

BRIEFING REPORT

The Olive Way Kitchen

Brunswick Uniting Church

8th JUNE 2018

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1. INTRODUCTION

1.1 Overview

Brunswick Uniting Church engaged Allen Kong Architect Pty Ltd in April 2018 to undertake briefing consultation and then prepare a project brief for alterations to the kitchen at The Olive Way, Brunswick Uniting Church, 214 Sydney Rd Brunswick.

1.2 The Consultation Process

The first step in briefing was to consult with the various stakeholders and to observe the operations of the kitchen during the Olive Way drop-in service in order to determine the requirements for the kitchen.

Consultation meetings took place on Thursday 10th May from 10.30am to 1.30pm with the service co-ordinator, cook, clients, volunteers and congregation members. This consultation occurred during the opening time for The Olive Way drop-in service, when it was also possible to observe how the service operates in the existing space. A second consultation session was held on Monday 21st May at 5pm with the chair of the steering committee for The Olive Way and congregation members. Several congregation members also provided input via phone.

During the consultation a series of questions were posed for participants to respond to, including:-

- What is the space used for?
- What do you like about the existing kitchen?
- What is unhelpful about the existing kitchen?
- What would you like to be able to do in and around the kitchen?
- How do you want the kitchen to operate? Who will use it, and what do they need to be able to do?
- Are there any safety or security issues that need attention? Views/visibility to & from the kitchen, lockable room or lockable cupboards/drawers, etc?
- Does the kitchen need to be designed for access for people with disabilities?
- How are food deliveries made to the kitchen? Where is waste taken out of the building?
- What environmental sustainability actions does the kitchen need to provide for - handling of recycling, composting of food scraps, low emissions materials, LED lighting, low energy and water use appliances, etc?
- What services connections are required?
- What appliances and equipment are required?

Notes of the consultations are included in the appendix to this report.

2. MAIN USES OF THE KITCHEN

The consultation process identified a number of different purposes for which the kitchen and adjacent space are used, as follows:-

- The Olive Way drop in service 10am - 1.30pm, 3 days a week, Tuesday - Thursday.
- Sunday pastoral care lunches
- Communion Sunday wash up
- Flower arranging
- Leaders retreats
- Occasional hire for small gatherings
- Food Co-op uses general space but not kitchen
- Sydney Road Street Party once a year

3. REQUIREMENTS IDENTIFIED

During the briefing consultations many viewpoints were expressed on a variety of issues and requirements surrounding the use of the Olive Way kitchen. There were divergent views on some requirements, and more common views on others. The viewpoints expressed have been summarised below:-

3.1 Requirements commonly expressed by participants:-

- Keep the welcoming, homey feel.
- Not a commercial kitchen, not stainless steel.
- Improve hygiene with finishes, materials, fixtures, etc.
- Provide a handwashing sink outside the kitchen with hands free tap (not foot activated) for volunteers and clients.
- Remove curtain rail/beam over servery and other dust shelves.
- Improve work flow in the kitchen for food preparation, serving, dish returns and dishwashing.
- Improve traffic flow at the servery, including safe access to boiling water for hot drinks outside the kitchen.
- Improve safety in the kitchen.
- Provide additional food storage (including bread) and cold storage, to be lockable.
- Improve type & location of general storage so it's easier to access, consider drawers under bench. Provide spot for vases.
- Provide secure cupboard/s for personal items.
- Provide clearly labelled waste/recycling/compost bins.
- Use low energy, low water appliances.
- Use low emissions materials
- Keep flexibility in the dining space.
- Keep view outside from the sink.
- Glazed cupboards are not required.
- Provide lots of power outlets in the kitchen
- Notice board can be located away from servery.

- Improve kitchen lighting.

3.2 Requirements with divergent views expressed:

3.2.1 *Expand the Kitchen and/or Expand the Dining Space*

- The kitchen needs more space as it is regularly overcrowded and lacks adequate food storage. Additional storage requested to enable buying food in bulk for the drop in service.
- Accessibility in the kitchen - benches would need to be further apart to allow for wheelchair access, is this required? (Under current regulations if a building permit was required for new work, access to and within a kitchen of the current type would need to be provided).
- Dining area space is limited. Some visitors bring shopping trollies or have mobility aides and more circulation space is needed for these. They need to be close by.
- Cannot create more space where there isn't any, and space for more people in the kitchen will not solve queuing. Clients will still have to wait their turn to be served.
- Need more general space for visitors - could we spread into the main hall via a more accessible doorway or into the Food Co-op if it could be relocated? Others have noted the Food Co-op cannot be moved.

3.2.2 *Close down or Open up*

- At busy times the kitchen gets overcrowded. There can be 5+ workers in the limited space. Sometimes extra people come in for a chat. Overcrowding can be unsafe and there is a need to keep extra people out of the kitchen during busy times. Doors or gates are required and should be securable.
- Need to open up kitchen, less us & them. Opening up more important than security. Suggestions included removing the servery or providing a mobile servery bench.
- Provide two entry/exit points to allow better circulation in and out.

3.2.3 *Visibility*

- Good visibility from the kitchen to the whole dining area is important for the drop in service and is limited by the existing fridge location. The fridge should be moved to improve visibility.
- Visibility issue does not warrant expense of remodelling the whole kitchen.

3.2.4 *Food safety & Hygiene*

- The type of food service planned from the kitchen & food safety requirements impact the kitchen design. This should be guided by Council requirements.
- Food is currently not for sale from the OW kitchen.
- Some food served is low risk (eg fresh cut fruit & vegies, tea/coffee, toast), whereas some are potentially hazardous foods under food safety regulations (smallgoods & dairy).

3.2.5 *Additional Fridge Space*

- Extra fridge and freezer space requested for the drop-in service.
- Under bench option suggested so near prep bench. Others expressed concern re bending and reaching into under bench cupboards.
- Extra fridge space also requested for other functions. Double fridge space?

3.2.6 *Dishwashing*

- Varied views on dishwasher vs hand washing? Consider look, feel, noise, speed, water usage, hygiene, space requirements.
- Handwashing - low water usage, variable hygiene and speed. Need space to stack dirty and clean dishes. May need some handwashing even with a dishwasher.
- Domestic dishwashers are too slow to be useful.
- Commercial bench top machines fast and hygienic but big, noisy & need large stainless steel bench area. Could use one in main kitchen.
- Commercial under bench dishwashers are less obtrusive, fast and hygienic, require space to load and unload in front.

3.2.7 *Cooking Appliances*

- Is an oven and/or cooktop required for reheat of soups, pie, casseroles etc for occasional users?
- Or can this be done in main kitchen with a trolley provided for transit.
- Or can a portable element and/or electric oven be provided for use when required?

3.2.8 *Safety of hazardous items*

- Knives are currently kept in a high cupboard so the space is safe for children. This makes them hazardous for shorter adults to access.
- Another option is to secure the knives in a locked drawer.
- Also applies to detergents, cleaning fluids, etc?
- Locking hazardous items makes it hard as the kitchen is used by many different people and would need to find who has the keys.

3.2.9 *Thermal performance and Lighting*

- The space gets warm after several hot days in summer. Cooling could be improved vs additional cooling is not required as the drop in service closes by 2pm.
- Ceiling fans over or near the kitchen are a concern due to collection of dust on the blades and food safety requirements.
- Additional daylighting over the kitchen would be good.

4. DISCUSSION

4.1 Key Issues

Through the consultation process and observation of the Olive Way drop-in service on a Thursday, several conflicting key issues became clear:-

- The Olive Way drop-in service regularly has 30+ people in the dining space at one time (70+ over the opening hours in one day). Clear and safe access within the existing space to the chairs and tables, couches, computers and the servery cannot be provided with this number of people together with an increasing number of associated walking frames and trollies. People who require mobility aides need these to be within reach when they are seated. Those who bring in trollies which are likely to contain personal items like to keep them nearby. Clear access and improvements to traffic flow at the servery is required. To achieve this additional space is required.
- The kitchen currently struggles to cope with the volume of food service during the drop-in service. To meet the requirements of the current food service delivery the kitchen requires additional dry storage and cold storage, improvements to work flow, hygiene, safety and security. To achieve this a full rebuild of the kitchen would be required with additional space. A starting budget in the order of \$30,000- \$50,000 would be required, but this could vary depending on final requirements.
- It was commonly felt that the kitchen in the Olive Way should retain its familiar domestic feel. There is currently a commercial kitchen at Brunswick Uniting Church adjacent the main hall. It was observed that retaining a domestic scale kitchen in the existing location which has different features to the commercial kitchen, provides the church with a wider variety of facilities for its current and future uses.

These three key issues cannot all be resolved within the existing Olive Way space. It is not possible to increase space in the dining area and increase space in the kitchen without extending the building or opening up into the hall. It is also very unlikely that the domestic scale and feel of the kitchen could be retained at the same time as accommodating all of the listed requirements for the food service.

However the adjacent main hall and the commercial kitchen are currently used by the Olive Way on Wednesdays when a hot meal is prepared and served. These facilities have been used for periods in the past when the smaller kitchen was unavailable.

The current drop-in food service provided in the smaller kitchen has now grown to a scale that may be better provided for in the commercial kitchen. Likewise the number of people attending the drop-in service may be better accommodated in a larger space such as the adjacent hall. Some adjustments may be required to the commercial kitchen to accommodate this use in addition to its current uses (which were not the subject of this consultation). Adjustments would also be required to create a warm welcoming space

within the large hall, which may be achieved through the use of relocatable screens, shelves, planter boxes, seating, etc.

It was observed that if the Olive Way drop-in service did move to the larger kitchen and hall, the existing space would be freed up during the day for use by other engagement activities which would be better suited to this scale of space. Storage space would also be freed up for the other existing uses of the kitchen which could then continue to be adequately served by this space (with the exception of the Sydney Road Street Party which may also benefit in being relocated to the hall).

4.2 Recommendations

Given the above we recommend the following:-

- Consideration be given to running a trial of the Olive Way drop-in service in the main hall and adjacent commercial kitchen for all opening times (not just Wednesdays).
- Prior to the trial, careful consideration be given as to how to set up the hall in order to create a space suited to the focus of hospitality for the Olive Way drop-in service. A warm, welcoming space would be required within the large hall, but elements used to create this will need to be portable so the hall can continue to be used for larger functions at other times. Relocatable screens, shelves, planter boxes, seating, etc. could be considered. Consideration of storage for these items when they are not in use will be required.
- Consider using the Sydney Road entry to the hall for the trial of the Olive Way drop-in service in this space. This would provide a direct entry point to the Olive Way so visitors are not required to take a circuitous route.
- Prior to the trial consider how the food service would be provided from the commercial kitchen, including work flow, food storage, visibility, safety, hygiene, etc.

If the trial in the hall and commercial kitchen is successful but it is determined some adjustments are required to accommodate the service in the commercial kitchen and/or the hall, we recommend further briefing consultation be undertaken to determine the full requirements and provide a guide to designing any permanent alterations or interventions which may be required.

We recommend consultation be undertaken with Moreland City Council's Environmental Health department prior to completion of any brief for works to the commercial kitchen.

5. CONCLUSION

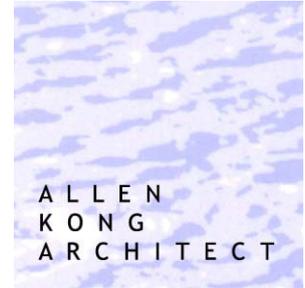
From the briefing consultation it has become apparent that the Olive Way drop-in service has outgrown the space it currently uses. The domestic scale and feel of the kitchen is valued and renovating this kitchen within the existing building envelope is unlikely to provide a solution for the current concerns surrounding the service within this space.

There are other spaces available at Brunswick Uniting Church which may suit the current needs of the Olive Way better at this time, in the hall and commercial kitchen. Consideration should be given to relocating the service, with a trial relocation recommended in order to determine how this might work and if any adjustments need to be made to the existing facilities.

6. APPENDIX

6.1 Notes of briefing meetings and phone conversations

Refer following pages.



COMBINED NOTES OF BRIEFING CONSULTATIONS

PROJECT The Olive Way Kitchen

Proprietor: Brunswick Uniting Church

Meetings held: The Olive Way, Brunswick UCA, Sydney Rd Brunswick

Meeting times: Thursday 10th May 2018 10.30am - 1.30pm
Monday 21st May 2018 5.00-5.45 pm
Phone notes & emails 10th, 23rd & 24th May & 1st June

1.0 Existing uses of the kitchen and adjacent space

1.1 The Olive Way drop-in service

- The Olive Way drop in service is open 10am - 1.30pm, 3 days a week, Tuesday - Thursday
- Up to 30 people in the room at one time.
- Toasted sandwiches are served with a choice of fillings. Self-serve cut fruit and vegies, tea and coffee are available on the servery. An urn is located on the servery to stop people using the boiling water unit in the kitchen where others are trying to wash dishes.
- On Wednesday a hot lunch is served in the hall, cooked in the commercial kitchen on site. There is a separate store for food for these lunches.
- There is a trolley for dirty plates, cups etc. near the sink.
- Compostable waste goes into a bucket. There is a bin and a recycles bin.
- Tables, chairs and couches in the main room are sometimes moved but often end up back in same arrangement.
- Two computers are accessible for clients to use near kitchen. There is no privacy but maybe this is OK. No other spot for them.
- Cannot overflow into the hall as visibility and supervision is required at all times.
- Computers are part of the service, must be visible all times.
- Main objective is hospitality, but has become to be about food for some. Numbers of toasties being served has increased and is an issue.
- Ham, cheese and tomato are ingredients offered in toasties. Maybe could look at limiting the offering if food safety requirements become an issue.

- The commercial kitchen was first set up as a teaching kitchen to offer cooking classes to people at Council suggestion. Now it is used to cook a hot meal on Wednesday for lunch.

1.2 Enrichment Activities

- Other activities being developed alongside The Olive Way drop in service eg. Art group, writing group, opera, theatre group. These use adjacent spaces like the hall and provide specific focus.

1.3 Food Co-op

- The Co-op is located behind locked doors at the west end of the dining space. It is open every 3rd Saturday of the Month from 10am -12.30pm.
- It is open to members of the congregation and the wider community.
- Tables in the Olive Way are relocated to suit the Co-op. People place an order at the co-op, are served and move through the space to a separate table to make payments.
- It is based around a bulk buy model, aimed at reducing resource footprint, building community and social connections, and sustainable living.
- Council are aware of this service.
- No other space for this service, not an option to move it.

1.4 Sydney Rd Street Party

- Occurs one weekend in March, open 12-4pm.
- Serve free scones (homemade) with jam & cream, Devonshire tea/coffee.
- Open the front door, tables out front, people file through.
- Need good traffic control as very busy.
- Minimum 5 in the kitchen - 3 serving, 1-2 handwashing.
- Need better set up for traffic flow, eg anti-clockwise queue around the room, 1st stop drinks and then scones at servery. Would need to resolve filling the urn if it is on the far side from the boiling water unit.
- Need to keep extra people out of the kitchen at this time.
- Donations are made to The Olive Way

1.5 Flower arranging

- Church flowers are prepared here.
- Need lots of bench space and access to water.
- For flower preparation vases are kept under then sink.
- There is room to arrange flowers there but tend to do it elsewhere.
- Vases are stored and washed in the kitchen.

1.6 Communion Sunday

- Glasses from communion are washed in the kitchen.

1.7 Leaders Retreats

- Mostly activities in the church but then have a meal in the Olive Way.
- Food is brought from home.
- Tables get moved around into a circle, good to have flexible space.

1.8 Sunday Pastoral Care lunches

- Once a month people bring food from home to share after church.
- Fridge often full so food sits out on bench during service.

1.9 Other Activities

- Others sometimes use the space including kids.
- Apart from the drop in service the kitchen is used for book groups, knitting days, small funerals and other gatherings when the hall is too big.
- Food cooked in the main kitchen is brought in for some functions.
- The kitchen is used by lots of different people.

2.0 **What do you like about the existing kitchen and space, how is it used?**

- Like to come in and meet people, talk and have a meal.
- A welcome hand is most important
- People come for friendship, relationship, a cup of tea.
- I listen to people.
- A jigsaw puzzle of people come here.
- People used to come into the kitchen to get hot water at the boiling water unit over the sink. It was dangerous for people washing dishes. Much better now with the urn on the bench where people can help themselves out of the kitchen. Others use the space, eg to arrange the flowers.
- Knives up high are hard to reach, but need to be high for child safety.
- Sink is good near the window, nice view out.
- Love the daylight in the space, the old church buildings and the blend of old and new.
- It's a very welcoming space, don't alter that.
- Like the homey feel of the kitchen, wouldn't want it to change to stainless steel, industrial kitchen.
- Plants in the room are much loved and more would be good.
- Flowers on the tables are much appreciated.
- Happy to work there.
- It is a domestic type kitchen, not a commercial kitchen. Keep the same approach and feeling to it.
- Openness to Sydney Rd with glazed front doors.
- No fixed furniture, flexibility to set up in different ways.
- Accessibility to the Church.
- Central space.
- Neutral feeling about décor.
- Like nothing about the kitchen.

3.0 What is unhelpful in the existing kitchen and adjacent space?

- Space for the drop in service is restricted due to the existing heritage buildings
- Limited visibility of the room due to the fridge location.
- Hygiene concerns re handwashing, dust shelves, ceiling fan.
- Limited cold storage as fridge is too small.
- Limited food storage space means cannot buy food in bulk which eliminates options for savings in running costs.
- Sometimes food goes missing.
- Crowding when there are up to 5 volunteers in the kitchen.
- Limited views outside.
- Accessibility is limited for people with mobility aides when crowded.
- Too closed in, not enough room in kitchen.
- The fridge is in the way of visibility into the room.
- Safety is an issue, security not so much.
- It is congested near the sink as people stand and talk.
- Beam (between fridge and side wall) looks ugly.
- There is too much art work - looks messy.
- Pews in the hall should be changed.
- Kitchen gets crowded, hard to work in with 5. Sometimes only 2 people though.
- Underbench food storage is hard to reach into back of cupboards. Too much bending and digging.
- Handwashing is important - but clients want to wash their hands, so come into the kitchen which crowds the room.
- Fridge is in the wrong spot as when open it blocks circulation in the kitchen and visibility out, and it's too small. Don't put it opposite the sink.
- Stacks of plates in cupboards are too high.
- The urn has to be refilled.
- Kitchen is too small
- Currently hot food is carried from the main kitchen (big pots of soup, casseroles, party pies etc).
- Hard to reach into back of storage cupboards
- Vases under sink is a bit muddled, tends to happen when lots of different people use a space. Different people use it differently.
- Bread box next to sink always in the way, needs better storage.
- Not enough vase storage.
- Hard to wash large vases in the sink.
- My general observation is that there is a consistent increase in numbers of visitors, particularly on Thursdays, and space is at a premium with people sometimes struggling to line up, sometimes two deep for food immediately adjacent to where people are sitting and eating.
- Bookshelf at entry not really used.
- Sometimes people drop-in on Sunday to get milk. Sometimes food goes missing on Sundays.

- Illogical work flow
- Cluttered
- Limited visibility of the room
- Limited storage, unlabelled, unclear where things belong.
- Lack of fridge space when functions are held here (full of Olive Way drop in food) eg. Sunday lunches, or when space is hired out.
- Limited food storage means cannot buy food in bulk.
- Sometimes food goes missing.
- Inability to keep people out of the kitchen when it is busy.
- Fridge enclosure is unsightly
- Unclear waste/recycling for those who use the kitchen occasionally. Waste usually ends up in every bin, needs labelling.

4.0 What would you like to do in and around the kitchen?

- Have improved visibility inside and outside if possible.
- Could improve links with outside. Smokers go out and come back in. During Sydney Rd festival have tables out front. Could have more seating outside nearby.
- Bulk buy food and store it close by if not in the kitchen. Deliveries via rear door.
- Keep a flexible room layout but improve access for people with disabilities.
- It would be good if the kitchen was more open.
- Palm trees and more plants inside would be nice.
- A better kitchen with more bench space would be good.
- Would like soft music and more comfy chairs.
- The kitchen is a bit small, extend it a bit into the dining space.
- I sense we need more general space for visitors and wondered whether the Olive Way space could be extended into the space now occupied by the Food Co-op (subject to an alternative space for that program) or have another more accessible door through into the Main Hall to enable a wider spread of seated visitors. That would ease pressure surrounding food preparation and collection.
- The food service now is a use for the space that wasn't initially intended. Can't create more space where there isn't any. Need to think about how it works.

5.0 How do you want the kitchen to operate?

5.1 Space, storage, security

- Reduce crowding, maybe have two entry/exit points to the kitchen.
- Minimise traffic in the kitchen as far as possible.
- Retain a good sized servery.
- Secure cupboards with locks, master keyed. Also need to be able to lock fridge.
- Glazed cupboard fronts not preferred.
- Knives require secure storage (currently in locked overhead cabinet).

- A second entry/exit would be good, not permanent, eg fold up bench and gate to reduce congestion.
- Any gates or doors should swing both ways. And be able to be held open.
- Need extra food storage space for bulk buying. Currently shop each day. Food stored in the commercial kitchen goes missing.
- Better layout to improve work flow.
- Opening up the kitchen is more important than security. Less us & them.
- Need to secure knives (up high at moment).
- Lockers for volunteer's personal belongings would be good.
- Open up the kitchen, maybe get rid of the servery bench or have a mobile bench. Someone would have to set it up though.
- Narrow shelves in mid reach range would be better for food storage. Could be open shelves.
- Crockery in mid range too.
- Storage ideal in mid-range so don't need a step ladder.
- Drawers should be considered for under bench storage.
- 2 sinks are important but one slightly bigger would be good.
- A spot for tea and coffee separate to food service would improve flow in busy times when lots of people are waiting at the servery.
- A second exit from the kitchen is a good idea.
- Solid front to cupboards are fine, not glazed.
- Could have a shelf along the wall under the skylights for more plants, or hanging pots or a vertical wall garden.
- Need more bench space, maybe an island bench.
- Pull out drawers for food storage would be good.
- A locked cupboard is needed.
- It is not necessary to do major works to the kitchen to improve visibility due to the fridge location. Can't see that this justifies spending lots of money. Concerned about the cost and would be interested in seeing estimates for the costs involved.
- If the fridge is moved, the brooms etc. will need a cupboard, eg a shallow cupboard on the wall at the far end from the existing fridge.
- Improve vase storage.
- Provide secure storage for personal belongings for people working.
- Better storage needed for bread, easily reached and practical.
- The kitchen space is not very big, so can't have too many people in there at once. A larger servery bench by moving the fridge won't alter this. People still have to wait their turn to be served. Can't have any more people in the kitchen as they will just trip over each other.
- Needs to be safe for children, ie knives in high cupboard as they are currently. This is hard to reach for shorter people. However locking things up makes it hard for those without a key. Lots of different people use the kitchen, it's a shared space. If you lock things up you have to find the person with a key.
- More storage space.

- Better flow of people being served and traffic movement through the space.
- Separate drinks spot to food service is an option, resolve filling of the urn.
- Lockable cupboards for food storage
- Lockable cupboards for volunteers' personal belongings.
- Door or gate to be able to be secured to prevent others entering
- 2 entries would be OK but both must be securable.
- Better visibility.

5.2 Hygiene

- Improve hygiene - provide a hand wash sink outside the kitchen for clients and volunteers.
- Need hygienic surfaces but not stainless steel.
- A hands free hand wash basin should have a different activator. The one in the main kitchen is not suitable for a person who cannot stand on one leg to push against the bar to activate the water. There are better options around.
- Install a hose extension tap for vase washing.
- Handwash basin needed.

5.3 Appliances

- Provide a dishwasher. Maybe dish drawer or a commercial bench top washer preferred for speed and hygiene.
- Do not require an oven or cooktop. Use a sandwich press.
- One larger fridge/freezer would be enough cold storage, or an under bench fridge and freezer so they can be closer to the prep. bench would be good. Fridge and freezer need to be lockable.
- Commercial dishwasher would be overpowering and noisy, prefer semi-commercial underbench style. Needs to run 5hrs a day, 3 days a week.
- Only add a dishwasher if there is room, not at the cost of storage. 1.25 hour cycle is too long, we would end up hand washing anyway. Overflow at the end can be done in the commercial kitchen.
- Ideally a small oven with two hotplates would be good for reheating food for small groups who use the kitchen.
- As existing OK, ie. no oven or cooktop required. Have these in the other kitchen
- Dishwasher possible, not against it if it is useful and saves space. Would have to be short cycle.
- Need lots of power outlets for sandwich toasters.

5.4 Food deliveries & waste

- Could have wheely bin outside window with a chute from the kitchen for waste/recycling straight into bin. Waste is mostly plastic bags.
- Isolate food scraps for composting.
- A better bin system, labelled would be good.

- Rear door for deliveries.
- Waste & recycling also out to rear

5.5 Access for people with disabilities

- The kitchen should allow for access in and out.
- Do not require open space under benches or sink, but could incorporate a pull out bench.
- Space for parking walking frames is an increasing issue.
- Space for 1-2 walkers usually needed. Lots of shopping trolleys are brought in too.
- Concerned there is only 2 doors in and out of small space, with up to 50 people. Front door has manual operation of exit button. Main switchboard for whole building is next to the front door. This is the main fire risk.
- Heritage building limits what you can do with space.
- Furniture layout needs to be accessible and safe for trolleys.
- There is limited space in the kitchen and there are other opportunities for volunteers with disabilities. Clients shouldn't be in the kitchen.
- Could allow for access in and out but don't want to lose space in dining area which is at a premium.
- Space for parking walking frames (and shopping trolleys) is an increasing issue but clients need to have these close by.
- Needs to be flexible, accessible.

5.6 Environmental Sustainability

- Low energy & water appliances, low emission materials preferred.
- Recycling and compost to be provided for.
- Have PV cells on the roof.
- No gas connection required to kitchen.

5.7 Thermal performance, ventilation & lighting

- Existing exhaust fan in window is ok.
- In summer the room gets hot after a couple of hot days.
- Existing gas space heater works well, can get too hot.
- Heating in winter is fine, though hard for some to operate the heater.
- Fluorescent lighting not good for people who get migraines.
- Daylight level in the space is good, could have more - maybe a skylight over the kitchen area (flat tin roof).
- In summer the room is fine, finish by 2pm so before it gets too hot. Ceiling fans are enough.
- Existing gas space heater is fine, but hard to operate.
- Existing lighting is OK

5.8 Materials

- Floor vinyl in kitchen is OK but hard to clean (carborundum grain)
- Main room timber look vinyl is OK.
- Notice board on back of fridge enclosure can go elsewhere in the

room.

- Low energy & water appliances, low emission materials preferred.
- Notice board is good but can go elsewhere, not near the servery.
- If notice boards were attached to Food Co-op doors consideration needs to be given to door closure/swing open and to care required of the surfaces.

End of Notes