



ENVIRONMENTAL HEALTH DIVISION

Plan Review Application for Licensed Child Care Facilities

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 Health Department, 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 the requirements of this Section may be requested by the childcare operator.

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.
- 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.
- A listing of foodservice equipment 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.
- Please note Health Department approval does not mean that the building inspections and zoning departments will approve the construction of the facility for childcare activities.





Public Health

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NEW CONSTRUCTION CURRENTLY OPERATING CHILD CARE

Was the building built prior to 1978? Yes No

If yes, a lead investigation must be conducted before plans will be reviewed.

STATE ID# (If an existing childcare) _____ DATE: _____

NAME OF FACILITY _____

FACILITY ADDRESS _____
Street Address City State ZIP

PHONE (____) - _____ FAX (____) _____

EMERGENCY (____) - _____

EMAIL ADDRESS _____

NAME OF OPERATOR _____

MAILING ADDRESS _____
Street Address City State ZIP

APPLICANTS NAME _____

ESTIMATED NUMBER OF CHILDREN AT THE FACILITY _____

WATER SUPPLY: MUNICIPAL _____ WELL _____

WELL APPROVAL MUST BE PROVIDED FROM GOVERNING AGENCY

If the well serves more than 25 people, you must contact the state Public Water Supply Section of DENR (919-791-4200). This is usually classified as a public water supply and will be subject to more stringent rules. An existing well inspection and bacteriological water sample must be applied for with this office if the facility is served by a private well water supply.

WASTEWATER SYSTEM: MUNICIPAL _____ ON SITE SEPTIC _____

An existing septic system inspection must be completed if the facility is served by a septic tank system. You can apply for this service with this office. Please note that this inspection is to determine if the existing septic system is functioning properly and also if the system is sized and designed appropriately for the anticipated wastewater flow from the facility.





HOURS OF OPERATION

Days: _____ Hours: _____

FOOD SERVICE

A minimum kitchen shall be provided. This includes; 2 compartment sink with drain boards or countertop space, hand sink, and refrigeration. Additional equipment may be required.

Will meals be prepared on site, brought from home or catered ?

If catered, provide caterer contact information: _____

Where and how will children eat the meals? (family style in classrooms, dining area, etc)

Will reusable dishes, trays, silverware be used or disposable? YES / NO

If no, please explain: _____

INFANT FOODSERVICE

Where will infant food be stored, prepared and served?

How much space does the infant room countertop have for warming bottles and preparing cereal?

Dimensions of counter: _____

What method will be used to warm bottles and prepare cereal?

Is there a refrigerator for bottle storage? YES / NO

If no, please explain: _____

A separate hand wash lavatory is required for bottle / food preparation hand washing.





DIAPERING

Do you have diapering stations for infants, toddlers, and two's in each classroom? YES / NO
If yes, a separate hand washing sink will be required.

Where and how will soapy water and disinfectant be stored?

Where will diaper cream, gloves, powders, etc., be stored?

CUBBIES AND STORAGE

How and where will cubbies be arranged?

Are coat hooks at least 12 inches apart? (A double hook cannot be used for two children)

BED, CRIBS, COTS, MATS, AND LINENS

How and where will cots, and/or mats be stored?

Where will cribs, cots, and mat sheets be stored?

How and where will bed linens be cleaned?

Where is the designated sick area with cot/mat?





CLEANING AND SANITIZING

How will toys in infant and toddler rooms be washed and sanitized?

What type(s) of sanitizer will be used on toys, diaper, and food areas, and furniture etc?

LIGHTING

All light fixtures must have shatterproof or shielded bulbs.
Lighting must be 50 foot-candles at all work areas.
The lighting in all other areas, including storage must be 10 foot-candles.

HOT WATER SUPPLY

The hot water in the kitchen must be a minimum of 120°F, and all sinks accessible to children must be maintained between 80-110°F. Hot water temperatures at the sinks accessible to children can cause a facility to be put on “Provisional” status if the water is less than 80°F or greater than 110°F.

Separate water heaters are recommended as the best option to meet this standard for hot water. Variations in source water temperatures, periods of higher demand for water and other factors make it difficult to maintain all temperature standards with just one water heater, even with the use of mixing valves or anti-scald valves.

Finish Schedule:

Applicants must fill in materials (i.e. quarry tile, 6" plastic cove molding, carpeting, etc.)

	Floors	Walls	Ceilings
Bathrooms			
Classrooms			
Diaper Changing Areas			
Food Service Areas			
Hallways			
Infant Feeding Areas			
Laundry			
Stairs			

PLAYGROUND

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

How is wood in the playground area sealed? _____

