

### 13 AREA ANALYSIS GUIDE FOR FOOD PROVISION SERVICES

**AREA: A DELIVERY AND RECEPTION AREA**  
**AREA REFERENCE NUMBER : 9.2, A AND 10.4.1**  
***FUNCTIONS:***

- Receipt of provisions
- Removal of packaging material of supplies
- Placement of supplies on mobile shelves
- Dispatching of supplies from pre-preparation areas or storage areas or preparation areas
- Storage of mobile shelves
- Cleaning of area
- Placement of office accommodation for receipt clerk (paragraph K4 Planning Manual)
- Remove packaging material to C11
- Washing and drying of hands

**AREA: B PRE-PREPARATION AREA**  
**AREA REFERENCE NUMBER: 9.2, B AND 10.4.2**  
***FUNCTIONS:***

- Pre-preparation of fresh vegetables and fruit
- Removal of exterior leaves
- Washing of vegetables and fruit
- Peeling of vegetables and fruit where applicable
- Drying of vegetables and fruit
- Packaging of pre-prepared vegetables and fruit in baskets or plastic containers in mobile shelves
- Dispatch vegetables and fruit to storage areas (paragraph C7 and C9 Planning Manual)
- Remove refuse bins to C11
- Washing and drying of hands

**AREA: C STORAGE AREAS – GROCERIES STORAGE AREA**  
**AREA REFERENCE NUMBER: 9.2, C1 AND 10.4.3**  
***FUNCTIONS:***

- Storage of groceries in/on:  
Mobile containers  
Mobile platforms  
Adjustable epoxy coated steel shelves
- Administrative issue of supplies to C2
- Apply stock control
- Removal of packaging material

**AREA: C STORAGE AREA - WEIGHING ROOM & STORAGE AREA FOR DAILY SUPPLIES**

**AREA REFERENCE NUMBER: 9.2, C2 AND 10.4.3**

***FUNCTIONS:***

- Storage of spices and recipe files
- Weighing and measuring of ingredients according to recipes for following day's menu item production
- Storage of ingredients according to recipes and batch sizes in basket(s) in trolley(s)
- Storage of perishable items in refrigerator
- Washing-up of measuring equipment
- Washing and drying of hands
- Removal of packaging material to C11
- Apply stock control

**AREA: C STORAGE AREAS - BREAD STORAGE AREA**

**AREA REFERENCE NUMBER: 9.2, C3 AND 10.4.3**

***FUNCTIONS:***

- Storage of bread on mobile epoxy coated steel shelves or in steel bread cupboard
- Apply stock control

**AREA: C STORAGE AREAS - GENERAL COLD-ROOM**

**AREA REFERENCE NUMBER: 9.2, C4 AND 10.4.3**

***FUNCTIONS:***

- Storage of dessert, supplies for night duty, portioned menu items and left-over food on:  
Mobile platforms in  
baskets or plastic food containers
- Apply stock control
- Apply correct temperature control (fan, plastic strips, glass door or glass shutter)

**AREA: C STORAGE AREAS - EGGS, MILK- AND DAIRY PRODUCTS COLD-ROOM**

**AREA REFERENCE NUMBER: 9.2, C5 AND 10.4.3**

***FUNCTIONS:***

- Storage of fresh eggs in cartons
- Storage of fresh milk in 20 l cartons or 1 l sachets in crates
- Storage of cheese, yoghurt, margarine  
on mobile platforms  
on stainless steel 3-tier shelves
- Apply stock control
- Apply correct temperature control

- AREA: C STORAGE AREAS - MEAT COLD-ROOM**  
**AREA REFERENCE NUMBER: 9.2, C6 AND 10.4.3**  
**FUNCTIONS:**
- Storage of fresh and processed meat in plastic food containers on stainless steel 3-tier shelves and/or in troughs
  - Apply stock control
  - Apply correct temperature control
- AREA: C STORAGE AREAS - FRESH VEGETABLE- AND FRUIT COLD-ROOM**  
**AREA REFERENCE NUMBER: 9.2, C7 AND 10.4.3**  
**FUNCTIONS:**
- Storage of pre-prepared vegetables and fruit in baskets on mobile shelves for food
  - Apply stock control
  - Apply correct temperature control
- AREA: C STORAGE AREAS - FREEZER ROOM OR GASTRONORM REACH-IN FREEZER**  
**AREA REFERENCE NUMBER: 9.2, C8 AND 10.4.3**  
**FUNCTIONS:**
- Storage of frozen fish, vegetables, poultry, baked items, ice cream in packaging material on stainless steel, 5-tier shelves or on freezer shelves
  - Apply stock control
  - Apply correct temperature control
- AREA: C STORAGE AREA - FRESH VEGETABLE AND FRUIT NON-COOLED STORAGE AREA**  
**AREA REFERENCE NUMBER: 9.2, C9 AND 10.4.3**  
**FUNCTIONS:**
- Storage of vegetables and fruit in packaging material on mobile platforms or in baskets on mobile shelves for food
  - Apply stock control
  - Apply correct temperature control
- AREA: C STORAGE AREAS - CLEANING AGENTS AND CLEANING EQUIPMENT STORAGE AREA**  
**AREA REFERENCE NUMBER: 9.2, C10A, C10B AND 10.4.3**  
**FUNCTIONS:**
- Storage of cleaning agents on dollies or on epoxy coated steel shelves or mobile platforms which can be shifted underneath shelves

- Hanging of mops, brooms and squeegees (in use) on hooks above drainage furrow
- Storage of cleaning equipment (in use)
- Apply stock control
- Washing and disinfecting of cleaning equipment after use

**AREA: C STORAGE AREAS - REFUSE STORAGE AREA**  
**AREA REFERENCE NUMBER: 9.2, C11 AND 10.4.3**  
***FUNCTIONS:***

- Storage of wet refuse in refuse bins with lids
- Storage of dry refuse in secured plastic bags
- Parking of trolley for refuse removal
- Storage of hosepipe with spout on hook
- Cleaning and disinfecting of refuse bins and lids on stand and hook over drainage furrow
- Cleaning and disinfecting of the area

**AREA: C STORAGE AREAS - CROCKERY- EQUIPMENT-, AND LINEN STORAGE AREA**  
**AREA REFERENCE NUMBER: 9.2, C12 AND 10.4.3**  
***FUNCTIONS:***

- Storage of new/additional crockery for food service unit, divisions and dining halls
- Storage of new/additional equipment for food service unit and dining halls (including cleaning equipment)
- Storage of clean linen in use and additional linen supplies for food service unit and dining halls on adjustable epoxy coated steel shelves
- Apply stock control
- Storage of disposable items for use in food service unit and dining halls

**AREA: D PREPARATION OF AREAS - VEGETABLE- AND FRUIT PREPARATION**  
**AREA REFERENCE NUMBER: 9.2, D1 AND 10.4.4**  
***FUNCTIONS:***

- Prepare (process) vegetables and fruit for cooking or serving according to recipe
- Prepare and portion salads according to recipe
- Crisping of salad ingredients
- Storage of equipment and utensils
- Parking of multi-purpose trolleys
- Sink with cold and warm water supply for use in the area
- Parking of refuse bin on dolly
- Prepare ingredients for sandwiches and snacks according to recipe

**AREA: D      PREPARATION AREAS: FISH- AND POULTRY PREPARATION**  
**AREA REFERENCE NUMBER: 9.2, D2 AND 10.4.4**  
***FUNCTIONS:***

- Prepare fish and poultry for cooking according to recipe
- Washing and drying of hands
- Storage of equipment
- Sink with cold and warm water supply for use in the area
- Parking of multi-purpose trolleys
- Parking of refuse bin on dolly

**AREA: D      PREPARATION AREAS - MEAT PREPARATION AREA**  
**AREA REFERENCE NUMBER: 9.2, D3 AND 10.4.4**  
***FUNCTIONS:***

- Prepare meat for cooking according to recipe
- Cut meat according to recipe
- Mixing of meat dishes according to recipe
- Sink with cold and warm water supply for use in the area
- Washing and drying of hands
- Store equipment and utensils
- Park multi-purpose trolley
- Prepare meat ingredients for sandwiches and snacks according to recipe

**AREA: D      PREPARATION AREAS - GENERAL PREPARATION AREA**  
**AREA REFERENCE NUMBER: 9.2, D4 AND 10.4.4**  
***FUNCTIONS:***

- Prepare ingredients for desserts and baked items
- Cut tins open
- Prepare desserts and baked items
- Park multi-purpose trolleys
- Sink with cold and warm water supply for use in the area
- Storage of equipment and utensils
- Liquidise ingredients
- Park refuse bin on dolly
- Grate cheese for storage
- Prepare sandwich fillings (e.g. egg filling)

**AREA: D      PREPARATION AREAS - BREAD- AND SANDWICH PREPARATION AREA**  
**AREA REFERENCE NUMBER: 9.2, D5 AND 10.4.4**  
***FUNCTIONS:***

- Cut and pack bread
- Prepare sandwiches and snacks
- Toast sandwiches
- Park multi-purpose trolley
- Pack and seal sandwiches and snacks
- Sink with cold and warm water supply for use in the area

- Park mobile tray shelf
- Park refuse bins on dolly
- Park tea trolley
- Store equipment and utensils
- Set tea trays where applicable

**AREA: D PREPARATION AREAS - THERAPEUTIC DIET PREPARATION**

**AREA REFERENCE NUMBER: 9.2, D6 AND 10.4.4**

***FUNCTIONS:***

- Prepare cold items for all therapeutic diets according to recipes (liquidise, mix)
- Weighing, portioning, packaging and labelling of all items
- Pack all items in baskets on mobile platform
- Sink with cold and warm water supply for use in the area
- Store equipment and utensils
- Washing and drying of hands
- Boil water
- Park tea trolley
- Park refuse bin on dolly
- Park mobile writing board
- Preparation of tube feeds in smaller units (smaller than 500 beds)

**POLICY:**

- At some hospitals, it is preferred that "special" baked items and food for some "special" cases are prepared and cooked in this area.

**AREA: D PREPARATION AREAS - TUBE FEED AREA (500 BED AND LARGER UNITS)**

**AREA REFERENCE NUMBER: 9.2, D7 AND 10.4.4**

***FUNCTIONS:***

- Weigh ingredients for tube feeds
- Prepare (mix) tube feeds according to directions and recipes
- Pack, seal and label tube feeds
- Store tube feeds in refrigerator
- Washing and drying of hands
- Store daily supplies
- Park tea trolley
- Park refuse drum on dolly
- Boil water
- Use notice board for essential information
- Washing and disinfecting of equipment and utensils

**AREA: E COOKING AREA**

**AREA REFERENCE NUMBER: 9.2, E AND 10.4.5**

***FUNCTIONS:***

- Fry menu items according to recipe
- Cook menu items according to recipe

- Steam menu items according to recipe
- Boil water
- Remove vapour and steam
- Filter cooking oil
- Park additional oven trolleys
- Park mobile work surface(s)
- Park tea trolley(s) with equipment
- Provide waterproof electrical power point(s) for scale on mobile work surface
- Provide water at equipment
- Provide drainage at equipment
- Provide waterproof illumination beneath vapour hood

**NOTE:** Cooking process can take place through steam or electricity.

**AREA: F      SERVING AND GARNISHING AREA**  
**AREA REFERENCE NUMBER: 9.2, F AND 10.4.6**

***FUNCTIONS:***

- Park mobile lowerator with trays next to conveyor belt
- Park mobile electrical crockery lowerator next to conveyor belt
- Place trays and plates on conveyor belt
- Park electrical, mobile bains/marie next to conveyor belt
- Park mobile lowerator with baskets with soup-/porridge bowls next to conveyor belt
- Park mobile lowerator with portioned salad/dessert dishes next to conveyor belt
- Park mobile electrical lowerator with plate lids next to conveyor belt
- Park food trolley(s)
- Portion menu items in plates and assemble portioned menu items on trays
- Place porridge/soup in insulated containers in food trolley(s)
- Cover plates with heated lids
- Dispatch trolley(s) to division(s)

**AREA: G      SERVING AREA - DINING HALLS**  
**AREA REFERENCE NUMBER: 9.2, G AND 10.4.7**

***FUNCTIONS:***

- Dishing-up and serving of meals/refreshments to clients
- Preparation and serving of beverages to clients
- Toast bread
- Boil water
- Make ice
- Store plates in mobile heated lowerator
- Store trays in mobile lowerator
- Store warm menu items in heated serving counter and bains-marie
- Store cold menu items in refrigerated serving counter
- Cool milk
- Park cutlery trolley(s)
- Clients move past serving counter to obtain menu items

**NOTE:** Heating of equipment can take place through steam or electricity

**AREA: H      DINING HALLS: GENERAL DINING HALL**  
**AREA REFERENCE NUMBER: 9.2, H1 AND 10.4.8**  
***FUNCTIONS:***

- Clients partake of meals
- Clients clear tables by placing trays with used crockery and cutlery in mobile tray shelves or on a conveyor belt
- Parking area for mobile tray shelves
- Clearing/cleaning of tables between sessions

**AREA: H      DINING HALLS: ENTERTAINMENT HALL**  
**AREA REFERENCE NUMBER: 9.2, H2 AND 10.4.8**  
***FUNCTIONS:***

- Entertain small groups 6-10 persons or 80-100 persons at a time
- Area can be partitioned off for privacy of smaller groups with mobile partitions
- Kitchenette
- Park mobile tray shelf
- Park refuse bin on dolly
- Park mobile bains-marie
- Park cooled mobile serving counter
- Park mobile heated lowerator for plates
- Park mobile lowerator for cups, saucers and small plates
- Heat/defrost menu items in microwave oven
- Washing and drying of hands
- Sink with cold and warm water supply for use in the area
- Boil water
- Wash used crockery and cutlery

**NOTE:** All cutlery, crockery and linen for use in the entertainment hall are stored here.

**AREA: I      WARD KITCHEN/DIVISIONAL KITCHEN FOR PATIENTS/CLIENTS**  
**AREA REFERENCE NUMBER: 9.2, I AND 10.4.9**  
***FUNCTIONS:***

- Boil water
- Heat casual meals in microwave oven
- Cool milk
- Wash cups, saucers, small plates, cutlery
- Toast bread
- Prepare beverages
- Washing and drying of hands
- Park clearing trolley
- Park tea trolley
- Fill water-bottles
- Store cups, saucers, small plates, cutlery
- Park refuse bin on dolly
- Store in between feeds, tube feeds, etc in refrigerator
- Sink with cold and warm water supply for use in the area

**AREA: J      REFRESHMENT ROOM FOR PERSONNEL**  
**AREA REFERENCE NUMBER: 9.2, J AND 10.4.10**  
***FUNCTIONS:***

- Serve refreshments and beverages to personnel over serving counter
- Park combination mobile lowerator with crockery
- Clients serve themselves with a vending machine (cold drinks)
- Kitchenette
- Kitchenette
- Heat refreshments in microwave oven
- Toast bread
- Toast sandwiches
- Boil water
- Cool milk
- Cool refreshments
- Wash dishes
- Washing and drying of hands
- Sink with cold and warm water supply for use in the area
- Store crockery and groceries (tea, coffee, sugar)
- Park clearing trolley
- Park refuse bin on dolly

**AREA: K      WASH-UP AREAS CROCKERY WASH-UP: GENERAL DINING HALLS AND DIVISIONS**  
**AREA REFERENCE NUMBER: 9.2, K1, K2 AND 10.4.11**  
***FUNCTIONS:***

- Scrape crockery clean
- Spray cutlery
- Wash crockery of general dining hall/divisions
- Park refuse bin on dolly
- Park mobile platform
- Temporary parking of mobile lowerator(s) platform(s)
- Temporary parking of food trolleys from divisions and mobile tray shelves from dining halls
- Park clean crockery back in lowerators or on platforms
- Store dishwasher baskets on shelves

**AREA: K      WASH-UP AREAS: POTS- AND PANS WASH-UP**  
**AREA REFERENCE NUMBER: 9.2, K3 AND 10.4.11**  
***FUNCTIONS:***

- Scrape pots and pans
- Spray pots and pans
- Wash pots and pans
- Rinse pots and pans
- Store on pots- and pans shelf
- Park refuse bin on dolly
- Temporary parking of equipment trolleys (tea trolleys)
- Soak pots and pans as necessary

**AREA: K      WASH-UP AREAS: TROLLEY WASH AREA**  
**AREA REFERENCE NUMBER: 9.2, K4 AND 10.4.11**  
***FUNCTIONS:***

- Spray trolleys clean with hosepipe and nozzle
- Dry trolleys
- Store hosepipe on hook
- Warm and cold water supply with mixer tap for use in the area

**AREA: L      PARKING AREAS**  
**L1: CROCKERY- AND TRAY SHELF AREA**  
**AREA REFERENCE NUMBER: L1 AND 10.4.12**  
***FUNCTIONS:***

- Park mobile lowerators for crockery and trays
- Heat mobile lowerators for crockery

**AREA: L      PARKING AREAS**  
**L2: FOOD TROLLEY PARKING AREA**  
**AREA REFERENCE NUMBER: L2 AND 10.4.12**  
***FUNCTIONS:***

- Park food trolleys
- Heat food trolleys depending on the type of trolley in use

**AREA: M      OFFICE SPACES**  
**AREA REFERENCE NUMBER: M AND 10.4.13**  
***FUNCTIONS:***

- Perform administrative duties with view over activities in area
- Internal and external communication
- Employ computer for task execution
- Entrance control
- Utilise adjacent offices for training purposes (sliding doors)

**AREA: N      CLOAKROOMS**  
**AREA REFERENCE NUMBER: N AND 10.4.14**  
***FUNCTIONS:***

- Use of showers by food service personnel
- Use of toilets and urinals by food service personnel
- Washing and drying of hands
- Food service personnel store personal belongings in lockable cupboards or swimming bath hanging baskets
- Food service personnel change clothes by putting on and taking off protective uniforms
- Park dustbin with foot pedal