

Environmental Health Services

Ashley H. Stoop, MPH
Health Director

Ralph Hollowell, RS, LSS
Environmental Health Director



APPLICANT INFORMATION

NAME: _____

Pasquotank

MAILING ADDRESS: _____

Perquimans

Camden

TELEPHONE NUMBER: _____

Chowan

EMAIL: _____

Currituck

Bertie

FACILITY INFORMATION

NAME: _____

Gates

Hertford

PHYSICAL ADDRESS: _____

TELEPHONE NUMBER: _____

MAXIMUM PROPOSED NUMBER OF CHILDREN: _____

WATER SUPPLY: PUBLIC PRIVATE WELL

WASTEWATER SUPPLY: PUBLIC PRIVATE SEPTIC

APPLICANTS SIGNATURE & DATE: _____

PLAN REVIEW APPLICATION
ARHS – Child Day Care Facilities

The Rules Governing the Sanitation of Child Day Care Facilities (15A NCAC 18A .2800) require that plans be submitted to the local Health Department: Environmental Health Services and approved prior to construction/renovation/modification/change of ownership of such facilities.

- ⇒ Plans must include a drawing showing the placement of equipment in the facility, including any storage, food service areas, diaper changing areas, trashcan wash facilities, along with general plumbing, electrical, and mechanical and lighting drawings and equipment and finished schedules.
- ⇒ Each childcare classroom should be identified by the age group(s) using the room.
- ⇒ Plans must include a site plan locating exterior equipment such as dumpsters or compactors and indicating the proposed connections to approved sewer and water connections.

____ NEW ____ REMODEL ____ CONVERSION

• **Water and Sewer Supply**

- Will the facility be on a community water supply or private well? If private well, please make initial contact with the Health Department for further discussion prior to drilling.
-

- Will the facility be on a community sewer or septic system? If septic system, please make initial contact with the Health Department for further discussion about capacity.
-

• **Main Foodservice**

- Will the meals be cooked on-site or catered? If catered, please provide caterers information.
-

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

- Will dishes, trays, silverware, etc... be multi-use or disposable?
-

- Is the kitchen inaccessible to children, unless supervised? ____ YES ____ NO

• **Infant Foodservice (if applicable)**

- Where will the bottles be stored, prepared, warmed, served, etc.?
-
-
-

If bottles are prepared in the infant room...Does the infant room have countertop space for warming bottles? _____ YES _____ NO.

What method will be used to warm bottles?

Is there a refrigerator for bottle storage? _____ YES _____ NO

Is there a separate hand wash lavatory used exclusively for bottle/food preparation? _____ YES _____ NO

Where will the water be obtained for preparation of bottles?

• Diapering

Do the infants, toddlers, and two's all have diapering stations? _____ YES _____ NO

If diaper stations are not in each room, please explain.

Where and how will soapy water and disinfectants be stored?

What type of disinfectant will be used?

Do you have appropriate testing strips for the disinfectant you are using? _____ YES _____ NO

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

Is there a separate hand wash lavatory used exclusively for diaper changing _____ YES _____ NO

•Cubbies and Storage

How and where will cubbies be arranged?

Are coat hooks spaced at least 12 inches apart? (Be sure the double hook is not used by two children) _____ YES _____ NO

•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) _____ YES _____ NO

How and where will cots and/or mats be stored?

Where will crib, cot, & mat sheets be stored?

- Where is the designated sick area with cot/mat and restroom accessibility?

• **Cleaning/Sanitizing**

- Is all furniture in the infant and toddler room a smooth, washable finish? ____ YES
____ NO
- 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 you are using? ____ YES
____ NO
- Where is the can wash facility (mop sink) for cleaning trash cans, dumping mop water, etc.?

• **Hand Wash Lavatories**

- Does each toilet area have a hand wash lavatory? ____ YES ____ NO
- Does the diaper changing station have a hand wash lavatory exclusively for the diaper changing station? ____ YES ____ NO
- Does the foodservice area in the infant and toddler room have a hand wash lavatory exclusively for foodservice hand washing? ____ 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)?

• **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)

- Cleaning supplies and all types of chemicals

- Personal belongings (purses, keys, employee items)

- Aerosols and all other toxic products

-
-
- Janitors closet
-
-

• **Hot water supply**

Please relay this to your plumber and engineer. The kitchen water temperature will need to be a minimum of 120 degrees Fahrenheit, and all the other sinks accessible to children must be maintained between 80-110 degrees Fahrenheit. If a hand wash lavatory fluctuates and produces hot water that is over 120 degrees, a daycare will be put on provisional status. Please explain what the specifications of your water heater(s) are. **(Please note if you are using two heaters and which one is for kitchen and which one is for classrooms).**

Storage tank size:

Gallon per hour recovery:

• **Lighting**

- Do all light fixtures have shatterproof or shielded bulbs? _____ YES _____ NO

• **Finishes**

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

- Diaper changing counters

- Food service counter in infant rooms

- 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

- Kitchen floors and base

- Kitchen walls

- Kitchen ceiling

• **Outside Premises**

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

- Is the can wash facility outside? _____ YES _____ NO
If yes, is there a fence and lock around it so it is not accessible to children?

- Is the HVAC, mechanical equipment, etc. locked with a fence around it and inaccessible to children? _____ YES _____ NO
Explain:

- Any and all wooden fixtures (decking, shade units, playground equipment, etc) are constructed out of wood that is NOT CCA Pressure Treated. _____ YES _____NO