



**ENVIRONMENTAL
SERVICES**

Tel 919 856 7400
Fax 919 743 4772

Plan Review & Recreational Sanitation Section
336 Fayetteville St. • P.O. Box 550 • Raleigh, NC 27602
www.wakegov.com

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.

This application may be copied for future use when submitting plans.

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 (Wake County Environmental Services).

Plans must be submitted with the necessary paperwork (see checklist below) to the local municipality of Wake County that will issue building permits for the project (Raleigh, Cary, Apex, Holly Springs, Fuquay-Varina, Morrisville, Garner, Wake Forest, Wendell, Knightdale, Rolesville, and Zebulon). Projects located in unincorporated areas of Wake County must be submitted to the Wake County Inspections/Plans/Permits Department.

Submittal Checklist:

- _____ Complete set of plans drawn to scale showing the placement of equipment in the facility, including any storage, food service areas, diaper changing areas, trash can wash facilities, along with general plumbing, electrical, and mechanical and lighting drawings and equipment and finishes schedules. Identify each childcare classroom by the age group(s) using the room.
- _____ A site plan locating exterior equipment such as dumpsters and playgrounds, and indicating the proposed connections to approved sewer and water connections.
- _____ Completed Child Care Center Plan Review Application
- _____ Proposed menu

If you have questions, contact one of the following Plan Review staff listed below:

Terry Chappell, R.S., Section Chief
Plan Review/Recreational Sanitation Section
Environmental Health Specialist
(919) 856-7437

Christina Sancha, R.S.
Environmental Health Specialist
(919) 868-2559

Rob Richardson, R.S., Team Leader
Environmental Health Specialist
(919) 857-9356

Jessica Sanders, R.S.
Environmental Health Specialist
(919) 856-7417

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Please check one: _____ **New Center** _____ **Remodel**

Name of Establishment: _____

Establishment Address: _____

Establishment Phone Number: (_____) _____ - _____

Municipality or County: _____

*(Have you contacted the appropriate building inspector? Have you been approved through zoning)? _____

Applicant Name: _____

Title: _____

Address: _____

Phone Number: (_____) _____ - _____

PLEASE ANSWER THE FOLLOWING QUESTIONS:

Hours of operation (hours/day): _____

How many children are you trying to be licensed for? _____

What age groups? _____

Is this a church center? _____

If yes, is this an existing church? _____

What year was the church built? _____

Is this a home center? _____

What year was the home built? _____

Have you contacted the State licensing agent? _____

If yes, please list his/her name: _____

Water supply: Municipal _____ Well _____

Wastewater Disposal: Municipal _____ Septic System _____ D# _____

Grease Interceptor approved: Public Works/Utilities _____ WCDES Water Quality Div. _____

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PLEASE ANSWER THE FOLLOWING QUESTIONS IN EACH CATEGORY:

- **MAIN FOODSERVICE**

How will meals be provided? _____ Prepared/cooked on-site
_____ Catered
_____ Other (parents, etc.)

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

Will dishes, trays, silverware, etc. be used or disposable utensils? _____

Is the following provided in the kitchen? _____ Separate hand wash lavatory
_____ At least 2-compartment sink, drainboards or
adequate countertop space
_____ Refrigeration equipment
_____ Cooking equipment

Is the kitchen accessible to children? _____

- **INFANT FOODSERVICE (if applicable)**

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

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

What method will be used to warm bottles? _____

Is there a refrigerator for bottle storage? _____

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

- **DIAPERING**

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

If not in each room, please explain: _____

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Can the caregiver view the children while changing diapers? _____

Where and how will soapy water and disinfectant be stored? _____

Do you have the appropriate test strips for the disinfectant? _____

Where will diaper creams, powders, etc. be stored out of reach of children? _____

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

- **STORAGE**

How and where will cubbies be arranged? _____

Are coat hooks spaced at least 12 inches apart? (Double hooks may not be used for two children.) _____

*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? _____

How will personal belonging (purses, keys, employee items) be kept out of reach of children? _____

*Where will all corrosive agents, pesticides, bleaches, detergents, cleansers, polishes, any product which is under 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.**

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• **BEDS, CRIBS, COTS, MATS, & 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 crib, cot, and mat sheets be washed and stored? _____

Where is the designated sick area with cot/mat? _____

• **CLEANING/SANITIZING**

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

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

Please explain what types of sanitizer will be used to sanitize toys, food areas, furniture, etc. _____

Do you have appropriate test strips for the type of sanitizer being used? _____

Where is the can wash facility (mop sink) for cleaning trash cans, dumping mop water, etc. (not required for less than 13 children). _____

• **HAND WASH 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? _____

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.) _____

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- **HOT WATER SUPPLY**

Please relay this to your plumber and engineer.

The kitchen water temperature will need to be a minimum of 120° Fahrenheit, and all other sinks accessible to children must be maintained at 80° – 110° Fahrenheit.

The Department has found that using two water heaters is the best option. If a hand wash lavatory produces hot water that is over 110 degrees Fahrenheit, the facility will be put on provisional status.

Provide water heater(s) specifications. **(Please note if you are using two water heaters and which one is for the kitchen and which one is for the classrooms.)**

Storage tank size: _____

Gallons per hour recovery: _____

- **LIGHTING**

Do all light fixtures have shatterproof or shielded bulbs? _____

How will 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.)? _____

How will 10 foot-candles of lighting be provided at all other areas, including storage? _____

- **FINISHES**

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

Diaper changing counters: _____

Foodservice counter in infant room: _____

Floors around diapering and foodservice counters in infant and toddler rooms: _____

Backsplash of diapering and foodservice counters in infant and toddler rooms: _____

Cabinetry in classrooms: _____

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Kitchen floor and base: _____

Kitchen walls: _____

Kitchen ceiling: _____

Toilet rooms ceiling: _____

• OUTSIDE PREMISES

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

Is there a can wash facility outside? _____

If yes, is there a fence around it and lock so it is not accessible to children? (explain) _____

Is the HVAC, mechanical equipment, etc. locked with a fence around it and not accessible to children? (explain) _____

