

**ENVIRONMENTAL HEALTH DIVISION  
FOOD & LODGING SECTION**

P. O. BOX 1209  
BURGAW, NC 28425  
(910) 259-1233 FAX (910) 259-1404

Review for compliance with NC Rules Governing the Sanitation of Child Day Care Facilities.  
(15A. NCAC 18A .2800)

This application may be copied for future use when submitting plans to Pender County.

*The Rules Governing the Sanitation of Child Day Care Facilities* requires that plans be submitted to the Pender County Environmental Health Section and approved **prior to construction/renovation/modification/change of ownership** of such facilities.

Submit plans to –

Pender County Environmental Health  
Food and Lodging Section  
P. O. Box 1209  
Burgaw, NC 28425

If you have questions, contact the following person listed below.



**Clay Creswell, RS**  
Environmental Health Specialist

- Plans must include a drawing showing placement of equipment in the facility, including storage, food service areas, diaper changing areas, can wash facilities along with general plumbing, electrical, mechanical, and lighting plans. You must also submit equipment and finish schedules.
- Each child care classroom should be identified by age group(s) that will be using the room.
- Plans must have a proposed menu provided listing the foods to be served at the child care center.
- Plans must include a site plan locating exterior equipment such as dumpsters or compactors and indicating the proposed connections to approved sewer and water.

In addition, please complete the following information to identify the child care facility and who to contact about questions regarding the review of this establishment;

       NEW        REMODEL        CONVERSION/ADDITION

**NAME OF CHILD CARE CENTER:**

CHILD CARE CENTER'S ADDRESS:

PHONE IF AVAILABLE:

**NAME OF OWNER:**

MAILING ADDRESS:

TELEPHONE:

**APPLICANT'S NAME:**

MAILING ADDRESS:

TELEPHONE:

TITLE (MANAGER, ARCHITECT, DIRECTOR):

PROPOSED NUMBER OF CHILDREN FOR WHICH FACILITY WILL BE LICENSED:

**Main Food Service**

Kitchen or catered meals? (Please understand that with catered meals you are still required to have the minimum requirements in the kitchen.) \_\_\_\_\_

Where will the children eat meals? (Family style, tables in classrooms, dining area, etc.) \_\_\_\_\_

Will dishes, trays, silverware, sippy cups, etc... be used or disposables/throw-aways? \_\_\_\_\_

Can the kitchen door be locked? Is there a barrier to keep children out of the kitchen? \_\_\_\_\_

**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 bottles? \_\_\_\_\_

What method will be used to warm bottles? \_\_\_\_\_

Is there a refrigerator for bottle storage? \_\_\_\_\_

Is there a separate hand wash lavatory used exclusively for bottle/food preparation hand washing? \_\_\_\_\_

**Diaper Changing**

Do the infants, toddlers, and two's all have diaper stations? \_\_\_\_\_

If not in each room, please explain. \_\_\_\_\_

Can the caregiver view the children while changing diapers? \_\_\_\_\_

Where and how will soapy water and sanitizers be stored? \_\_\_\_\_

Is there a separate hand wash lavatory used exclusively for diaper changing hand washing? \_\_\_\_\_

**Cubbies and Storage**

How and where will the cubbies be arranged? \_\_\_\_\_

Are coat hooks spaced at least 12" apart (be sure the double hook is not used for two children.) \_\_\_\_\_

Is all storage in all closets stored off floor (recommend 12") to facilitate cleaning? \_\_\_\_\_

**Beds, Cots, Mats, Cribs, and Linens**

Will cribs have the capability of being spaced 18" apart while in use? (if not, crib dividers and partitions are acceptable) \_\_\_\_\_

How and where will cots and/or mats be stored? \_\_\_\_\_

Where will crib, cot, and mat sheets be stored? \_\_\_\_\_

Where is there a designated sick area with cot/mat? \_\_\_\_\_

Are linens being provided by the center or parent? \_\_\_\_\_

**Cleaning and Sanitizing**

Is all furniture in the center of a smooth, washable finish? \_\_\_\_\_

How will toys in infant and toddler rooms be washed and sanitized? How often? \_\_\_\_\_

Please explain what type of sanitizer will be used to sanitize toys, diaper and food areas, furniture, etc. ... \_\_\_\_\_

Do you have appropriate test strips for the type of sanitizer you are using? \_\_\_\_\_

Where is the can wash facility (or mop sink) for cleaning trash cans, dumping mop water, etc...? \_\_\_\_\_

**Hand Wash Lavatories**

Does each toilet area have a hand wash lavatory? \_\_\_\_\_

Does the diaper changing station have a hand wash lavatory exclusively for diaper changing? \_\_\_\_\_

Does the food service area in the infant and toddler room have a hand wash lavatory exclusively for food service hand washing? \_\_\_\_\_

Does the kitchen have a hand sink that is separate from the 2 or 3 compartment sink for hand washing only? \_\_\_\_\_

What types of faucets are at all hand wash lavatories (please note that metering type are not allowed unless they can retain warm water for at least 20 seconds at the first pressing) \_\_\_\_\_

**Locked Items**

Please indicate where the following type of locked items will be stored and what type of lock.

Medicines (both refrigerated and non-refrigerated) \_\_\_\_\_

Cleaning supplies and all types of chemicals \_\_\_\_\_

Personal belongings (purses, keys, employee items) \_\_\_\_\_

Aerosols and all other toxic products \_\_\_\_\_

Janitors closet \_\_\_\_\_

**Hot Water Supply**

The kitchen and mop sink/can wash water temperature will need to be a minimum of 130 degrees Fahrenheit, and all other sinks that are accessible to children must be maintained between 90-110° Fahrenheit. Using two separate water heaters may be the best option since it is often difficult to obtain two separate temperatures with one water heater. Mixing valves installed on sinks have a high failure rate and are not very dependable.

Explain what the specifications of your water heater(s) are. (For example, if you are using two water heaters, indicate which one is for the kitchen and which one is for the classrooms.) It is highly recommended that the minimum water heater size be 50 gallons.

Storage tank size \_\_\_\_\_

Additional tank size \_\_\_\_\_

Gallons per hour recovery \_\_\_\_\_

**Lighting**

Do all light fixtures have shatterproof or shielded bulbs? \_\_\_\_\_

Will lighting illuminate 50 ft. candles at all work areas? \_\_\_\_\_

(and 20 ft. candles at all other areas, including storage closets? \_\_\_\_\_

**Finishes**

Please describe the finishes/construction material in the following areas (all must be washable):

Diaper changing \_\_\_\_\_

Food service counters in infant rooms \_\_\_\_\_

Floors around diapering and foodservice counters in infant and toddler rooms \_\_\_\_\_

Classroom walls and floors \_\_\_\_\_

Bathroom floors, walls and ceilings \_\_\_\_\_

**Outside Premises**

Please describe the playground area (size, type of play equipment, type of fence, water activities, etc...) \_\_\_\_\_

Is the can wash facility located outside? \_\_\_\_\_

If yes, is there a fence and lock around it so it is not accessible to children? \_\_\_\_\_

Is the HVAC, mechanical equipment, etc...locked with a fence around it so it is not accessible to children? \_\_\_\_\_

Explain \_\_\_\_\_