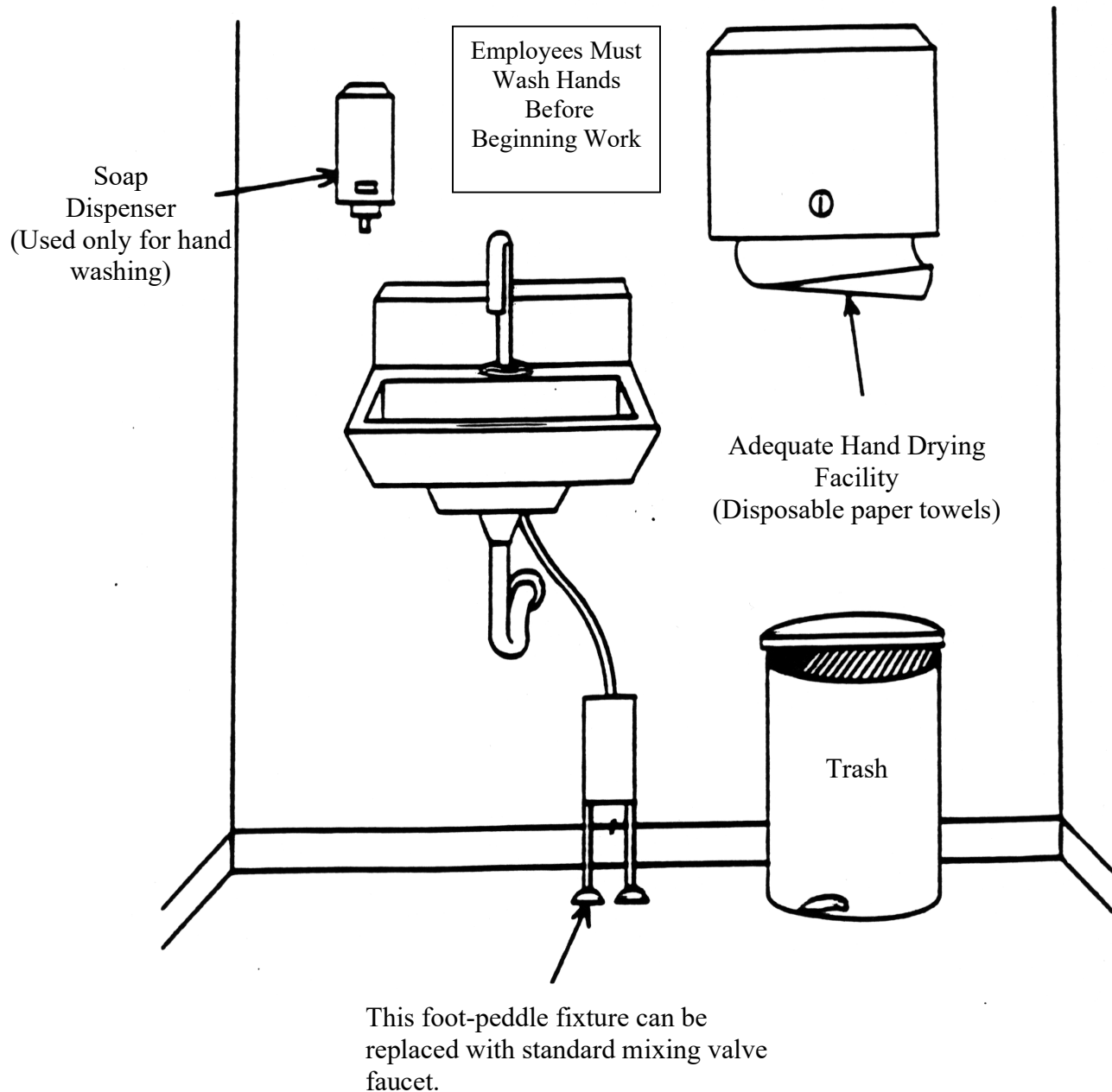
² See TABLE L-2 in Section L – Finish Schedule – Floors, Walls, Ceilings in Part-I of DPH's Food Service Manual for Design, Installation and Construction.

³ Source: Page 34 of Section 4 – Hygiene Facilities - 2008 FDA Plan Review for Food Establishments guidance document.

- H. Toilet Room Doors: Toilet room doors shall be tight-fitting and self-closing and when located on the premises, they shall be completely enclosed except where a toilet room is located outside a food service establishment and does not open directly into the food service establishment, such as that as provided for a food-court within a shopping-mall. In this case, *the toilet room facility may have a “U” shaped design entrance as long as the ventilation system for the toilet room facility is designed to prevent odor and contaminants from entry into the dining area.*
- I. Lighting: At least 215 lux (20 foot candles) shall be provided in toilet rooms.

ILLUSTRATION M-1⁴

Example of Standard Handwashing Station



⁴ Source: 2008 FDA Plan Review Training Course #FD207 – December 2-4, Macon, Georgia Training Site.

ILLUSTRATION M-2

Examples of Automatic Handwashing Stations



Counter or Table Mount Unit



Unit with hand cleaner and sanitizer exposed.



Hand Cleaner and Sanitizer Inside of Cabinet

ILLUSTRATION M-3

*Examples of Cross-Contamination Prevention at
Handwashing Stations*



Shield Attached to Handwashing Sink providing splash protection for Food Preparation Sink



Shielded Handwashing Sink located in the Food Preparation Area.

ILLUSTRATION M-4
Types of Hand Drying Devices



Infrared Sensor Activated Paper Towel Dispenser



Hot Air Dryer



Standard Manual Paper Towel Dispenser



Air Blade Technology