



# CALDWELL COUNTY HEALTH DEPARTMENT



## Environmental Health Division

2345 Morganton Blvd SW • Lenoir, NC 28645 • (828) 426-8579 • FAX (828) 757-6864 • www.caldwellcountync.org

*Mission: To Promote, Protect, and Improve the Health of our Community.*

### 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 to the Local Health Department for approval prior to construction / renovation / modification / change of ownership of such facilities.

#### Submit the following to Caldwell County Environmental Health:

- Floor plans for proposed facility drawn to a scale of at least 1/8" per foot showing the placement of:
  - Storage areas, food service areas/kitchen, diaper changing areas, trash can wash facilities, food prep and bulk food storage areas, hot water heaters, sick area(s), bathrooms, storage, laundry facilities, location of all sinks and their purpose
  - Identify each child care classroom by the age group(s)
- An exterior site plan identifying exterior equipment such as dumpsters and playgrounds
- A completed copy of this Child Care Center Plan Review Application
- Fee per current fee schedule
- Proposed menu and snacks

#### Type of Construction:

- NEW     REMODEL     REOPENING OF A CLOSED CHILD CARE CENTER  
 CHANGE OF OWNERSHIP

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

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

City: \_\_\_\_\_ Zip Code: \_\_\_\_\_ County: \_\_\_\_\_

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:**

Hours of operation (hours/day): \_\_\_\_\_

How many children are you trying to be licensed for? \_\_\_\_\_

What age groups? \_\_\_\_\_

Is this center located in a residence? Yes  No

What year was the structure built? \_\_\_\_\_ (If the structure is built prior to 1978, then a lead hazard investigation will be completed by the Health Department)

Have you contacted the State licensing agent? Yes  No

If yes, please list his/her name: \_\_\_\_\_

Water supply: Municipal  Well

Note: If using a well as a water supply, if the well serves 25 or more people (staff and children) then the water supply is classified as a Non Transient Non Community Water System and the well requires state approval through DWR as well as additional water samples on a regular basis.

Wastewater Disposal: Municipal  Septic System

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

**MAIN FOOD SERVICE**

How will meals be provided?

- Prepared/cooked on-site
- Catered from a permitted Food Service Establishment or approved Child Care Center
- 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 (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
- Food preparation countertop
- A separate and lockable closet or cabinet for hazardous chemicals

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

**INFANT/TODDLER FOOD SERVICE**

Will bottles be stored, prepared, warmed, served out of the kitchen? Yes  No  (If yes, answer question 2 below.)

Will bottles be stored, prepared, warmed, served, in infant classrooms? Yes  No  (If yes, answer questions 1-3 below.)

1. Does the infant room have countertop space for warming bottles? Yes  No
2. What method will be used to warm bottles? \_\_\_\_\_  
\_\_\_\_\_
3. Is there a refrigerator for bottle storage? Yes  No

**DIAPERING**

Will the child care center be caring for children with diapering needs? Yes  No  (If yes, answer questions 1- 3 below.)

1. Can the caregiver view other children while changing diapers? Yes  No
2. Where and how will soapy water and disinfectant be stored (at least 5’ from the floor)?  
\_\_\_\_\_
3. Where will diaper creams, powders, etc. be stored out of reach of children (at least 5’ from the floor)?  
\_\_\_\_\_  
\_\_\_\_\_

**STORAGE**

Will each child have their own storage space? Yes  No

Are coat hooks spaced at least 12 inches apart? Yes  No  (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 (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**

Will bedding be provided? Yes  No

(If you answer No, skip questions 1-3 below and proceed to the 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? \_\_\_\_\_  
\_\_\_\_\_

**CLEANING/SANITIZING**

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

**ADDITIONAL HAND WASH LAVATORY INFORMATION**

Are any water faucets metered? Yes  No

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

Does the food service area in the infant and toddler room have a hand wash lavatory exclusively  
for food service handwashing? Yes  No

**HOT WATER SUPPLY**

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. Using two separate water heaters is typically the simplest option.

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

Water Heater #1 Information:

Make/Model: \_\_\_\_\_  
Storage tank size/Btu's/kW: \_\_\_\_\_  
GPH recovery: \_\_\_\_\_  
Type of fixtures served: \_\_\_\_\_

Water Heater #2 Information:

Make/Model: \_\_\_\_\_  
Storage tank size/Btu's/kW: \_\_\_\_\_  
GPH recovery: \_\_\_\_\_  
Type of fixtures served: \_\_\_\_\_

**LIGHTING**

Do all light fixtures have shatterproof or shielded bulbs? Yes  No   
(Required in food prep areas, storage , serving areas and in all rooms used by children.)

How will you ensure a minimum of 50 foot candles of lighting at all work surfaces and 10 foot candles of lighting at all other areas? \_\_\_\_\_  
\_\_\_\_\_

**FINISHES**

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

Location	Floor	Wall	Ceiling
Kitchen			
Warewashing Area			
Classrooms			
Classroom Food Prep Area			
Bathrooms			

Location	Surface/Construction Material
Food Prep Counters	
Kitchen Cabinets	
Classroom Food Prep Area Counters	
Classroom Food Prep Area Cabinets	
Other:	

**OUTSIDE PREMISES**

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

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Is there a can wash facility outside? Yes  No

If there is a can wash with water greater than 110°F, how will you ensure it is not accessible to children?

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How will you ensure that HVAC units, mechanical equipment, etc. is not accessible to children? \_\_\_\_\_

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Is there any pressure treated wood older than January 1, 2005 in areas accessible to children (including decks, fencing, playground equipment, railing, raised bed borders, etc.)? Yes  No

Is there a sandbox? Yes  No

If yes, how will it be covered when not in use? \_\_\_\_\_