



JOHNSTON COUNTY ENVIRONMENTAL HEALTH DEPARTMENT

309 East Market Street, Smithfield, NC 27577

Phone: 919-989-5180 Fax: 919-989-5190

Email: envhealth@johnstonnc.gov

Child Care Center Plan Review Application

Application and Plan Submittal: This completed Application, a drawing of the floor plan of the proposed facility (see attached example) and a proposed menu must be submitted to the Johnston County Environmental Health Office. This packet can be submitted in person or mail to the address above, or to the email address listed above. If the application is incomplete then you will be contacted with a list of deficiencies. There is not a fee for this plan review.

General Information:

Name of Center: _____

Center's Address: _____

Name of Applicant: _____

Applicant Phone# _____ Email: _____

Name of Owner: _____

Owner's Mailing Address: _____

Owner's Phone Number: _____ Email: _____

Who is the Contact Person for this Project? _____

Mailing Address: _____

Phone #: _____ Email: _____

Signature of Applicant: _____ Date: _____

Operational Information:

What are the days and hours that the center plans to be in operation? _____

Number of children that the center will be licensed for (approximately): _____

What are the ages of the children you plan to care for in the center? _____

Will the center have a licensed afterschool program? Yes No

Will the center offer overnight care or two shifts? Yes No

If yes, explain. _____

Is the proposed center an existing facility/building? Yes No

If yes, what is the date when the facility/building was constructed? _____

If the facility is new, what is the proposed construction start date? _____

What is the projected date for the opening of the center? _____

What is the approximate square footage of the facility? _____

Food Preparation:

1) Will meals be prepared at the facility or catered in? _____
If meals are catered into the center, what is the name and address of the catering facility? _____

2) Will the kitchen equipment be shared with any other group in the same facility? Yes No
If yes, what group will be sharing the equipment? _____

3) List the equipment to be used in the kitchen and indicate whether it is commercial (*NSF listed*) or domestic:

_____	_____
_____	_____
_____	_____
_____	_____

4) Will any foods be fried on-site? Yes No
If yes, is a commercial hood system planning to be installed? Yes No

5) Check foods that will be prepared in your child care center kitchen:

_____ raw vegetables	_____ raw chicken	_____ raw hamburger
_____ raw fish / seafood	_____ salads	_____ precooked meats
_____ pre-prepared meats*	_____ egg-based products	

*pre-portioned, ready-to-cook

Where will the above items be washed and/or prepped? _____

Refrigeration / Freezers:

1) Adequate refrigeration and freezer space provided: _____
Conspicuous and accurate thermometer in each freezer and refrigerator? Yes No

2) Is a separate hand-washing lavatory provided*? Yes No

* Only food service personnel shall use this lavatory.

8) Will there be a separate metal stem thermometer to check food temperatures and water temperatures:
 Yes No

Dishwashing Facilities:

1) Will the center serve food/beverage on: multi-service articles single-use articles

When multi-use articles are used, the center must have one of the following:

_____ Dishwasher and a 2-Compartment sink

_____ 3-Compartment sink

***The dishwashing equipment must be of sufficient size based on the volume and size of the utensils/cookware/service items that will be used.*

What are the dimensions of the sink vats that will be used for dishwashing?

_____ 2-Compartment sink: _____ x _____ x _____ sq. inches

_____ 3-Compartment sink: _____ x _____ x _____ sq. inches

***There must be a total of at least 8 square feet of countertop space or drain board space on the sides of the sinks and/or dish machine.*

2) Will the center have a dishwasher: Yes No

If so, list the make and model: *(provide a spec sheet if available)* _____

3) How will all food containers, utensils and service items be sanitizer in the dishwashing process? _____

Infant Feeding Areas / Classroom Food Service:

1) Where will bottles be stored or prepared? _____

If in the classroom, is there a separate hand-washing lavatory and designated food preparation counter? Yes No

How do you plan on heating the bottles? _____

Where is the heating equipment located? _____

2) Will older children be dining in the classroom or in another location? _____

How will food be transported to the dining location? _____

Note: If bottles or "sippie cups" are stored in the classroom, a hand sink in addition to the hand-washing sink for diaper-changes is required.

Diaper Changing Stations

1) How many designated diaper changing areas* will be in the center? _____ *(indicate all changing stations on the plan)*

2) Is a hand-washing sink accessible to each diaper changing station? Yes No

Explain: _____

3) How do you plan on cleaning / disinfecting the changing station between uses? _____

Solid Wastes:

1) Is there a can cleaning facility or mop sink? Yes No

2) Will a dumpster be used? Yes No

Who is the Contractor? _____

3) Is there a grease trap? Yes No

If yes, where is it located? _____

Water and Wastewater:

1) Water Source: Community Private well

2) Sewage service: Municipal sewer On-site septic system

**If the center is on a private well and serves 25 or more people, documentation shall be provided from the Public Water Supply Section that the well is approved.*

Water Heater(s):

Water heating equipment shall be provided to meet the maximum hot water requirements of the child care center. The capacity and recovery ratings are based on the number and size of sinks, capacity of dishwashing machines and laundry machines.

- Hot water at the kitchen sink used for cleaning and sanitizing, and laundry machines, shall have a minimum temperature of 120° F.
- Water in all areas that are accessible to children shall be tempered between 80°F and 110°F.
- Can-Wash or Mop sinks shall provide a minimum water temperature of 80°F.

How will these requirements be met? _____

List specifications of water heater(s) to be used. This should include capacity, set temperature, and recovery rate*.

Quantity_____ Capacity: _____ gallons Recovery: _____ gallons/hour Temperature_____

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*Note: Recovery must be in gallons per hour at 100°F rise.

A specification sheet from the manufacturer detailing this information will also be acceptable.

Floors, Walls, and Ceilings:

Indicate the materials used in each area: (e.g., Acoustical tile, linoleum, etc.)

	Floors	Walls	Ceilings
Kitchen:	_____	_____	_____
Food Storage:	_____	_____	_____
Toilet Rooms:	_____	_____	_____
Laundry Room:	_____	_____	_____
Utility Room:	_____	_____	_____
Classrooms:	_____	_____	_____

*Ceilings in rooms in which food is prepared shall be non-absorbent.

Storage:

1) Where will hazardous substances such as chemicals, cleaners be stored? (Must be stored under lock and key.)

2) Where will medications be stored? _____

3) Where will the children's personal items (bags, coats, etc.) be stored? _____

4) Will there be cubbies or coat hooks provided? Yes No

5) Where will mats or cots be stored? _____

Lighting:

1) Do all fixtures have shatterproof or shielded bulbs: Yes No

2) Will there be a minimum of 50-foot candles of light at all work surfaces (including food prep area, utensils washing areas, diaper changing stations, children's work table, etc.)? Yes No

3) Will there be a minimum of 10-foot candles provided in all other areas? Yes No

Miscellaneous:

1) Will linens be washed at the center or sent home? _____

2) Where will the designated sick area be located? _____

3) How and where will toys be washed and sanitized? _____

4) Will animals be allowed on the grounds of the facility? Yes No

If yes, explain locations and restraints. _____

Additional Information: _____

Example of the Drawing of the Floor Plan for a Child Care Center: Label each classroom with the age group that intends to use it, all hand wash lavatories/sinks, diaper changing stations, food prep areas in the classroom, kitchen and all food equipment, restrooms, can wash or mop sink and laundry room if applicable.

