

## Child Care Plan Review

Updated December 2014

**The following documents must be fully completed in order to begin the plan review. Lack of complete information will delay plan approval. Allow 2 weeks for initial plan review response. Plan review fee is \$100 upon submittal which provides an hour and a half of review time with additional time billed at \$60/hour. A \$100 inspection fee is due prior to your first regular inspection.**

Please complete the following information:		
Date submitted to Mesa County Health Department:		
Facility Name		
Church/School Building where childcare is located (Mark N/A if not applicable)		
Facility Address		
City	State	Zip Code
Telephone Number	Fax Number	E-mail
Owner Information		
Owner Name		
Owner Mailing Address	State	Zip Code
Owner Telephone Number	E-mail	
Primary Contact Information		
Primary Contact Name		
Phone Number	E-mail	
Contractor/Builder Information		
Contractor/Builder Name	Phone # (       )	

FACILITY INFORMATION TO BE COMPLETED BY APPLICANT		
Child Care Licensing	<input type="checkbox"/> New	<input type="checkbox"/> Currently licensed- License # _____
Construction type	<input type="checkbox"/> New	<input type="checkbox"/> Remodel existing structure
Change of ownership	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Sewage disposal	<input type="checkbox"/> Municipal	<input type="checkbox"/> On-site wastewater system <input type="checkbox"/> Other _____
Water supply	<input type="checkbox"/> Municipal	<input type="checkbox"/> Well <input type="checkbox"/> Other
Meals provided	<input type="checkbox"/> Breakfast	<input type="checkbox"/> Lunch <input type="checkbox"/> Dinner <input type="checkbox"/> Snacks
Meal preparation	<input type="checkbox"/> On-site	<input type="checkbox"/> Offsite location: _____
Utensil use	<input type="checkbox"/> Single-use (disposable)	<input type="checkbox"/> Multi-use
Proposed operating days and hours: _____		
Number of children presently or requesting license for: _____		
Age of children to be served (check all that apply):		
<input type="checkbox"/> 0-2year	<input type="checkbox"/> 2-4 years	<input type="checkbox"/> 4-5 years <input type="checkbox"/> School age <input type="checkbox"/> Other _____

## Requirements for Submitting a Plan Review

1. Review *Rules and Regulations Governing the Health and Sanitation of Child Care Facilities in the State of Colorado* to understand minimum requirements in all child care centers. These are available at [www.health.mesacounty.us/environment](http://www.health.mesacounty.us/environment) under Child Care Health and Sanitation.
2. Complete a floor plan drawn to scale including the locations of:
  - a. All restrooms and fixtures in restrooms
  - b. Kitchen and kitchen equipment
  - c. Food and utensil storage areas
  - d. Mop sink/utility sink
  - e. Water heater(s)
  - f. Diaper changing areas and equipment
  - g. All hand sinks
  - h. Laundry facilities
  - i. Classrooms identified with age group occupying
  - j. Drinking fountains
  - k. Toxic item storage
  - l. Storage areas for children's belongings
  - m. Designated ill child area
  - n. Playground
3. Complete water demand calculations for hot water throughout the facility.
4. Complete entire plan review.
5. Provide specification sheets for the following equipment: All kitchen equipment, water heater, clothes washer and any other equipment requiring water usage.
6. If a kitchen is included, provide a plumbing diagram detailing floor sinks and floor drains.
7. Provide menus and who brings/provides the food. Include snack menus if applicable
8. If a wading or swimming pool is to be installed please provide details.
9. If animals will be in the child care please provide details type .

NOTE: Please keep copies of all items submitted to the Mesa County Health Department.

## Water Demand Calculations

<b>Plumbing Fixture</b>	<b>Water Usage in gallons per hour (GPH)</b>	<b>Number of fixtures</b>	<b>Maximum hot water GPH per fixture</b>
<b>3-compartment sink (measure in inches)</b>			
<u>Length ( ) x Width ( ) x Depth ( ) x 3 x .375 =</u> 231			
(231 is the number of inches per gallon and .375 allows the sink to be less than full)			
<b>Dish machine</b> (Use manufacturer's rating in GPH)			
<b>Clothes washer</b> (Use manufacturer's rating, or 32 GPH for 9-12 pound washer, or 42 GPH for 16 pound washer)			
<b>Handsinks, include all rest rooms and kitchen</b>		<b>3.5</b>	
<b>Mop sink</b>		<b>5</b>	
<b>Showers</b>		<b>14</b>	
<b>Total hot water (GPH) required by all fixtures*</b>			
Recovery rate required for electric water heater (same as GPH above)			
Required Kilowatt rating for an electric hot water heater, if used: (See "A" below to calculate)			#1
Recovery rate required for gas water heater			#2
Required BTU rating for a gas hot water heater, if used: (See "B" below to calculate)			#3
<b>Make of Proposed/Existing Water Heater(s)</b>	<b>Model # of Proposed/Existing Water Heater(s)</b>		<b>Recovery Rate(s) (GPH)</b>

A. **Electric Water Heater** (If a gas water heater is used skip "A" and go to "B")

$$(*\text{Total GPH from chart}) \times 100 \times 8.33 \div 3412 = \underline{\hspace{2cm}}$$

**Minimum Kilowatt rating** (Place in #1 above)

B. **Gas Water Heater** – Adjust total GPH by 4% per 1000 feet of elevation. Calculate adjustment factor to determine the recovery rate needed for a gas water heater.

$$(.04 \times \frac{\underline{\hspace{2cm}}}{\text{Elevation of facility}} \div 1000) + 1 = \frac{\underline{\hspace{2cm}}}{\text{Adjustment Factor}}$$

$$\underline{\hspace{2cm}} \times * \text{Total GPH from chart} = \underline{\hspace{2cm}}$$

**Recovery rate for gas water heater** (Place in #2 above)

To calculate the minimum BTU rating of a gas water heater:

$$(\text{Recovery rate}) \times 100 \times 8.33 \div \frac{\underline{\hspace{2cm}}}{\text{Efficiency rate}} = \underline{\hspace{2cm}}$$

**Minimum BTU rating**  
(0.75 if rate is not available) (Place in #3 above)

**Finishes**

Please state what finishes will be provided in each area.

	Floors	Walls	Ceiling
Kitchen			
Classroom/Bedroom			
Classroom/Bedroom			
Classroom/Bedroom			
Classroom/Bedroom			
Bathroom			
Bathroom			

**Children’s Personal Belongings**

Children’s belongings must be stored separately. How will this be done in the facility?

---



---

**Sanitization and Disinfection**

Please explain what products your facility will use, how these solutions will be differentiated in your facility and where they will be stored.

---



---



---

**Drinking Water**

Please explain how drinking water will be provided to each class at all times. If a container will be provided please explain how water will be provided to the children and how the container will be cleaned daily.

---



---

**Kitchen Equipment**

Please provide the following information regarding the appliances being installed.

	N/A	Make	Model	Commercial?
Refrigerator				
Freezer				
Stove				
Dishmachine				
Other				

**Preparing meals**

Will raw meat or eggs be used in preparing meals? If yes, please list raw items: \_\_\_\_\_

---

Where will vegetables and fruits be washed? \_\_\_\_\_

Is a dish machine provided? Is it domestic? If yes, can it reach 150°F at the dishes? \_\_\_\_\_

**Laundry Equipment**

Please explain how dress up clothes, pillows and other linens will be sanitized. Will the center provide a washer and dryer on-site?

---

---

**Nurse Consultant**

Who will be your nurse consultant? Please provide name and contact number.

---

**Medication and First Aid**

Where will medications be stored inaccessible to children? How will medications be marked/labeled? Where will first aid supplies be stored?

---

---

**Ill Child Area**

Please describe this area and what you will provide.

---

---

---

**COMPLETE ITEMS BELOW IF APPLICABLE OR MARK NOT APPLICABLE.**

**Sleeping Areas and Equipment**

Not Applicable

Please detail how linens and equipment, such as cots or mat, will be stored, marked and cleaned.

---

---

---

**Detached and Modular Classrooms**

Not Applicable

Detached and modular classrooms not provided with plumbing may only care for school-age children and restrooms must be within 200 feet of the structure. Will any detached or modular classrooms be provided?  No  Yes

If yes, is plumbing provided in the detached or modular classroom?  No  Yes

What ages will be cared for in the classroom? \_\_\_\_\_

**CENTERS WITH INFANTS**

Not Applicable

**Staff Clothing**

When caring for infants staff are required to cover or replace clothing that is worn to and from work with a clean non-irritating washable smock or similar clothing. Smocks shall be large enough to cover the lap and shoulder areas and smocks shall be changed after becoming soiled. How will this be handled in your facility?

---

---

**Feeding**

Please explain how food, formula and breast milk will be stored in the facility. Where will formula be made?

Where will bottles be washed, rinsed and sanitized between uses? \_\_\_\_\_

---

## FACT SHEET

Finishes throughout the childcare facility shall be smooth, easily cleanable, durable, free of cracks and splinters. Carpeting shall not be permitted in kitchens, restrooms, utility rooms, mechanical rooms, under and around sinks and diaper changing area or in laundry areas. In all areas not carpeted the floor wall juncture should be tightly coved.

In new or extensively remodeled facilities providing care to infants, toddlers or preschoolers, a hand sink shall be accessible without barriers allowing the caregiver the ability to visually supervise the children during handwashing activities. All hot water provided to any water fixtures accessible by children must be 90°-120°F. Toilet fixtures must be of appropriate size and height for the children or if a step stool is used, it must be easily cleanable. All handsinks shall be provided with dispensed paper towels or air drying device, soap and a trash can.

Sanitizers are to be used on surfaces that commonly come into contact with food, hands, the mouth, eyes, nose, and exposed skin of children and staff. This includes all surfaces in the kitchen. Disinfectants are to be used on surfaces that are commonly contaminated with body fluids. These items are considered toxics and should be stored inaccessible to children. Each of these solutions will need to have test strips to insure the appropriate concentration.

Drinking water must be provided at all times. If drinking fountains are installed, they cannot be installed on handsinks or on art/science sinks.

Depending on the number of children served and type of food service operations commercial equipment throughout the kitchen may be required. Refrigeration in all child care facilities shall be commercial.

All linens, dress-up clothes, stuffed animals and pillows shall be washable and maintained clean. If laundry facilities are provided in the facility, they shall be physically separated from food preparation, storage and restrooms areas and they shall be inaccessible to children. The water temperature for the laundry shall be maintained at or above 140°F, an approved disinfectant applied to the final rinse cycle or the dryer uses heat above 140°F.

Child care facilities shall manage and control disease transmission through consultation with their nurse consultant, the Mesa County Health Department and when necessary utilizing *Infection Disease in Child Care Settings, Guidelines for Child Care Provider*. The official Certificate of Immunization or Exemption shall be on file.

Each facility shall include an area designated for the care of any ill or injured child who is waiting for the arrival of a parent or guardian. The area shall be adequately vented and heated. The area shall have available a bed, cot, or mat and a sheet and blanket. Children in this area should have access to a bathroom and also allow staff supervision of the child at all time.

Diaper changing areas shall be completely separated from any food preparation, storage or servicing areas. A designated handsink must be located adjacent or within reach of the changing area. This handsink cannot be a shared handsink with the food preparation area.