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ALBEMARLE REGIONAL HEALTH SERVICES  
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## CHILD CARE CENTER PLAN REVIEW APPLICATION

*The North Carolina Rules Governing the Sanitation of Child Care Centers (15A NCAC 18A .2800) require that plans be submitted for approval prior to construction / renovation / modification / change of ownership of such facilities by the local Health Department: Environmental Health Services.*

Plans must be submitted with the necessary paperwork (see checklist below) to Albemarle Regional Health Services.

### SUBMITTAL CHECKLIST:

- Plans must include a drawing showing the placement of equipment in the facility, including any storage, food service areas, diaper changing areas, trashcan wash facilities, along with general plumbing, electrical, and mechanical and lighting drawings and equipment and finished schedules.
- Each childcare classroom should be identified by the age group(s) using the room
- An exterior site plan identifying exterior equipment such as dumpsters and playgrounds, and indicating the proposed connections to approved sewer and potable water.
- Proposed menu if cooking onsite OR provide catering menu
- A completed copy of this Child Care Center Plan Review Application/ Pay application fee

### Type of Application:

- CONSTRUCTION: NEW                       REOPENING Of a CLOSED Child Care Center
- CONSTRUCTION: REMODEL               CHANGE of OWNERSHIP

**Name of proposed Child Care Center:** \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip Code: \_\_\_\_\_ County: \_\_\_\_\_

Phone (if available): \_\_\_\_\_

**Owner:** \_\_\_\_\_

Address: \_\_\_\_\_

City & State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone \_\_\_\_\_ E-mail Address: \_\_\_\_\_

**Operator/Director contact:** \_\_\_\_\_

Phone \_\_\_\_\_ E-mail Address: \_\_\_\_\_

**Applicant Name & Title:** \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

**Projected start date of construction:** \_\_\_\_\_ **Projected opening date:** \_\_\_\_\_

**PLEASE ANSWER THE FOLLOWING QUESTIONS IN EACH CATEGORY:**

**• GENERAL INFORMATION**

Hours of operation (hours/ day) : \_\_\_\_\_

Proposed maximum capacity of center

Number of children: \_\_\_\_\_ Number of Staff: \_\_\_\_\_

List age groups & number of classrooms per group: \_\_\_\_\_

Is this center located in a residence? YES  NO

What year was the structure built? \_\_\_\_\_

Structures built prior to 1978 may require a Lead Hazard investigation completed by the Health Department

Lead Hazard Investigation Required? YES  NO

Lead testing completed for all water outlets used for drinking or food preparation (.2816 b): YES  NO

Have you contacted NC DCDEE State Licensing Agent? YES  NO

If yes, Please list their name: \_\_\_\_\_

Water Supply: MUNICIPAL (City/County)  PRIVATE WELL

Wastewater Disposal: MUNICIPAL (Sewer)  SEPTIC SYSTEM

**• FOOD SERVICE & PREPARATION**

How will meals be provided?

- Prepared/cooked on-site
- Catered from a permitted Food Service Establishment or approved Child Care Center  
Name of Facility providing food: \_\_\_\_\_
- Other (parents, etc) Provide Specifics: \_\_\_\_\_

Will Potentially hazardous foods be prepared prior to the day of service? YES  NO

Will potentially hazardous foods be reheated? YES  NO

Will salads containing potentially hazardous foods be prepared? YES  NO

Will any foods be fried? ("Frying" means to cook over direct heat in hot oil or fat. This includes the oil or fat that is generated by the food or added to the cooking utensil.) YES  NO

Will frozen food be thawed on site? YES  NO  How? \_\_\_\_\_

Will raw fruits/vegetables be provided by the center? YES  NO  Describe volume, procedure, and location for Washing/preparation: \_\_\_\_\_

What will your food delivery and pick-up schedule be? \_\_\_\_\_

Will human milk be stored frozen? YES  NO

Will frozen human milk be stored for more than 7 days? YES  NO  If YES , Where? \_\_\_\_\_

Will bulk specialty milk (almond, soy, etc.) be provided by parents? YES  NO  if YES Where will it be stored? \_\_\_\_\_

Will bulk food items be stored in classroom food prep area refrigerators? YES  NO

Where will dry goods, canned food, paper products and single service articles be stored? \_\_\_\_\_

Will bulk snacks/food be stored in classrooms YES  NO

Will bulk cold foods be stored in classrooms YES  NO

Will children's lunches be brought from home? YES  NO

Lunches and other meals brought from home containing potentially hazardous foods shall be refrigerated at 45 degrees or below. How will these foods be stored? (classroom refrigerator or kitchen/cafeteria refrigeration, etc.)? \_\_\_\_\_

Where will children eat meals? (family style in classroom, dining area etc?) \_\_\_\_\_

Will dishes, silverware etc. be washed? YES  NO

a) If YES, a 3-compartment sink OR a 2-compartment sink and a dish machine with a sanitizing cycle is required. Which will be provided? Attach a copy of the dish machine specification sheet if applicable. \_\_\_\_\_

b) If NO , single use cups, silverware, plates, etc. must be used.

What Sanitizer will be used in the center? \_\_\_\_\_

**Is the following provided in the kitchen? (check all that apply)**

- Separate hand wash lavatory
- At least a 2-compartment sink with drain boards or adequate countertop space
- Refrigeration equipment
- Cooking equipment (if required by plan review)
- Food preparation countertop
- A separate and lockable closet or cabinet for hazardous chemicals

How will the kitchen be made inaccessible to the children? \_\_\_\_\_

Have you completed lead water testing for all drinking water sources in facility (kitchen sinks, food prep sinks, water fountains)? YES  NO  Date testing completed \_\_\_\_\_

**• INFANT/TODDLER FOOD SERVICE**

Will bottles be stored, prepared, warmed, served out of the kitchen? YES  NO

Will bottles be stored, prepared, warmed, served in infant classrooms? YES  NO  (if YES answer the following)

- a) What method will be used to warm bottles?
- b) Is there a refrigerator for bottle storage? YES  NO
- c) Is there a separate hand wash lavatory used exclusively for bottle/food preparation hand washing? YES  NO
- d) Where will the water be obtained for preparation of bottles? \_\_\_\_\_

How will highchair trays be washed, rinsed and sanitized after EACH use? \_\_\_\_\_

**• DIAPERING**

What disinfectant will be used in the center? \_\_\_\_\_

Will the child care center be caring for children with diapering needs? YES  NO  (if yes, answer 5 questions below)

- 1) List rooms that allow children in diapers/pull-ups \_\_\_\_\_  
If diapering stations are not in each room, please explain: \_\_\_\_\_
- 2) Describe the construction of the diaper changing table: \_\_\_\_\_
- 3) Where and how will detergent solution and disinfectant be stored? \_\_\_\_\_
- 4) Where will diaper creams, gloves, diapers etc. be stored? \_\_\_\_\_
- 5) Is there a separate hand wash lavatory used exclusively for diaper changing hand washing?  
YES  NO  If NO, how/where will hands be washed after diaper changing? \_\_\_\_\_

Will potty chairs be used YES  NO  (If YES, detail procedures including where they will be located, stored and cleaned). \_\_\_\_\_

**• HAND WASH LAVATORIES/SINKS**

Does each toilet area have a conveniently located hand wash lavatory? YES  NO

Total number of hand wash lavatories in the entire facility and types of faucets installed: \_\_\_\_\_

*NOTE: Water in areas accessible to children shall be tempered between 80 degrees Fahrenheit and 110 degrees Fahrenheit.*

Where will toys, in classrooms with children in diapers, be stored, washed and sanitized?

N/A (Establishment will only enroll children ages 3 and up)

\_\_\_\_\_  
\_\_\_\_\_

**HOT WATER SUPPLY** (Please relay this information to your plumber, architect and/or engineer)

**The water temperature at the kitchen dish sink and the clothes washing machine will need to be a minimum of 120° Fahrenheit, and all other plumbing fixtures accessible to children must be maintained at 80° – 110° Fahrenheit.**

*The Department has found that using two water heaters is the best option to keep each of these temperatures sustained. If a hand wash lavatory fluctuates and produces hot water that is over 120 degrees, a daycare will be put on provisional status.*

How many water heaters will be used and where will they be located? *Provide water heater(s) specifications.*

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How will tempered (80-110F) water temperatures be achieved? \_\_\_\_\_

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How will water in excess of 120F be made inaccessible? \_\_\_\_\_

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**LIGHTING**

Do all light fixtures have shatterproof or shielded bulbs? Yes  No

Will a minimum of 50 foot-candles of lighting be provided at all work surfaces (including food prep, utensil washing, diaper changing, children’s work tables, desks, and easels, and etc.)? Yes  No

Will a minimum of 10 foot-candles of lighting be provided at all other areas, including storage? Yes  No

**FINISHES**

Please describe the finishes/construction material in the following areas. All must be washable

	<u>FLOORS</u>	<u>WALLS</u>	<u>CEILING</u>
KITCHEN			
DIAPERING AREAS			
FOOD PREPARATION AREAS			
FOOD STORAGE AREAS			
UTENSIL WASHING AREAS			
TOILET ROOMS			
CLASSROOMS			
LAUNDRY ROOMS			

**• STORAGE**

Will each child have their own storage space? Yes  No

Are coat hooks spaced at least 12 inches apart?(Double hooks may not be used for two children)Yes  No

Indicate how many areas/rooms will be dedicated for child care center storage? Indicate on plans and describe here: \_\_\_\_\_

Where will all corrosive agents, pesticides, bleaches, detergents, cleansers, polishes, any product which is under pressure in an aerosol dispenser, and any substance which may be hazardous to a child if ingested, inhaled or handled be stored and locked? \_\_\_\_\_

How/where will medications be stored? \_\_\_\_\_

What type of locks are provided for chemicals and other hazardous substances? (combination, electronic, magnetic, keypad, key or equivalent) \_\_\_\_\_

How will non-aerosol sanitizing, disinfecting, and detergent solutions, hand sanitizers, and hand lotions be kept out of reach (at least 5' from the floor)? \_\_\_\_\_

Where will employee personal items be stored? \_\_\_\_\_

Will linens be washed on-site? Yes  No

How/where are children's personal belongings stored (diaper bags, coats, car seats, backpacks, etc.)? \_\_\_\_\_

**• BEDS, CRIBS, COTS, MATS, & LINENS**

Will cribs have the capability of being spaced 18 inches apart while in use? (If not, crib dividers and partitions are acceptable.) Yes  No

What type of cots/mats will be used? (bifold, stackable, etc.) \_\_\_\_\_

How/where will cots and/or mats be stored? \_\_\_\_\_

Where will crib, cot, and mat sheets be washed and stored? \_\_\_\_\_

**• DESIGNATED SICK CHILD AREA**

Where is the designated sick area with cot/mat/vomitus receptacle? \_\_\_\_\_

• **OUTSIDE/UTILITY PREMISES**

Where is the can wash facility (mop sink) for cleaning trash cans, dumping mop water, etc. (not required for establishments with a planned occupancy of less than 13 children and located in a residence)

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***\*Facilities shall include a faucet with a threaded nozzle that delivers water of at least 80 degrees Fahrenheit. Water in excess of 110 degrees Fahrenheit must not be accessible to children.***

Is the HVAC, mechanical equipment, etc. locked with a fence around it and not accessible to children?  
Yes  No

Is there any existing chromated copper arsenate (CCA) pressure-treated wood? YES  NO   
If YES Where: \_\_\_\_\_

All sandboxes have covers and are constructed to drain YES  NO

***Approval of these plans and specifications does not guarantee or imply compliance with any other code, law, or regulation that may be required. I certify that the information in this application is correct, and I understand that any deviation without prior approval from the Department may nullify plan approval. \*\*I understand that written approval of plans must be obtained prior to construction.***

Date: \_\_\_\_\_ Print Name: \_\_\_\_\_

Title: \_\_\_\_\_ Signature: \_\_\_\_\_