

# Odour from food outlet inspection checklist

| Inspection details  |
|---|
| Site name   |
| Location  |
| Date of inspection  |
| Time of inspection  |
| Type of activity<br>(restaurant/café/coffee<br>roaster/craft brewery) |
| Attendees at inspection (council<br>and site personnel)               |

| Checklist item   | Yes                      | No                       | N/A                      |
|--|--------------------------|--------------------------|--------------------------|
| <b>General</b>   |                          |                          |                          |
| Are responsible personnel at the site?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>Housekeeping</b>  |                          |                          |                          |
| Is there a housekeeping protocol or program in place?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Is the protocol or program sufficiently detailed?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Does the housekeeping program include appropriate actions to be undertaken?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>Practices and processes</b>   |                          |                          |                          |
| Are some access doorways on buildings left open during certain activities?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Are problem sources of odour being appropriately managed?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Is wind direction and time of day considered when cooking/brewing/roasting is taking place?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Is the management taking steps to contain or reduce emissions such as odour?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>Extraction system and stack</b>   |                          |                          |                          |
| Are dust and grease particles being extracted via collection systems and treated (e.g. by using a simple grit arrestor or grease trap)?                | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Is there a maintenance program for these?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Is the exhaust hood fully effective?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Are some cooking operations being done without an exhaust hood, or outside the effective range of a hood?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Are discharge stacks designed according to Australian Standard AS 4114:2020, with a stack height at least 3 m above the highest point of the roofline? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

| Checklist item  | Yes                      | No                       | N/A                      |
|---|--------------------------|--------------------------|--------------------------|
| Does the stack have a rain cap?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Are the stacks high enough so that dispersion is not impeded by downwash from buildings or by other tall objects such as trees acting as wind barriers? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

**Notes:** m = metres; N/A = not applicable.