



ENVIRONMENTAL HEALTH DIVISION

Child Care Center Plan Review Application

Review for compliance with NC Rules Governing the Sanitation of Child Day Care Facilities (15A NCAC 18A .2800). The Rules Governing the Sanitation of Child Day Care Facilities require that plans drawn to scale be submitted to the Durham County Public Health, Environmental Health Division and approved prior to construction or renovation of the facility. For new or proposed childcare centers licensed for fewer than 13 children and located in a residence, a site visit to evaluate and assist in meeting requirements of this Section may be requested by the childcare operator. Plans must be submitted with the necessary paperwork (see checklist) to the Durham County Public Health, Environmental Health Division.

Type of Application: Choose all that apply

CONSTRUCTION: NEW

REOPENING Of a CLOSED Child Care Center

CONSTRUCTION: REMODEL

CHANGE of OWNERSHIP

Name of Establishment: _____

Address: _____

City: _____ State NC Zip Code _____

Phone (if available): _____ - _____ - _____ Cell: _____ - _____ - _____

Emergency Phone: _____ - _____ - _____

E-mail _____

2nd E-mail _____

Name of Legal Ownership: _____

Type of Ownership: association, corporation, individual, partnership, or other legal entity:

Names and Titles of Persons in Legal Ownership: _____

Legal Ownership Address: _____

City: _____ State _____ Zip Code: _____

Phone: _____ - _____ - _____ Cell: _____ - _____ - _____

Email: _____

2nd Email: _____

Name of Local Agent: _____

Local Agent Email: _____

Local Agent 2nd Email: _____

Local Agent Phone: _____ - _____ - _____ Cell: _____ - _____ - _____

Project Contact Person Name: _____

Contact Person Telephone: _____ - _____ - _____

Contact Person E-mail: _____

Projected start date of construction: _____ **Projected completion date:** _____

This plan review application must have the following completed to be accepted:
Incomplete applications will delay processing and review.

Submittal Checklist:

- Contact your State childcare consultant about licensing requirements (i.e., space requirements, capacity of children, etc.).
- Contact the building inspections department to understand what construction standards and fire codes must be met.
- Submit plans drawn to scale to the Environmental Health Division clearly showing the type and placement of rooms and equipment. Include storage areas, kitchens, foodservice areas, classrooms, diaper changing areas, can wash facilities, and cleaning supply locations.
- Plans must include a site plan showing locations for property, playground, exterior equipment such as dumpsters or compactors and indicating the proposed connections to approved sewer and water connections.
- Proposed menu if cooking onsite OR provide catering menu.
- A listing of foodservice equipment, faucets, and water heater(s) and their specifications must be submitted. A foodservice menu for the childcare center must be submitted.
- Identify each childcare classroom by the age group(s) using the room.
- Include lighting plan for all areas of the facility.
- Can wash must be large enough to accommodate the cleaning of all trash cans. Minimum 3' x 3' curb floor sink sloped to drain, hot and cold mixing water with backflow prevention, 4" curb, backsplash and impervious surface.
- Health Department approval does not mean that the building inspections and zoning departments will approve the construction of the facility for childcare activities.
- A completed copy of the Child Care Center Plan Review Application.

Submittal for Admin for Review

- Email to food@dconc.gov
- Must include completed application and all required documentation.
- Questions 919-560-7800

PLEASE ANSWER THE FOLLOWING QUESTIONS IN EACH CATEGORY:

1. Hours of operation: _____
2. How many children do you intend to be licensed for? _____
3. Have you contacted the State licensing agent? Yes No
4. What age groups will be in the center? _____
5. What year was the structure built? _____
*If the structure is built prior to 1978, a lead hazard investigation will be completed by our office.
6. Is this center located in a residence? Yes No
7. Water supply: Municipal (City of Durham) Well
8. Wastewater Disposal: Municipal (City of Durham) Septic System

MAIN FOOD SERVICE

1. How will meals be provided? (check all that apply)
 - Prepared/cooked on-site
 - Catered from a permitted Food Service Establishment or approved Child Care Center
 - Brought from child's home
2. If catered, provide caterer contact information: _____

3. Where will children eat meals? (family-style in classroom, dining area, etc.) _____

4. 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.
5. 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 (if required by plan review)
 - A separate and lockable closet or cabinet for hazardous chemicals

- 6. How will the kitchen be made inaccessible to the children?

- 7. Have you completed lead water testing for all drinking water sources in facility (kitchen sinks, food prep sinks, water fountains)? No Yes Date testing completed _____

INFANT/TODDLER FOOD SERVICE

- 1. Will bottles be stored, prepared, warmed, served out of the kitchen? Yes No (if no, skip to question 3).

- 2. Will bottles be stored, prepared, warmed, served in infant classrooms? Yes No (if no, skip questions a-c below).
 - 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

- 3. How will highchair trays be washed, rinsed and sanitized after EACH use?

DIAPERING

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

- 1) What classrooms will diapering be located?

If diapering stations are not in each room, please explain:

- 2) Can the caregiver view other children while changing diapers? Yes No

- 3) Where and how will soapy water and disinfectant be stored (at least 5' from the floor)?

4) Where will diaper creams, powders, etc. be stored out of reach of children (at least 5' from the floor)?

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? _____

STORAGE

1. Is storage space provided for each child? Yes No
Are coat hooks spaced at least 12 inches apart? (Double hooks may not be used for two children).
Yes No

2. Where will medicines (both refrigerated and non-refrigerated) be stored and locked? *

3. 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)?

4. How will personal belonging (purses, keys, employee items) be inaccessible to children?

5. 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? * _____

*Locked storage rooms and cabinets shall include those which are unlocked with a combination, electronic or magnetic device, key or equivalent locking device

BEDS, CRIBS, COTS, MATS, & LINENS

Is the child care center an afterschool program only where bedding is not required? Yes No
(If answered Yes, skip questions 1-3 below and proceed to next section).

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

2) How and where will cots and/or mats be stored?

3) Where will crib, cot, and mat sheets be washed and stored?

4) How will cribs, cots and mats be labeled to indicate which child uses each crib, cot or mat?

DESIGNATED SICK CHILD AREA

1. Where is the designated sick area with cot/mat/vomitus receptacle? _____

CLEANING/SANITIZING

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

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

ADDITIONAL HAND WASH LAVATORY INFORMATION

1. Does each toilet area have a conveniently located non-food service-related hand wash lavatory?
Yes No
2. Does the food service area in the infant, toddler, and any other classroom preparing food (snacks, etc.) have a hand wash lavatory exclusively for foodservice hand washing? Yes
No

*Handwashing signs are required at all hand wash lavatories.

HOT WATER SUPPLY

Please relay the following to your plumber and 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. Provide water heater(s) specifications. (Please note if you are using two water heaters and which one is for the kitchen/laundry and which one is for the classrooms.)

1. Water Heater #1 Information:
 - a) Storage tank size/Btu's/kW:

b) GPH recovery:

c) Type of fixtures served:

2. Water Heater #2 Information:

a) Storage tank size/Btu's/kW:

d) GPH recovery:

c) Type of fixtures served:

LIGHTING

1. Do all light fixtures have shatterproof or shielded bulbs? Yes No
2. 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
3. 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.

1. Diaper changing counters and backsplashes:

2. Ceiling at diaper changing areas:

3. Floors in classroom:

4. Foodservice counters and backsplash in classrooms (when provided):

5. Food service ceiling in classrooms:

6. Food service backsplash and counters in kitchen:

7. Cabinetry:

8. Kitchen floor and base:

9. Kitchen walls:

10. Kitchen ceiling:

11. Toilet room ceilings:

12. Toilet room ceilings:

13. Handwashing faucet fixtures (include spec sheets with submittal):

(Note: kitchen and toilet room ceilings may be acoustical ceiling tiles providing adequate ventilation is provided to keep down moisture)

OUTSIDE PREMISES

1. Please describe the playground area (type of play equipment, type of fence, water activities, etc.)

2. Is there a can wash facility outside? Yes No

If yes, and if the water is greater than 110° Fahrenheit, is there a fence around it and lock so it is not accessible to children? Yes No

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

I certify that the information in this application is correct, and I understand that any deviation without prior approval from this Health Regulatory Office may nullify plan approval.

Signature: _____ Date: _____