

# HARNETT COUNTY CHILD CARE CENTER PLAN REVIEW APPLICATION

\* The application will be reviewed using 15A NCAC 18A .2800 "Rules Governing the Sanitation of Child Care Facilities."

Plans must be submitted and approved prior to construction, renovation, modification, or upon the change of ownership of such facilities. Submit plans to the **Harnett County Central Permitting Office** located at 108 East Front St., Lillington, NC 27546 or by mail at PO Box 65, Lillington, NC 27546. You may contact the Central Permitting Office at 910-893-7525, Ext. 2. If you have questions regarding this application, contact one of the following people listed below at 910-893-7547

Gale Violette Greene, RS  
Food and Lodging Program Specialist

Jamie Turlington, RS  
Environmental Health Specialist

Cindy Pierce, RS  
Environmental Health Specialist

\_\_\_\_\_ Plans must include drawings showing placement of equipment in the facility, including storage, food service areas, diaper changing areas, can wash facilities, along with general plumbing, electrical, mechanical, and lighting plans. You must also submit equipment and finish schedules.

\_\_\_\_\_ Each child care classroom should be identified by age group(s) that will be using the room.

\_\_\_\_\_ Plans must have a proposed menu provided listing the foods to be served at the child care center

\_\_\_\_\_ Plans must include a site plan locating exterior equipment such as dumpsters or compactors and indicating the proposed connections to approved sewer and water.

In addition, please complete the following information to identify the child care facility and who to contact about questions regarding the review of this establishment:

\_\_\_\_\_NEW                      \_\_\_\_\_REMODEL                      \_\_\_\_\_CONVERSION/ADDITION

**NAME OF CHILD CARE CENTER:** \_\_\_\_\_

**CHILD CARE CENTER'S ADDRESS:** \_\_\_\_\_

**PHONE:** \_\_\_\_\_ **FAX:** \_\_\_\_\_

**NAME OF OWNER:** \_\_\_\_\_

**MAILING ADDRESS:** \_\_\_\_\_

**PHONE:** \_\_\_\_\_ **EMAIL:** \_\_\_\_\_

**APPLICANT'S NAME:** \_\_\_\_\_

**MAILING ADDRESS:** \_\_\_\_\_

**PHONE:** \_\_\_\_\_ **EMAIL:** \_\_\_\_\_

**TITLE (MANAGER, ARCHITECT, DIRECTOR):** \_\_\_\_\_

**NUMBER OF CHILDREN FOR WHICH FACILITY WILL BE LICENSED:** \_\_\_\_\_

If this is a remodel or a change of ownership, what is the age of the building? \_\_\_\_\_

**Main Food Service**

Meals prepared on site or catered meals? (With catered meals you are still required to have the minimum requirements in the kitchen) \_\_\_\_\_

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

\_\_\_\_\_

Will multi-use utensils, silverware, sippy cups, etc... be used or disposable utensils?

\_\_\_\_\_

Can the kitchen door be locked? Is there a barrier to keep children out of the kitchen?

\_\_\_\_\_

Please list all equipment to be used in the kitchen and include specification sheets: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Do you have a thermometer available to monitor food temperatures? \_\_\_\_\_ Do you have thermometers in the refrigerators? \_\_\_\_\_

Will leftovers be served? \_\_\_\_\_ Will meals be prepared 12 or more hours in advance? \_\_\_\_\_

**Infant Food Service**

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

\_\_\_\_\_

Describe your procedures for handling breast milk: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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 thermometer? \_\_\_\_\_

Is there a separate sink used exclusively for bottle/food preparation? \_\_\_\_\_

### **Diaper Changing**

Are diaper changing stations in each age appropriate room? \_\_\_\_\_

Where will diaper changing supplies be kept? \_\_\_\_\_

Is there a dirty diaper receptacle with a lid? \_\_\_\_\_

Can the caregiver view the children while changing diapers? \_\_\_\_\_

Where and how will soapy water, sanitizers and disinfectants be stored?  
\_\_\_\_\_  
\_\_\_\_\_

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

Are diaper changing signs provided? \_\_\_\_\_

### **Cubbies and Storage**

How and where will cubbies be arranged? \_\_\_\_\_  
\_\_\_\_\_

Are coat hooks spaced at least 12" apart? \_\_\_\_\_

Is all storage in all closets stored off floor (recommend 12") to facilitate cleaning? \_\_\_\_\_

Will toothbrushes be used at the center? \_\_\_\_\_ Will they be labeled? \_\_\_\_\_

### **Beds, Cots, Mats, Cribs, and Linens**

Will cribs have the capability of being spaced 18" 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 stored? \_\_\_\_\_

Where is there a designated sick area with cot/mat? \_\_\_\_\_

Is linen being provided by the center or the parents? \_\_\_\_\_

How often will infant sheets be changed? \_\_\_\_\_

How often will sheets be laundered? \_\_\_\_\_

## **Cleaning, Sanitizing and Disinfecting**

Is all furniture in the center of a smooth, washable finish? \_\_\_\_\_

How will toys in infant and toddler rooms be washed and sanitized? Where? How often?  
\_\_\_\_\_  
\_\_\_\_\_

Please explain what type of sanitizer will be used to sanitize toys, food areas, furniture, etc.:  
\_\_\_\_\_

Please explain what type of disinfectant will be used to sanitize toilets, lavatories and diaper changing tables: \_\_\_\_\_

Do you have appropriate test strips for the types of sanitizer and disinfectant you are using?  
\_\_\_\_\_

Where is the can wash facility for cleaning trash cans, dumping mop water, etc...?  
\_\_\_\_\_

Will water play centers be used? \_\_\_\_\_

## **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 changing?  
\_\_\_\_\_

Does the food service area in the infant and toddler room have a lavatory exclusively for food service? \_\_\_\_\_

Does the kitchen have a hand sink that is separate from the 2 or 3 compartment sink for hand washing only? \_\_\_\_\_

What types of faucets are at all hand wash lavatories (please note that metering type is not allowed unless they can retain warm water for at least 20 seconds at the first pressing):  
\_\_\_\_\_

Are handwashing signs provided? \_\_\_\_\_

## **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

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Personal belongings (purses, keys, employee items)

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Aerosols and all other toxic products

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### **Mildly Ill Children**

Will you be licensed to care for mildly ill children pursuant to 10A NCAC 09 .2400? \_\_\_\_\_  
Please include your protocols for this type of care.

### **Water Supply**

Is the child care center on a well or provided with county water? \_\_\_\_\_

### **Sewage Disposal**

Is disposal through an onsite septic system or county sewer? \_\_\_\_\_  
Grease trap provided? \_\_\_\_\_

### **Hot Water Supply**

The kitchen hot water temperature will need to be a minimum of 120 degrees Fahrenheit. All other sinks that are accessible to children and the can wash facility must be maintained between 80-110° Fahrenheit. Using two separate water heaters may be the best option since it is often difficult to obtain two separate temperatures with one water heater. Mixing valves installed on sinks have a high failure rate and are not very dependable.

Explain what the specifications of your water heater(s) are. **(For example, if you are using two water heaters, indicate which one is for the kitchen and which one if for the classrooms). It is recommended that the minimum water heater size be 50 gallons.**

Tank Manufacturer and Model # \_\_\_\_\_  
Storage tank size \_\_\_\_\_ GPH recovery \_\_\_\_\_ Additional tank size \_\_\_\_\_

### **Lighting**

Do all light fixtures have shatterproof or shielded bulbs? \_\_\_\_\_

Will lighting illuminate 50 ft. candles at all work areas? \_\_\_\_\_  
and 10 ft. candles at all other areas, including storage closets? \_\_\_\_\_

### **Finishes**

Please describe the finishes/construction material in the following areas:

	Floors	Walls	Baseboards	Ceilings
Kitchen				
Bathrooms				
Infant Room				
Toddler Room				
Other Rooms				
Staff Room/Office				
Storeroom				
Other				

\*Wall to wall carpets must be cleaned at least every six months

### **Animals**

What type of animals will be on the premises? \_\_\_\_\_

### **Outside premises**

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

Is there chromated copper arsenate (CCA) pressure-treated wood in the play ground area?

What methods will you use to make this inaccessible to the children? \_\_\_\_\_

Is the can wash facility located outside? \_\_\_\_\_

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 so it is not accessible to children? \_\_\_\_\_

Attach additional sheets if necessary.



