



# Mecklenburg County Health Department

## 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 for approval prior to construction / renovation / modification / change of ownership of such facilities by the local Health Department (Mecklenburg County Environmental Health Division). Plans must be submitted with the necessary paperwork (see checklist below) to the Mecklenburg County Health Department.

### Submittal Checklist:

- Provide a complete set of plans drawn to scale showing the placement of storage areas, food service areas, diaper changing areas, trash can wash facilities, along with general plumbing, electrical, mechanical, lighting drawings and finish schedules.
- On the plans, identify each child care classroom by the age group(s).
- An exterior site plan identifying exterior equipment such as dumpsters and playgrounds, and indicating the proposed connections to approved sewer and potable water.
- A completed copy of this Child Care Center Plan Review Application
- Proposed menu

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.

Lead hazard investigation required? Yes  No

Have you contacted the State licensing agent? Yes  No

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

Water supply: Municipal (City of Charlotte)  Well

Wastewater Disposal: Municipal (City of Charlotte)  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?

- 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  N/A  (If N/A, proceed to the next section)

Will bottles be stored, prepared, warmed, served, in infant classrooms? Yes  No  N/A  (If NO or N/A, skip questions 1-4 below)

1. Does the infant room have countertop space for warming bottles? Yes  No
2. What method will be used to warm bottles? \_\_\_\_\_

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3. Is there a refrigerator for bottle storage? Yes  No
  4. Is there a separate hand wash lavatory used exclusively for bottle/food preparation hand washing?  
Yes  No

• **DIAPERING**

Will the child care center be caring for children with diapering needs? Yes  No  (If yes, answer questions 1-5 in this section)

1. Do the infant, toddler, and two-year-old rooms all have diapering stations? Yes  No   
If diapering stations are not in each room, please explain:  
\_\_\_\_\_  
\_\_\_\_\_
2. Can the caregiver view other children while changing diapers? Yes  No
3. Where and how will soapy water and disinfectant be stored (at least 5' from the floor)?  
\_\_\_\_\_
4. Where will diaper creams, powders, etc. be stored out of reach of children (at least 5' from the floor)?  
\_\_\_\_\_  
\_\_\_\_\_
5. Is there a separate hand wash lavatory used exclusively for diaper changing hand washing? Yes  No

• **STORAGE**

Will each child have their own storage space? Yes  No

Are coat hooks spaced at least 12 inches apart? (Double hooks may not be used for two children.) Yes  No

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**

Is the child care center an after school program only and bedding will not be provided? Yes  No  (If you answer Yes, 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? \_\_\_\_\_  
\_\_\_\_\_

**• DESIGNATED SICK CHILD AREA**

Where is the designated sick area with cot/mat/vomitus receptacle? \_\_\_\_\_  
\_\_\_\_\_

**• CLEANING/SANITIZING**

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

Where is the can wash facility (mop sink) for cleaning trash cans, dumping mop water, etc. (not required for establishments with a planned occupancy of less than 13 children).  
\_\_\_\_\_

**• ADDITIONAL HAND WASH LAVATORY INFORMATION**

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

Does the food service 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.)  
\_\_\_\_\_  
\_\_\_\_\_

**• HOT WATER SUPPLY**

Please relay the following to your plumber and engineer:

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. The Department has found that using two water heaters is the best option. Provide water heater(s) specifications. (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:

Storage tank size/Btu's/kW: \_\_\_\_\_  
\_\_\_\_\_

GPH recovery: \_\_\_\_\_  
\_\_\_\_\_

Type of fixtures served: \_\_\_\_\_  
\_\_\_\_\_

Water Heater #2 Information:

Storage tank size/Btu's/kW: \_\_\_\_\_

\_\_\_\_\_

GPH recovery: \_\_\_\_\_

\_\_\_\_\_

Type of fixtures served: \_\_\_\_\_

• **LIGHTING**

Do all light fixtures have shatterproof or shielded bulbs? Yes  No

Will a minimum of 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.)? Yes  No

Will a minimum of 10 foot-candles of lighting be provided at all other areas, including storage? Yes  No

• **FINISHES**

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

Diaper changing counters and backsplashes:

\_\_\_\_\_

Foodservice counters and backsplash in infant room:

\_\_\_\_\_

Floors around foodservice counters in infant and toddler rooms: \_\_\_\_\_

Cabinetry: \_\_\_\_\_

Kitchen floor and base: \_\_\_\_\_

Kitchen walls: \_\_\_\_\_

Kitchen ceiling: \_\_\_\_\_

Toilet room ceilings: \_\_\_\_\_

(Note: kitchen and toilet room ceilings may be acoustical ceiling tiles providing adequate ventilation is provided to keep down moisture)

• **OUTSIDE PREMISES**

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Is there a can wash facility outside? Yes  No

If yes, and if the water is greater than 110° Fahrenheit, is there a fence around it and lock so it is not accessible to children? Yes  No

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

Yes  No