## West Virginia Department of Health & Human Resources Health Department



## Child Care Center Plan Review Information Report (Report must be completed and submitted with copy of plans)

Name of Child Care Center:	
Location & Mailing Address:	
Owner:	Telephone:
Person in Charge:	Telephone:
Proposed Operating Hours: Proposed Cor	nstruction/Remodeling Start Date:
Proposed Completion & Opening Date:	
Floor plans showing location of all furnishings and equipment an	nd size of rooms submitted?
<u>GENERAL</u>	
1. Maximum number of children to be accommodated:	_ Minimum age: Maximum ages:
2. Location is relatively noise and pollution free: $\square$ Yes $\square$ 1	No
3. Facility located in a basement or below ground level:	No
4. List types of construction material or covering:  Floors  Wa	ılls Ceilings
Activity areas	
Toilet rooms	
5. Floor and wall junctures coved in toilet rooms and food service	e areas: Yes No
6. Carpeting used: Yes No Where:	
Carpeting meets State Fire Marshal's requirements:	s No
7. All painted surfaces, including cribs and toys, free of lead or o	other toxic materials: Yes No
8. Square feet of activity area provided:	
VENTILATION	
Description of ventilation system in Activity areas:	
Toilet rooms:	
SEWAGE AND LIQUID WASTE DISPOSAL	
1. Facility served by public sewage system: Yes No	
If no, served by a health department approved/permitted indi	ividual sewage system: Yes No
Date approved: Perm	it number:

## WATER SUPPLY 1. Facility served by public water system: Yes No Name: If no, served by a health department approved/permitted individual water system: Yes No Date approved: Permit number: By: \_\_\_\_ Bacteriological samples collected: Yes No Date: 2. Hot and cold water provided at all applicable areas: Yes No 3. Water pressure at least 20 psi in all areas: Yes No 4. Angle-jet type drinking fountains with non-oxidizing mouth guards provided: Yes No Number: INSECT AND RODENT CONTROL 1. All buildings and structures of rat proof construction: Yes No 2. All doors opening to outside are close fitting: Yes No 3. All screen doors, or doors used in lieu thereof, are self closing: Yes No 4. All openings to the outside effectively protected against entrance of insects: \( \subseteq \text{Yes} \quad \subseteq \text{No} \) **SOLID WASTE** 1. Concrete platform or metal rack provided for outside storage of garbage containers: Yes No 2. Area provided for cleaning garbage containers: Yes No Where: If outside, frost-proof hose bibb provided: Yes No Equipped with vacuum breaker: Yes No Hot and cold water provided: Yes No **HEATING** 1. Type of heating system provided: Natural gas/Propane Electric Coal Oil Wood Gas and oil heating devices properly vented to outside air: Yes No 2. Shielding or other effective means used to protect children from direct contact with radiators, registers, hot water pipes and similar hazards: Yes No 3. Thermometers provided in all rooms used by children: Yes No Located approximately 30 inches above floor level: Yes No LIGHTING 1. Play and activity surfaces have at least 50 foot candles of illumination at floor level: Yes No 2. All other areas have at least 30 foot candles of illumination at floor level: Yes No 3. All light bulbs and fluorescent tubes protected by effective shields: Yes No SANITARY FACILITIES 1. Number provided, toilet rooms: \_\_\_\_\_ flush toilets: \_\_\_\_\_ lavatories: \_\_\_\_\_ 2. Toilet fixtures sized so they may be used by children without assistance: Yes No If no, step stools provided that are properly constructed for safety and easily cleanable: Yes No 3. Separate and private toilet rooms provided for males and females who are 6 years of age or older: Yes No

4. Toilet rooms open directly into kitchen:  Yes  No
5. Door construction: Solid Louvered
6. Lavatories provided within or immediately adjacent to toilet rooms:   Yes No
7. Lavatories provided with mixing faucets or tempered water:   Yes   No
8. Separate adult employee toilet rooms provided:   Yes No Number of toilets provided:   No Number of toilets provided:
9. Toilet rooms have covered waste containers: Yes No
10. Diaper changing will take place on premises:
If yes, Location:
Construction materials of diaper changing surface:
Approved hand washing facilities readily accessible to diaper changing area:
Soiled diapers stored in non-absorbent, easily cleanable, covered containers with plastic liner:   Yes  No
Feces from soiled diapers will be disposed:
Plastic liner containing disposable diapers disposed of along with garbage and refuse:   Yes No
11. Toilet training chairs provided and of easily cleanable construction:   Yes No
12. Facilities for emptying, cleaning and disinfecting toilet training chairs provided:   Yes No
Location:
STODACE ADEAS
STORAGE AREAS
1. Approved storage facilities provided for, but not limited to, the following items:
foodstuffs utensils toys work materials clothing linens medicines cleaning
supplies toxic materials and all items which may be potentially hazardous to children
2. Locked cabinets provided for poisons and other potentially hazardous items: Yes No
ACTIVITY AREAS
1. Activity equipment free of safety hazards, of smooth construction, and easily cleanable:   Yes No
2. Outdoor activity areas well drained:  Yes No Free of safety hazards: Yes No
Enclosed by fence or other suitable barrier:  Yes  No
3. Supports for equipment used for climbing and similar play activities securely fastened to the ground: $\square$ Yes $\square$ No
4. Wading pool provided: Yes No Health department approved and permitted: Yes No
Date approved: Permit number:
FOOD SERVICE FACILITIES
1. Meals provided: Yes No
2. Meals prepared on the premises: Yes No
If yes, floor plans and completed health department form SF-35 submitted with application: Yes No
If no, source from which food is obtained:
3. Snacks provided: Yes No Describe:

<u>LAUNDRY</u>
1. Laundering done on premises:
Separate room provided:  Yes No Location:
2. Non-absorbent, cleanable, covered containers provided for storing soiled laundry:   Yes   No
3. Washing machines installed to prevent back-siphonage:
4. Storage facilities provided for clean laundry to prevent soiling or contamination prior to use:   Yes No
Location:
5. Minimum temperature of laundry water supply (°F):
6. Method used to dry laundry:   Machine Line dry
BEDDING AND SLEEPING AREA
1. Type of equipment provided: Cots Cribs Mats Mattresses & Bedding
If mattresses used, mattress pads and waterproof covers provided:
2. Double-decker beds, if provided, used only for children 9 years of age or older:   Yes   No
3. Each child's bedding identified and used only for that child: Yes No
4. Cribs, cots, or mattresses spaced a minimum of 24 inches apart while in use:   Yes No
5. Crib bars no farther apart than 2 3/8 inches: Yes No
6. Crib sides secure and high enough to prevent accidents, top of mattress to top of crib at least 26":   Yes   No
<u>SAFETY</u>
1. First aid kit provided: Yes No Type:
List contents:
<u>ANIMALS</u>
1. Animals kept on premises:  Yes No
Indoors:  Yes No Location:
Minimum temperature of room(s):
Type of animal(s): Age(s): Number:
2. Cats and dogs vaccinated against rabies, distemper, hepatitis, and Leptospirosis:   Yes No
3. Outdoor quartering area(s) for animals complete and separate from children's outdoor activity areas:   Yes No
Plans and information submitted by:
Title:
Date:

Telephone: