



**ORANGE COUNTY
HEALTH DEPARTMENT**

Environmental Health Services
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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 Orange 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 in your jurisdiction to understand what construction standards and fire codes must be met.
- Submit plans to Environmental Health 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.
- A listing of foodservice equipment 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 and finish schedule for all areas of the facility. An equipment specification sheet must be included for all-foodservice equipment and water heater(s). Please note that compliance with health rules on standards for floors, walls, and ceiling does not necessarily mean that the building inspections department in your jurisdiction will approve the construction of the facility for childcare activities.
- Plans must include a site plan showing locations for exterior equipment such as dumpsters or compactors and indicating the proposed connections to approved sewer and water connections.
- 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.
- 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. 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.

GENERAL INFORMATION

NAME OF FACILITY _____

FACILITY ADDRESS _____

NEW CONSTRUCTION EXISTING BUILDING AGE OF BUILDING _____

PHONE _____

NAME OF OWNER _____

MAILING ADDRESS _____

APPLICANTS NAME _____

EMAIL and FAX _____

NUMBER OF CHILDREN FACILITY WILL BE LICENSED FOR _____
Hours of operation

FOODSERVICE

Will meals be prepared on site or catered?

Will any foods be fried onsite?

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

Will reusable dishes, trays, silverware be used or disposable?

Can the kitchen be locked?

INFANT FOODSERVICE

Will bottles and/or cereal be stored, prepared, and warmed, served, etc. in the infant room or out of the kitchen?

Does the infant room have countertop space for warming bottles and preparing cereal? _____

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

Is there a refrigerator for bottle storage? _____

Is there a separate hand wash lavatory used exclusively for bottle/food preparation hand washing?

DIAPERING

Do infants, toddlers, and two's classrooms all have diapering stations? _____

If not in each room, please explain _____

Can the caregiver view the other children while changing diapers?

Where and how will soapy water and sanitizers be stored?

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

Is there a separate hand wash lavatory used exclusively for diaper changing hand washing?

CUBBIES AND STORAGE

How and where will cubbies be arranged? _____

Are coat hooks at least 12 inches apart? (be sure double hook is not used for two children)

BED, CRIBS, COTS, MATS, AND LINENS

Will cribs have the capability of being spaced 18 inches apart while in use? (If not, crib dividers and partitions are acceptable)

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

Is the furniture in the infant and toddler room a smooth, washable finish? _____

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.?

Do you have appropriate test strips for the type of sanitizer you are using?

Where is the can wash facility (mop sink) for cleaning trash cans, dumping mop water, etc.?

HANDWASHING LAVATORIES

Does each toilet area have a hand wash lavatory? _____

Does the diaper changing station have a hand wash lavatory exclusively for diaper hand washing? _____

Does the foodservice area in the infant and toddler room have a hand wash lavatory exclusively for foodservice hand washing? _____

LOCKED ITEMS

Please indicate where the following type of locked items will be stored and what type of lock:

Medicines (both refrigerated and non-refrigerated) _____

Clean supplies and all types of chemical _____

Personal belongings (purses, keys, employee items) _____

Aerosols and all other toxic products _____

Janitor's closet _____

HOTWATER 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.

It is recommended that using separate water heaters is 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 using mixing valves or anti-scald valves. It is emphasized that 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.

Please detail the specifications of your water heater/s (please note if you are using two heaters)

Storage Tank size _____

Gallon per hour recovery _____

LIGHTING

Do all light fixtures have shatterproof or shielded bulbs? _____

Will the proposed lighting illuminate 50 foot-candles at all work areas? (includes kitchen and classrooms)

Will the proposed lighting illuminate 10 foot-candles at all other areas, including storage)

FINISHES

Please describe the finishes/construction material in the following areas (all must be washable)

Diaper changing counters _____

Food service counters in infant room's _____

	Classrooms	Kitchen	Storage	Toilets
Floors	_____	_____	_____	_____
Walls	_____	_____	_____	_____
Cove base	_____	_____	_____	_____
Ceiling	_____	_____	_____	_____

PLAYGROUND

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

Is the playground designed for adequate drainage of water?

Is the HVAC, mechanical equipment, etc. locked with a fence around it and not accessible to children, Explain as necessary _____

Signature _____

Date _____