



# Tri-County Health Department

Serving Adams, Arapahoe and Douglas Counties

Richard L. Vogt, M.D.  
Executive Director

Dear Child Care Designer:

Tri-County Health Department is concerned about the time and expense involved in building or remodeling a childcare 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, 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 Alisa Tjelmeland, Environmental Health Division, Tri-County Health Department, 4201 E. 72<sup>nd</sup> Ave, Commerce City, CO 80022.
4. A plan review application fee of \$75.00 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 720/322-1510 or [atjelmel@tchd.org](mailto:atjelmel@tchd.org).

Thank you for your cooperation.

Sincerely,

Alisa Tjelmeland, REHS  
Environmental Health Specialist II  
Child Care Team 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 ENROLLEES**

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
	<b>Please include a specification sheet.</b> Model Number _____	
7.	<b>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.</b>	
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
	<b>Total Demand</b>	_____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: \_\_\_\_\_

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### **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: \_\_\_\_\_

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### **CEILINGS**

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

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### **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 \_\_\_\_\_

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### **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 \_\_\_\_\_

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### **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 \_\_\_\_\_

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**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.
- *If faucets are metered, the water must run for a minimum of 15 seconds.*

Were above requirements met? Yes \_\_\_\_\_ No \_\_\_\_\_

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**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: \_\_\_\_\_

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**CHILDREN'S ROOMS**

- The changing station or area must be located separately from any food preparation, storage or serving area.
- Children's belongings must be stored separated and identified in individual cubicles, lockers or 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: \_\_\_\_\_

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**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, which have a toxic residual, is not permitted.

Were above requirements met? Yes \_\_\_\_\_ No \_\_\_\_\_

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**KITCHEN:**

- 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.
- 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. Provide blue prints of plumbing if necessary.
- 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.
- All plumbing electrical conduit lines in the kitchen must be located behind the walls and below the floor.
- A mop sink must be provided, and it must have 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 \_\_\_\_\_

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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 \_\_\_\_\_

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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 \_\_\_\_\_

