



Dear Child Care Facility Designer/Engineer/Builder:

Plan reviews are required for child care facilities that engage in diaper changing, meal preparation, and/or obtain drinking water from a well.

Tri-County Health Department is conscientious about the time and expense involved in building or remodeling a child care facility. To make the review process as efficient as possible, please adhere to the following procedures:

1. Plans must be complete and include the following information with a key:
 - a. Floor plan of the general layout of the rooms
 - b. If a kitchen is included, show the location of all equipment installed, and plumbing fixtures including the location of the hand sink(s).
 - c. Provide a complete menu. Or if the kitchen is not to be used, provide a letter stating the kitchen will not be used for the facility, nor will any dishes or utensils be used that must be washed, rinsed, and sanitized in an approved kitchen.
2. Read and fill out the enclosed form completely. Your plans will not be reviewed if the procedures listed here are not followed.
3. Plans must be submitted to:

Tri-County Health Department
Environmental Health Division
Attn: Courtney Tomlin
15400 E 14th Place
Aurora, CO 80011
4. A plan review application fee of **\$120.00** must accompany each set of plans submitted.
5. You will be notified in writing after your plans are reviewed and approved.
6. If a swimming or wading pool is to be installed, a separate plan review must be submitted to Tri-County Health Department.

If you have any questions regarding your plan submittal or make any changes/modifications after your submittal, please contact me at **303-363-3073** or ctomlin@tchd.org.

Thank you for your cooperation.

Sincerely,

A handwritten signature in black ink, appearing to read "CT", is written over a light blue horizontal line.

Courtney Tomlin, REHS
Environmental Health Specialist II
Child Care Program Lead

Child care facilities must meet the requirements of the most current revision of *the Rules and Regulations Governing the Health and Sanitation of Child Care Facilities in the State of Colorado*, and *Colorado Retail Food Establishment Rules and Regulations*.

NAME OF ESTABLISHMENT _____

Address of new location _____

Phone Number _____ Fax Number _____

PARTY TO RECEIVE CORRESPONDENCE _____

Address _____

e-mail address _____

Phone Number _____ Fax Number _____

NAME OF OWNER _____

Address _____

Phone Number _____ Fax Number _____

Projected Date of Opening _____

NUMBER OF CHILDREN FACILITY WILL BE LICENSED TO CARE FOR

Infants	_____	Non-potty trained toddlers	_____
Preschool aged children	_____	School aged children	_____
Total Children	_____	Total Staff	_____

HOURS OF OPERATION

Hours _____

Days of the Week _____

A. Water Demand Calculations

The following guidelines must be used for calculating the hot water requirements in a new or remodeled child care facility.

	Volume needed for a three-compartment sink. Measure individual sink compartments in inches.	
	Length () X Width () X Depth () X .375 X 3	gph
1.	231* Volume needed for a two-compartment sink. Measure individual sink compartments in inches.	
2.	Length () X Width () X Depth () X .375 X 2	gph
	231* *231 is the number of cubic inches per gallon; .375 allows the compartments to be used at less than full capacity.	
3.	Bathing compartment (shower or bathtub) must be plumbed 90- 120° F.	gph
4.	Adult hand sinks must be plumbed to a minimum of 90° F _____ X 3.5 gph	gph
5.	Kitchen hand sinks must be plumbed to a minimum of 90° F _____ X 3.5 gph	gph
6.	Children's hand sinks must be plumbed 90-120°F. _____ X 3.5 gph	gph
	Dish machine requirements (commercial or domestic) Brand _____	gph
	Please include a specification sheet. Model Number _____	
7.	Must reach 150°F with a heat sanitizing cycle or 155°F without, or provide 50-200 ppm chlorine in the final rinse cycle for sanitizing.	
8.	Mopsink (required) _____ X 5 gph	gph
9.	Clothes washer (9-12 pound) _____ X 32 gph *Use manufacturer's rating, or 32 gph	gph
10.	Clothes washer (16 pound) _____ X 42 gph *Use manufacturer's rating, or 42 gph	gph
	Total Demand _____	gph

Calculate the minimum BTU or Kilowatt rating for the hot water heater:

A. For gas water heaters:

$$\frac{(\text{Max hourly usage as calculated above, gph}) \times (100) \times (8.33)}{.75 \text{ or manufacturer's thermal efficiency}} = \text{minimum BTU rating}$$

B. For electric water heaters:

$$\frac{(\text{Max hourly usage as calculated above, gph}) \times (100) \times (8.33)}{3412} = \text{minimum Kilowatt rating}$$

gph = gallons per hour

BTU =

B. WATER HEATER & GREASE TRAP INFORMATION

The water heaters must match the totals from the previous worksheet.

Domestic Water Heaters

Model Numbers _____
Model Numbers _____
Model Numbers _____

Recovery Rate for 120° F water heater at 80°F rise at sea level _____ gph

Recovery Rate for 140° F water heater at 100°F rise at sea level _____ gph

Please include manufacturer's specification sheets for all water heaters.

Commercial Water Heaters

Model Numbers _____
Model Numbers _____
Model Numbers _____

Recovery Rate for 120° F water heater at 80°F rise at sea level _____ gph

Recovery Rate for 140° F water heater at 100°F rise at sea level _____ gph

Please include manufacturer's specification sheets for all water heaters.

Mixing Valve Installed: Yes _____ No _____

Mixing valves may contain lead and must be installed so that periodic servicing and adjustments can be conducted. If you install a mixing valve, you must provide the design specifications and maintenance instructions.

GREASE INTERCEPTOR

Your local building department, water or sanitation authority may require the installation of a grease trap or grease interceptor. If installed, it should be located outside the establishment, or if installed indoors, it shall be located away from the food preparation area and easily accessible for cleaning.

Applicable to your facility? Yes _____ No _____

If

NO, please provide the Name and Phone Number of the Sewer District you contacted to determine their requirements. _____

C. INTERIOR DESIGN

FLOORS

- Carpet shall not be permitted in restrooms, utility rooms, mechanical rooms, laundry rooms, kitchen/food preparation nor under and around sinks and diaper changing areas.
- Carpeting, in approved areas, must be tightly woven and in good repair.
- Floor/wall junctures and floor/cabinet junctures shall be tightly coved with approved concave coving.
- Floors shall be smooth, dry, cleanable and free of cracks, splinters, and utility outlets.

Describe floor materials used: _____

WALLS

Hand contact and splash areas of doors and walls must be smooth, non-absorbent and easily cleanable, as well as in the food preparation area, dishwashing area, and toilet rooms.

Please describe materials used: _____

CEILINGS

Ceilings shall be constructed of easily cleanable, non-absorbent materials within the kitchen area.
Please describe materials used:

DOORS AND WINDOWS

Doors and windows shall be effectively protected against the entrance of insects and rodents by means of closed tight-fitting doors and screening of windows that open.

Was above requirement met? Yes _____ No _____

DRINKING WATER

Drinking water must be provided at all times. **If** drinking fountains are installed, they shall be installed at the height of the children, or if a step stool is used, it must be easily cleanable and have slip-proof steps and platform surfaces. **Drinking fountains shall not be installed on sinks used for hand washing or designated art or science sinks.**

Was above requirement met? Yes _____ No _____

LIGHTING

****Lighting requirements for the kitchen are different than for the rest of the childcare center. See under 'KITCHEN' for those requirements.**

Provide the following:

- 30-foot candles of light upon work and play surfaces
- 20-foot candles of light provided in restrooms
- 10-foot candles of light provided in hallways, stairways, and the remainder of the facility.

Were above requirements met? Yes _____ No _____

HANDWASHING/RESTROOM FACILITIES

- Hand washing facilities must be located *immediately adjacent* to toilet rooms and diaper changing areas, as well as within food preparation areas, or any other area where activities require frequent hand washing.
- Hand washing facilities must be provided with soap and single service hand towels or a mechanical air-drying device.
- Toilet fixtures must be of the appropriate size and height for the children or if a step stool is used, it must be easily cleanable and have slip-proof steps and platform surfaces.
- There must be adequate mechanical ventilation to the outside in all toilet rooms
- Centers providing care to infants, toddlers or preschoolers, must provide a hand-washing sink accessible without barriers to allow caregivers to visually monitor hand washing.

Were above requirements met? Yes _____ No _____

LAUNDRY FACILITIES

Laundry facilities shall be physically separated from food preparation, food storage, and restroom areas and they shall be inaccessible to children. The water temperature for the laundry shall be maintained at or above 140°F or an approved disinfectant applied the final rinse cycle, or the dryer uses heat above 140°F; describe which method will be used: _____

CHILDREN'S ROOMS

- The changing station or area must be located separately from any food preparation, storage or serving area.
- Hand sinks cannot be used for bottle preparation. In infant rooms where bottle preparation will occur, a separate bottle preparation sink is required.
- Children's belongings must be stored separated in individual cubicles or on coat hooks.
- All toys must be easily cleanable (stuffed animals must fit into the washing machine), non-toxic, and must not be stored in the restroom.
- Non-potty trained children must have play equipment and furnishings that are constructed of easily cleanable surfaces or have removable coverings.
- Cots, beds, cribs, and other furnishings must be constructed of easily cleanable material.

Were above requirements met? Yes _____ No _____

Describe the isolation area required for the care of ill children which must be located so as to allow staff supervision of children at all times: _____

OUTSIDE PREMISES:

- The outside premises must be maintained free of insect and rodent harborages.
- Any outdoor wells, grease traps, cisterns, cesspools, septic tanks, utility equipment, or rubbish containers must be inaccessible to children.
- There must not be any standing water.
- Treatment of outdoor play equipment with materials that have a toxic residual is not permitted.

Were above requirements met? Yes _____ No _____

KITCHEN:

- A hand sink dedicated for hand washing is required in the kitchen.
- Fresh fruits and vegetables must be washed in an *indirectly plumbed* dedicated food preparation sink, unless the produce is purchased pre-washed and pre-cut. Provide blue prints of plumbing if necessary.
- Ware washing sinks and dish machines may be directly connected to the plumbing waste system provided there is a floor drain or floor sink installed within 5 feet immediately downstream of the sink waste line, and the fixture shall be connected on the sewer side of the floor drain or floor sink, and no other fixtures are connected to the waste line.
- If there is a garbage disposal, it must be placed in the dirty dish side of the 3-compartment sink drain board, or if placed in the drain board of the food preparation sink equipped with an indirectly drained scupper/scrap basket or similar device to prevent contamination of food-contact surfaces.
- If there is grease producing cooking or cooking appliances have a combined BTU rating of greater than 100,000 BTU or 21 kilowatts, then a commercial ventilation system shall be required.
- All plumbing electrical conduit lines in the kitchen must be located behind the walls and below the floor.
- A mop sink must be provided with an atmospheric vacuum breaker on the faucet.
- All refrigeration units must maintain foods at or below 41°F and be provided with a thermometer.
- If a domestic dishwashing machine is used, it must be equipped with a heat sanitizing cycle which reaches a minimum of 150°F or the water temperature in the machine must reach 155°F.
- If a walk-in refrigerator is installed, it must be drained to a floor drain located outside of the unit or an evaporative pan installed. All interior surfaces must be approved. If there is less than 24 inches of space between the top of the walk-in and kitchen ceiling, that area must be enclosed. The walk-in must be sealed to the kitchen walls.

Were above requirements met? Yes _____ No _____

Domestic equipment is permitted when approved by this Department. Commercial equipment may or may not be required depending on the following:

- If the facility's menu involves advanced food preparation.
- Domestic equipment cannot maintain foods at the required temperature.
- If potentially hazardous leftovers are saved and reheated.
- Prepared foods are transported off premises.

Is commercial equipment required based on the above definition? Yes _____ No _____

Lighting requirements for the kitchen:

- 50-foot candles of light on all food preparation surfaces and at warewashing work levels.
- 20-foot candles of light in utensil and equipment storage areas.
- 10-foot candles of light in all other areas of the kitchen including walk-in refrigerator or freezer.

Were above requirements met? Yes _____ No _____

