



Public Health

Child Health Promotion Program

Dear Applicant:

Boulder County Public Health (BCPH) requires a plan review prior to building, remodeling or opening a child care program. It is also required when there is a change of license, governing body or capacity. To make the review procedure as quick and easy as possible, please observe the following procedures:

- Complete and sign the enclosed plan review application and worksheets. **Failure to provide the required information will delay the plan review process.** If plans are altered after final approval, they must be submitted for re-approval.
- Plan review packets and applications must be submitted to the Child Health Promotion Program, Boulder County Public Health, 3450 Broadway, Boulder, CO 80304.
- An initial payment of **\$300.00 is required** upon submittal of plans for BCPH plan review. This covers the application fee, four (4) hours of work on the plan, and construction and opening inspections. If additional hours are needed to complete the plan, they will be billed at \$65.00 per hour.
- **Note: Make checks payable to Boulder County Public Health or submit payment via credit card.**
- Once a completed plan review packet is received by BCPH, written notification will be sent within 30 working days of the status of your plans, i.e. approved, disapproved, or a request for additional information.
- **Construction should not begin until the plan has been approved by Boulder County Public Health.**
- Two inspections are required prior to final approval – a construction inspection to verify that the plumbing and other construction work has been installed according to the approved plans and an opening inspection. **All construction and cleaning must be completed before calling for an opening inspection.**
- Final approval from BCPH is necessary before you open for business.

If you have any questions, please contact Kara Kaiser at (303) 413-7550 or email her at kkaiser@bouldercounty.org. Go to our website, www.bouldercountychp.org for a complete listing of health regulations and education materials to help you complete the plan review process.





Boulder County Public Health
Child Health Promotion
 3450 Broadway • Boulder, CO 80304
 Phone: 303.413.7502 • Fax: 303.413.7505
 scully@bouldercounty.org

Please enclose your check for the initial \$300 plan review fee or fill out the credit card authorization. Additional fees, if any, will be billed separately.

IF PAYING BY MASTERCARD, VISA, DISCOVER OR AMEX, FILL OUT BELOW	
CHECK CARD BEING USED FOR PAYMENT	
<input type="checkbox"/>	<input type="checkbox"/>
CARD NUMBER	CVS CODE
SIGNATURE	EXP DATE

Child Care Facility Plan Review Application

Facility:			
Name:		Address:	
City:		Zip:	
Phone: ()		Fax: ()	
Owner:			
Name:		Address:	
City:		State:	Zip:
Phone: ()		Fax: ()	
Email address:			
Primary Contact:			
Name :		Position:	
Phone: ()		Fax: ()	
Email address:			
Architect Contact:			
Name:		Address:	
City:		State:	Zip:
Phone:			
Email address:			
Contractor Contact:			
Name:		Address:	
City:		State:	Zip:
Phone:			
Email Address:			

FACILITY INFORMATION TO BE COMPLETED BY APPLICANT

Child care licensing New Currently licensed space / license # _____

Construction type New Remodel existing structure: YEAR BUILT: _____

Change of ownership Yes No

Sewage Disposal Municipal On-site wastewater system Other _____

Water Supply Municipal Well Other _____

Meals Provided Breakfast Lunch Dinner Snack

Meal Preparation On-site Offsite : Specify location: _____ How transported? _____

Utensil Use Single-service (disposable) Multi-use

Proposed Operating Days and Hours: _____ Napping? Yes No

List each classroom, number of children and ages of children within each classroom including school age: _____

Requirements for Submitting a Plan Review

1. Complete entire plan review packet.
2. Submit a **floor plan** drawn to scale including the locations of the items below:
 - All restrooms and fixtures
 - Plumbing diagram including 120 and 140 degree water piping
 - Kitchen and kitchen equipment
 - Mop sink/utility room
 - Water heaters
 - Diaper changing areas and equipment
 - All handwashing sinks
 - Interior finish schedule of floors, walls, ceilings, and lighting
 - Laundry facilities
 - Identify each classroom with age group
 - Locations of exterior items such as dumpster, fences, parking, etc.
 - Wells
 - Septic systems
 - Location of drinking fountains
 - Storage facilities for medicines, hazardous items, cleaning supplies, staff belongings, children's belongings, cots/mats/food
 - Lactation room for employees to nurse or pump*
3. Submit plans for swimming or wading pools if applicable.
4. Submit sample menus.
5. **BCPH must approve plans before building/remodeling begins.**

NOTE: Please make and keep copies of all the documents submitted to and received from BCPH. Share all documents with owner, director, architect, construction manager, and other interested parties.

*The Colorado Workplace Accommodations For Nursing Mothers Act establishes a standard for an employer to: 1) provide reasonable unpaid break time, or allow an employee to use paid break and/or meal time, to express breast milk for her nursing child for up to 2 years after the child's birth; 2) make reasonable efforts to provide a nursing mother with a private location in close proximity to her work area (other than a toilet stall) in which to express milk; and 3) not discriminate against women for expressing milk in the workplace.

INTERIOR DESIGN

Floors

- Carpet shall not be permitted in restrooms, utility rooms, mechanical rooms, laundry rooms, kitchen/food preparation areas, nor under and around sinks and diaper changing areas.
- Carpet is not recommended under eating and art areas.
- Floor/wall junctures and floor/cabinet junctures shall be tightly covered with approved concave coving.
- Floors shall be smooth, cleanable, and free of cracks, splinters, and utility outlets.

Walls

Walls must be smooth, non-absorbent, and easily cleanable. Installation of fiberglass-reinforced plastic (FRP paneling) is *strongly* recommended in dishwashing areas and in toilet rooms. Gloss or semi-gloss paint must be used.

- Food Preparation Area – Describe materials used:

- Dishwashing Areas – Describe materials used:

- Toilet Rooms – Described materials used:

- Classrooms – Describe materials used:

Handwashing/Restroom Requirements

- 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 such as art areas and eating areas
- Hand washing facilities must be provided with liquid 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 for children to use after toileting/diapering that allows caregivers to visually monitor hand washing from the classroom, such as directly outside the toilet room.
- ***Metered (push) faucets are not recommended. Hands-free faucets, soap dispensers and paper towel dispensers are recommended.***
- ***Hand wash sinks for children’s use should be child height and hand wash sinks for adults must be adult height.***
- ***Additional sinks are required for adult and child classroom hand wash use, separate from the restroom hand wash sink.***

Please initial here _____ to verify the above requirements have been met.

Laundry Facilities (if applicable)

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 140⁰F, **or** an approved disinfectant is applied to the final rinse cycle, **or** the dryer uses heat above 140⁰F.

Describe which method will be used: _____

Describe location of custodial closet: _____

Children’s Classroom Requirements

- The diaper changing station or area must be located separately from any food preparation, storage or service area.
- At least one adult and one child hand wash sink, separate from restroom/diapering sinks, is required where frequent hand washing is necessary.
- Hand wash sinks cannot be used for bottle preparation. In infant rooms where bottle preparation will occur, a separate bottle preparation sink or separate water source is required.
- Children’s personal belongings must be stored so they are not touching.
- 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 materials and stored appropriately. Sleep items may not be stored in restroom areas.

Please initial here _____ to verify the above requirements have been met.

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: _____

Describe where and how cots/mats and bedding will be stored when not in use: _____

Outside Premises Requirements

- 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.

Please initial here _____ to verify the above requirements have been met.

Kitchen Requirements

- 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 blueprints of plumbing if necessary. Food preparation sinks require one, 18 inch drain board.
- Dishwashing sinks and dish machines may be directly connected to the plumbing waste system provided there is a floor drain or floor sink installed within five (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 that have a combined BTU rating of greater than 100,000 BTUs or 21 kilowatts, then a commercial ventilation system shall be required. Please contact your local building or fire department for ventilation requirements.
- 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 41⁰F, and be provided with a thermometer.
- If a domestic dishwashing machine is used, it must be equipped with a heat sanitizing cycle that reaches a minimum of 150°F, or the water temperature in the machine must reach 155°F.
- Dish machines and/or three compartment sinks are required to have two drain boards.
- 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 the kitchen ceiling, that area must be enclosed. The walk-in must be sealed to the kitchen walls.
- Food preparation in classrooms is not approved unless it is a designated infant food service area.

Please initial here _____ to verify the above requirements have been met.

Commercial kitchen equipment is required if any of the following conditions apply:

- The facility's menu involves advanced food preparation (using potentially hazardous foods that are prepared in advance and require cooking, cooling and reheating);
- Potentially hazardous foods are prepared in advance, and require cooling and reheating;
- Domestic equipment cannot maintain foods at the required temperature;
- Potentially hazardous leftovers are saved and reheated;
- Prepared foods are transported off premises;
- Required by local building or fire departments.

Based on the above criteria, will your kitchen require commercial equipment? Yes No

Lighting requirements for the kitchen:

- 50-foot candles of light on all food preparation surfaces and at dishwashing 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

Please initial here _____ to verify the above requirements have been met.

FOOD SERVICE

Please explain what meals and snacks the center will be providing and those that parents will be providing. _____

Are parents providing any group snack or just for their own child? Group Only their child

Will your center be participating on the Child and Adult Care Food Program (CACFP)? Yes No
 I do not know what this is.

If center is providing food please attach the menu.

For centers that are planning on providing food from outside commercial sources such as vendors or caterers, Please answer the following questions:

- Provide the name and a copy of their **current food service license** for outside commercial sources:

- Measures that will be taken to keep foods hot and cold (i.e. a metal stem thermometer must be used and calibrated...): _____

- How foods will be served (i.e. utensils or gloves must be used to avoid hand contact with ready-to-eat foods...):

- Sanitizing of equipment and utensils (when, where, and how): _____

- How leftovers are handled: _____

Note: When parents or guardians furnish snacks for children other than their own child, the snacks shall consist only of foods that are that are prepackaged, and prepared from commercial sources. **Such foods shall be non- potentially hazardous or shelf stable and received sealed.**

Main Food Service

Where will the children eat meals? (classrooms, dining area, etc.): _____

How will children be served food? (family-style, etc.): _____

Will dishes, trays, silverware, etc. be single-use or multi-use?

Can the kitchen door be locked? Yes No

Infant Food Service

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

Does the infant room have countertop space for warming and preparing bottles? Yes No

What method will be used to warm bottles? _____

Is there a full-sized refrigerator for bottle storage? Yes No

Note: Full-sized refrigerators are required in infant rooms.

Is there a separate handwashing sink in the food preparation area? Yes No

Diapering

Do the infants, toddlers, and two's all have diapering stations? Yes No

If not in each room, please explain: _____

Can the caregiver view the children while changing diapers? Yes No

Where and how will soapy water, rinse water, and disinfectants be stored? _____

Where will diapers, wipes, diaper creams, gloves, etc. be stored? _____

Is there a separate hand wash sink used exclusively for hand washing after diaper changing and located adjacent to the diaper changing and/or potty-training area? Yes No

Note: An adult-height sink is required in restrooms where children are toilet-trained or if diaper changing is done standing up.

Cleaning/Sanitizing/Disinfecting

Does all furniture in the infant and toddler rooms have a smooth, easily cleanable finish? Yes No

How will toys in infant and toddler rooms be washed, rinsed and sanitized? _____

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

What type of disinfectant will be used to disinfect diaper changing areas and restrooms, etc.: _____

Note: If a chemical dispensing system is used, it needs to have a separate and dedicated water source.

Do you have appropriate test strips for the type of sanitizer you are using? Yes No

Is there a mop sink for cleaning trash cans, dumping mop water, etc.? Yes No

Note: The mop sink faucet may require an atmospheric vacuum breaker.

Water Demand Calculations

Water heating capacity must equal the water heating demand volume. Please fill out this form to determine water demand.

	120°F	140°F																
DISHWASHING <ul style="list-style-type: none"> • 3 compartment sink <ol style="list-style-type: none"> 1. Volume of three-compartment sink. Measure in inches. $\frac{\text{Length ()} \times \text{Width ()} \times \text{Depth ()} \times 3 \times .5}{231} = \text{_____ gph}^* =$ • Dishwashers Dish Machine Requirements (commercial or domestic) = _____ Brand _____ Model Number _____ Commercial dishwashers must provide 180°F rinse cycle, or 50 – 200 ppm chlorine or 200 – 400 ppm Quat. Domestic dishwashers must reach 150°F with heat sanitizing cycle or 155°F without, or 50 – 200 ppm chlorine or 200 – 400 ppm Quat. 	N/A	_____ gph																
HANDWASHING <table style="width: 100%; border: none;"> <tr> <td style="width: 40%;"></td> <td style="width: 20%; text-align: center;"># of sinks</td> <td style="width: 20%;"></td> <td style="width: 20%;"></td> </tr> <tr> <td>1. Kitchen hand wash sinks Must be plumbed at a minimum of 140°F</td> <td style="text-align: center;">_____ x 3.5gph =</td> <td style="text-align: center;">N/A</td> <td style="text-align: center;">_____ gph</td> </tr> <tr> <td>2. Adult restroom sinks Must be plumbed at a minimum of 90°F.</td> <td style="text-align: center;">_____ x 3.5gph =</td> <td style="text-align: center;">_____ gph</td> <td style="text-align: center;">OR _____ gph</td> </tr> <tr> <td>3. Children hand wash sinks (restroom, classroom, diapering, etc.) Must be plumbed at 90° – 120°F</td> <td style="text-align: center;">_____ x 3.5gph =</td> <td style="text-align: center;">_____ gph</td> <td style="text-align: center;">N/A</td> </tr> </table>		# of sinks			1. Kitchen hand wash sinks Must be plumbed at a minimum of 140°F	_____ x 3.5gph =	N/A	_____ gph	2. Adult restroom sinks Must be plumbed at a minimum of 90°F.	_____ x 3.5gph =	_____ gph	OR _____ gph	3. Children hand wash sinks (restroom, classroom, diapering, etc.) Must be plumbed at 90° – 120°F	_____ x 3.5gph =	_____ gph	N/A		
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CLOTHES WASHING (OPTIONAL) <table style="width: 100%; border: none;"> <tr> <td style="width: 40%;"></td> <td style="width: 20%; text-align: center;"># of machines</td> <td style="width: 20%;"></td> <td style="width: 20%;"></td> </tr> <tr> <td>1. Washing machine (9 – 12 lbs.) Must be plumbed at a minimum of 140°F. (Use manufacturer's rating or 32gph.)</td> <td style="text-align: center;">_____ x 32gph =</td> <td style="text-align: center;">N/A</td> <td style="text-align: center;">_____ gph</td> </tr> <tr> <td>2. Washing machine (16 lbs.) Must be plumbed at a minimum of 140°F. (Use manufacturer's rating or 42gph.)</td> <td style="text-align: center;">_____ x 42gph =</td> <td style="text-align: center;">_____ gph</td> <td style="text-align: center;">_____ gph</td> </tr> </table>		# of machines			1. Washing machine (9 – 12 lbs.) Must be plumbed at a minimum of 140°F. (Use manufacturer's rating or 32gph.)	_____ x 32gph =	N/A	_____ gph	2. Washing machine (16 lbs.) Must be plumbed at a minimum of 140°F. (Use manufacturer's rating or 42gph.)	_____ x 42gph =	_____ gph	_____ gph						
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TOTAL DEMAND	- gph	- gph																

* Gallons per hour

NOTE: The kitchen water temperature will need to be a minimum of 140° Fahrenheit, and all sinks accessible to children must be maintained between 90° – 120° Fahrenheit. It has been found that using two water heaters is the best option. With two different temperature requirements in the kitchen and classrooms, two water heaters with separate settings allow this to be achieved. Mixing valves are an option, but can have a high failure rate, and therefore, may not be reliable.

WATER HEATER INFORMATION

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

Domestic Water Heaters*

Brand _____ Model Numbers _____

Brand _____ Model Numbers _____

Brand _____ Model Numbers _____

Recovery Rate for 110°F water heater at 70°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*

Brand _____ Model Numbers _____

Brand _____ Model Numbers _____

Brand _____ Model Numbers _____

Recovery Rate for 110°F water heater at 70°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 VALVES: 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.

Mixing Valve Installed: Yes No

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.

Name: _____ Phone Number: _____

For facilities proposing to have a dish machine, use the following calculation:

For gas water heaters:

(Total gph x 1.2) (100) (8.33) divided by .75 (or manufacturer's thermal efficiency) = minimum input BTU rating required.

For electric water heaters:

(Total gph x 1.2) (100) (8.33) divided by 3412 = minimum kilowatt rating required

For facilities without a dish machine, use the following calculation:

For gas water heaters:

(Total gph x 1.2) (80) (8.33) divided by .75 (or manufacturer's thermal efficiency) = minimum input BTU rating required

For electric water heaters:

(Total gph x 1.2) (80) (8.33) divided by 3412 = minimum kilowatt rating required