



## Child Day Care Plan Review Application

### BUSINESS AND CONTACT INFORMATION

Facility Name: \_\_\_\_\_  
 Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Website: \_\_\_\_\_

### ESTABLISHMENT OWNER:

Name: \_\_\_\_\_ Company: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Owner Phone: ( \_\_\_\_\_ ) E-Mail: \_\_\_\_\_

### CONTACT PERSON FOR PLAN STATUS NOTIFICATION:

Contact Person: \_\_\_\_\_ DCDEE licensing consultant: \_\_\_\_\_  
 Contact Phone: ( \_\_\_\_\_ ) E-Mail: \_\_\_\_\_  
 Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

### FACILITY INFORMATION

Type of Construction:  New construction  Remodel  Addition If existing, year built: \_\_\_\_\_

Are floor plans approved by licensing agent (signature or initial on plans):  YES  NO

ATTACH FLOOR PLAN LAYOUT TO APPLICATION

Hours of Operation: \_\_\_\_\_

Proposed Number of Children: \_\_\_\_\_ Age of Children: \_\_\_\_\_

Type of Water Supply:  Municipal  Well\*

**\*Application and fee for water samples/inspection of existing well or a well permit must accompany this application.**

Type of Sewage Disposal:  Municipal  Septic\*

**\*Application and fee for the inspection of existing on-site system or soil evaluation must accompany this application.**

### DIAPERING

Designated area(s) used exclusively for diapering;  Yes  No **show on site plan**

Hand wash lavatory in diapering area:  Yes  No **show on site plan**

Location of soapy water and sanitizing solution: \_\_\_\_\_

Location of disinfecting solutions: (1 ¼ cup (2 fluid oz.) bleach mixed in 1 gal. of water – mixed daily)

Test strips available for sanitizing and disinfecting solutions:  Yes  No

### CUBBIES

Arrangement of cubbies: \_\_\_\_\_

Distance between coat hooks:  12"  +12"

### BEDS, CRIBS, COTS, MATS and LINENS

Distance between cribs/cots/mats:  18"  Using Crib Dividers

Location of: Cot/Mat Storage: \_\_\_\_\_  
 Linen Storage: \_\_\_\_\_

**CLEANING / SANITIZING**

Method of washing and sanitizing toys in infant and toddler rooms (hard plastic toys can be washed in dishwasher):

Type of sanitizer and test strips used in facility:

Chlorine     Quaternary Ammonium

Type of disinfecting solution:

Chlorine     EPA registered product(provide MDS)

On-Site Laundry Facility (Minimum temperature 120F):  Yes     No    **show on site plan**

Location of can wash facility (Minimum temperature 80F): **show on site plan**

**HAND WASH LAVATORIES**

**show on site plan**

Required Locations:             Toilet Rooms             Diaper Changing Station             Food Service Areas

**LOCKED ITEMS**

Locations of:	Medicines:
	Cleaning Supplies:
	Employee Belongings/Food:
	Aerosols:
	All other toxic products:

**LIGHTING**

Shatterproof or shielded bulbs used in food prep/storage/serving areas and in all rooms used by children:  Yes     No

50 foot candles lighting at work surfaces in kitchens and diaper changing areas and at children's work tables/desk/easels:  Yes     No

10 foot candles at all other areas:  Yes     No

**FINISHES**

Finishes / construction material in / on:	Diapering changing counters:
	Cot/Mat (Mats must be waterproof, washable material at least two inches thick)
	Food service counter in infant room:
	Floors around diapering and foodservice counters in infant and toddler rooms:
	Backsplash of diapering and food service counters in infant and toddler rooms:
	Cabinetry in Classrooms:
	Toilet rooms floors/walls/ceilings:
Kitchen floors/walls/ceilings:	

**FOOD SERVICE**

**BRIEF REVIEW FOR KITCHENS IN CHILD CARE CENTERS**

*Licensed for or serving food to less than 30 children*

- Domestic kitchen equipment may be used
- Maintain two compartment sink with drain boards or adequate countertop space on each end
- Dishwasher needed for multi-use articles
- Three compartment sink acceptable in lieu of dishwasher
- Separate sink for hand washing in food prep area
- Commercial hood required when frying

*Licensed for or serving food to 30 or more children*

- Approved food service equipment
- Three compartment sink and adequate drain boards or adequate countertop space on each end when meals are prepared and multi-use articles used.
- Two compartment sink and adequate drain boards or countertop space on each end when meals are prepared and single service articles used or when no meals are prepared and single service articles used.
- Separate sink for hand washing in food prep and food service areas.
- Commercial hood used when frying.

*Infant/Toddler Food Preparation Area:*

- Domestic food service equipment can be used
- Separate hand sink for food preparation (other than diaper changing station)

To help with planning for proper food storage and hot water capacities go to the following link for online tools:  
<http://ehs.ncpublichealth.com/faf/food/planreview/app.htm>

**Check or answer all that apply:**

Meal Preparation:  On-Site Kitchen\*  Catered Meals  
 Children Bring From Home

**ATTACH MENU to Application**

**\*Provide information on food service equipment and food storage**

Location of Dining Area:  Family Style – in Classroom  Designated Dining Area ( **show on site plan** )  
 Other \_\_\_\_\_

Meals/Snacks Provided:  Breakfast  Lunch  Dinner  
 Morning Snack  Afternoon Snack  Evening Snack

Type of utensils used during service:  Re-usable  Disposable

Type of Lock used on kitchen door:

Location of infant/toddler food service area: **show on site plan**

Method used to warm bottles (Microwaves not allowed for warming bottles):

Dish washer provided?  Yes  No      If yes:  Commercial      Model: \_\_\_\_\_  
 Or  
 Domestic (includes sani-cycle?)

How many water heaters for the facility? \_\_\_\_\_  
 Model: \_\_\_\_\_  
 Model: \_\_\_\_\_

**If only one heater, how will temperatures be controlled in child accessible areas?(80-110F)**

## WATER HEATING EQUIPMENT

Storage Tank Size: \_\_\_\_\_

Gallons per hour recovery rate: \_\_\_\_\_

For water heater use in centers where multi-use articles are used and the center is equipped with dish machine and washing machine, the size of the water should be based on the total gallon per hour (GPH) rating for the number of fixtures requiring hot water. The following worksheet and table may be used as a guide. **(website on previous page can help with this calculation)**

Water Heater Calculation Worksheet				
Description	Quantity	Size (e.g. 14x16x8)		Gallons per hour (GPH) (Table 2, sink volumes)
Domestic Two-comp. sink		X X	=	
Commercial Two-comp. sink		X X	=	
Commercial Three-comp. sink		X X	=	
Hand wash or Lavatory sink		X 2.5 gallons	=	
Food Prep sink Kitchen or infant/toddler		X 10 gallons	=	
Pre-rinse Commercial dishwasher		X 45 gallons	=	
Can wash		X 10 gallons	=	
Domestic Dish Machine		(GPH as per manufacturer) X GPH	=	
Commercial Dish Machine		(GPH as per manufacturer) X GPH	=	
Washing Machine		(GPH as per manufacturer) X GPH	=	
Laundry Tub		(Use 30 GPH as standard) X X	=	
Other Equipment		X Gal per/hr	=	
Total gallons	Per hr @ 140 F or 130F	Required (Sum of 4 <sup>th</sup> column)	=	

Water Heater Table		
Child Care Centers located in a residence with less than 13 children	Domestic 4.5 Kw electric	40 gallon
	35,000 btu gas	30 gallon
Child Care Centers licensed with 13-29 kids	Domestic 4.5 Kw electric	50 gallon
	45,000 btu gas	40 gallon
Child Care Centers licensed with 30-120 kids	Domestic 4.5 Kw electric	80 gallon
	55,000 btu gas	50 to 75 gallons

Commercial units are designated as NSF, UL or other like third-party certifiers for equipment manufactures.

If two hot water heating units are being used, two separate worksheets should be filled out to determine the total gallons per hour (GPH) required.

**Prior to starting construction or remodeling a child care center, plans drawn to scale, and approved floor plan from the licensing agent, a menu, and specification sheets must be submitted to this office.**

Some clarifications to help you with the plan review process are:

What temperature does the water need to be?

Hot water used for cleaning and sanitizing food utensils and laundry shall be at least 120F at point of use.

Hot water in any area accessible to children shall be between 80F and 110F.

What about lighting?

All lighting surfaces in kitchens, diapering changing areas and children's work areas must be at least 50 foot candles and shielded or shatterproof.

All other areas must be at least 10 foot candles of light and shielded or shatterproof in an area used by children.

What are some of the specifications for kitchen equipment and food preparation areas?

Each center must have at least a 2-compartment sink, drain boards or countertop space of adequate size.

Adequate refrigeration and cooking equipment.

Domestic or commercial equipment may be used.

Centers using multi-serving articles shall provide a dishwasher. Instead of a dishwasher and a 2-compartment sink, a 3-compartment sink of sufficient size and depth may be used.

Separate lavatory for hand washing is required in all food prep areas.

A commercial hood shall be installed when frying is used for food preparation.

If baby food is prepared in a class room, a food preparation area shall be provided.

What is in the three spray bottles?

- 1) Detergent solution (for diapering area)
- 2) 50-200 ppm chlorine sanitizer with test strips
- 3) 500-800 ppm chlorine disinfectant with test strips.

OR

Approved EPA registered disinfectant or germicide

**Outside Premises**

Pressure-treated non-painted wood present in child accessible areas:  Yes  No

**If yes, submit CCA Pressure-Treated Wood Form For Child Care Centers with application.**

**Description of outside premises with playground layout:**

STATEMENT: I hereby certify that the information is correct and I fully understand that any deviation from the information provided without prior permission from Union County Environmental Health may nullify final approval and prevent issuance of permits.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date