



# Health and Human Services

Environmental Health

## Child Care Center Plan Review Application

The intent of this application is to provide information in addition to the plans regarding the operational procedures of the facility.

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 (Buncombe County Environmental Health Division). Plans must be submitted with the necessary paperwork (see checklist below) to the Buncombe County Health Department.

### **Submittal Checklist** *(not required if only adding a room to an already licensed facility)*

- Provide a drawing of the childcare center showing the placement of storage areas, food service areas, diaper changing areas, trash can wash facilities,
- On the plans, identify each child care classroom by the age group(s).
- A completed copy of this Child Care Center Plan Review Application
- Proposed menu (if applicable)

Type of Construction (choose one):  NEW  REMODEL  REOPENING OF A CLOSED CHILD CARE CENTER  
 CHANGE OF OWNERSHIP  ROOM ADDITION

Name of Establishment: \_\_\_\_\_

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

City: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Phone (if available): \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

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

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

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

Telephone \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ E-mail Address: \_\_\_\_\_

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

Telephone: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Projected start date of construction: \_\_\_\_\_ Projected completion date: \_\_\_\_\_

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: \_\_\_\_\_



(Owner or Responsible Representative)

**PLEASE ANSWER THE FOLLOWING QUESTIONS** *(If only adding a room to an already licensed facility, you need only fill out the sections applicable to the room that is being added)*

Hours of operation (hours/day): \_\_\_\_\_ Is this center located in a residence?  Yes  No

How many children will the center be licensed for? \_\_\_\_\_ What age groups? \_\_\_\_\_

What year was the structure built? \_\_\_\_\_ \*If the structure is built prior to 1978, then a lead hazard investigation will be completed by the Environmental Health Division.

Lead hazard investigation required?  Yes  No Have you contacted the DCDEE licensing agent?  Yes  No

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

Water supply:  Municipal  Well

Wastewater Disposal:  Municipal  Septic System

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

**• MAIN FOOD SERVICE** *(not required to fill out if only adding a room to an already licensed facility)*

How will meals be provided?

Prepared/cooked on-site

Catered from a permitted Food Service Establishment or approved Child Care Center. \*Name of establishment providing food \_\_\_\_\_

No food prepared on-site (**All** food supplied by parents/guardians of children)

Where will children eat meals? (classroom, dining area, etc.) \_\_\_\_\_

Will multi-use eating and drinking utensils (plates, bowls, forks, spoons, cups, etc.) be provided by the center?  Yes  No

Will disposable eating and drinking utensils (plates, bowls, forks, spoons, cups, etc.) be provided by the center?  Yes  No

**Kitchen Equipment** (check all boxes that apply):

Three compartment sink with drain boards or adequate countertop space

Two-compartment sink with drain boards or adequate countertop space (**Note: if only a two compartment sink is provided without a dish machine, single service (disposable) articles will be required to be used to serve food to children**)

Dish machine

Separate hand wash lavatory

Refrigeration equipment

Cooking equipment

Food preparation countertop

A separate and lockable closet or cabinet for hazardous chemical storage

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

**• INFANT/TODDLER FOOD SERVICE** *(not required to fill out if only adding a room to an already licensed facility unless that room is for this age group)*

Will you utilize high chair trays for feeding children\*?  Yes  No



\*If yes, how will the trays be washed, rinsed, and sanitized? \_\_\_\_\_

Will bottles be stored, prepared, and/or warmed, in the kitchen? Yes No N/A (If N/A, proceed to the next section)

Will bottles be stored, prepared, and/or warmed in infant classrooms? Yes No N/A (If yes, answer questions 1-5):

1. Does the infant room have countertop space for warming bottles? Yes No
2. What method will be used to warm bottles (specify equipment)? \_\_\_\_\_
3. Is there a refrigerator for bottle storage? Yes No
4. Is there a separate hand wash lavatory exclusively for staff handwashing prior to bottle/food preparation? Yes No
5. Is all equipment referenced in questions 1-4 located together within one food prep area in the classroom? Yes No

**• DIAPERING (not required to fill out if only adding a room to an already licensed facility unless that room is for this age group)**

Will the child care center be caring for children with diapering needs? Yes No (If no, skip to next section)

1. Does each classroom with diapering needs have their own diapering station? Yes No  
If diapering stations are not in each room, please explain: \_\_\_\_\_  
\_\_\_\_\_
2. Does each diaper station have a separate hand wash lavatory for hand washing after diaper changes? Yes No
3. Can the caregiver view other children while changing diapers? Yes No
4. Where and how will soapy water and disinfectant be stored (at least 5' from the floor)? \_\_\_\_\_  
\_\_\_\_\_
5. Where will diaper creams, powders, etc. be stored out of reach of children (at least 5' from the floor)? \_\_\_\_\_  
\_\_\_\_\_

**• STORAGE (if only adding a room to an already licensed facility, you need only fill out this section as it applies to the room that is being added)**

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

Where will medicines (both refrigerated and non-refrigerated) be stored and locked? (\*) \_\_\_\_\_  
\_\_\_\_\_

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

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

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 (if only adding a room to an already licensed facility, you need only fill out this section as it applies to the room that is being added)**

Is the center an afterschool program only and bedding will not be provided?  Yes  No (If Yes, skip 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 laundered and stored? \_\_\_\_\_

**• DESIGNATED SICK CHILD AREA (not required to fill out if only adding a room to an already licensed facility)**

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

**• CLEANING/SANITIZING (not required to fill out if only adding a room to an already licensed facility unless that room is for this age group)**

Where will toys, in classrooms with children in diapers, be washed, rinsed and sanitized?  N/A (Establishment will only enroll children ages 3 and up). \_\_\_\_\_

**• ADDITIONAL HAND WASH LAVATORY INFORMATION (not required to fill out if only adding a room to an already licensed facility)**

Does each toilet area have a conveniently located non-food service related hand wash lavatory?  Yes  No

What types of faucets are at all hand wash lavatories? (Please note that metering type are not allowed unless they can retain warm water for at least 20 seconds at the first pressing.) \_\_\_\_\_

**• HOT WATER SUPPLY (not required to fill out if only adding a room to an already licensed facility)**

Please relay the following to your plumber and/or contractor or engineer: The hot water temperature at the kitchen 2 or 3 compartment sink and the clothes washing machine is required to be provided at a minimum of 120° F; the mop sink 80° F; and all other plumbing fixtures accessible to children must be maintained between 80° – 110° F. Provide water heater(s) specifications. (Please note if you are using two water heaters, specify which one is for the kitchen/laundry and which one is for the classrooms.)

Water Heater #1 Information:

Storage tank size/Btu's/kW: \_\_\_\_\_ GPH recovery: \_\_\_\_\_

Fixtures served: \_\_\_\_\_

Water Heater #2 Information:

Storage tank size/Btu's/kW: \_\_\_\_\_ GPH recovery: \_\_\_\_\_

Fixtures served: \_\_\_\_\_

Where is the can wash facility (mop sink) for cleaning trash cans, dumping mop water, etc. located?  N/A (Establishment has a planned occupancy of less than 13 children **and** is located in a residence) \_\_\_\_\_



• **LIGHTING** (if only adding a room to an already licensed facility, you need only fill out this section as it applies to the room that is being added)

Do all light fixtures in food preparation, storage, and serving areas and in all rooms used by children 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 light, 30 inches above the floor, be provided at all other areas, including storage? Yes No

• **FINISHES** (if only adding a room to an already licensed facility, you need only fill out this section as it applies to the room that is being added)

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

Diaper changing counters and backsplashes: \_\_\_\_\_

Foodservice counters and backsplash in infant room: \_\_\_\_\_

Floors around foodservice counters in infant and toddler rooms: \_\_\_\_\_

Cabinetry: \_\_\_\_\_

Kitchen floor and base: \_\_\_\_\_

Kitchen walls: \_\_\_\_\_

Kitchen ceiling: \_\_\_\_\_ \*Type of ventilation, if required: \_\_\_\_\_

Toilet room ceilings: \_\_\_\_\_ \*Type of ventilation, if required: \_\_\_\_\_

*\*Note: For kitchen and toilet room ceilings, acoustic and other ceiling material may be used where ventilation precludes the possibility of grease and moisture absorption.*

• **OUTSIDE PREMISES** (not required to fill out if only adding a room to an already licensed facility)

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

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

Is there a can wash facility outside? Yes No

If yes, and if the water is greater than 120° F, how will it be made inaccessible to children? \_\_\_\_\_

How will any mechanical equipment located outdoors (HVAC system, etc.) be made inaccessible to children? \_\_\_\_\_

\_\_\_\_\_

