

**CHILD CARE FACILITY
PLAN REVIEW GUIDELINES**

Check list for Responsible Representative

- ❑ **Child Care Facility Plan Review Application must be filled out completely. Please indicate why a question does not apply.**
- ❑ **Provide blue prints (drawn floor plans to scale). Include a site map if facility has off-premise storage *Please double side when possible.***
- ❑ **Plan review and pre-opening inspection fee (\$75.00/hour).**
- ❑ **Submit required paperwork to The City of Aspen Environmental Health Department. The application review cannot start until all of the above materials are provided.**

Keep copy for personal records.

Date Received _____ Receipt # _____ Received by _____

CHILD CARE PLAN REVIEW APPLICATION

____NEW

____REMODEL

Date: _____

Name of Establishment: _____

Physical Address: _____

Email: _____

Phone: _____

Fax: _____

Name of Owner: _____

Mailing Address: _____

Owner's Telephone: _____

All communication regarding this application will go through the Responsible Representative. The owner must be consulted when filling out this application if the owner is not the Responsible Representative.

Responsible Representative: _____

Mailing Address: _____

Telephone: _____

Title: _____

I have submitted plans/applications to the following authorities on the following dates:

_____ Planning _____ Building _____ Business License

Projected Date for Start of Project: _____

Projected Date for Completion of Project: _____

Type of Child Care Facility	Infant Care	_____
	Toddler	_____
	Pre School	_____
	Before/After	_____
	School Care	_____
	Other	_____

Hours of Operation:	Sun _____	Thurs _____
	Mon _____	Fri _____
	Tues _____	Sat _____
	Wed _____	

Maximum Capacity: _____

Children's Age Range: _____

Number of classrooms: _____

Number of Children per classroom: _____

Number of Staff per classroom: _____
(staff per child ratio)

Are meals prepared on-site? () YES () NO

If YES, A food-handling permit must be obtained if potentially hazardous food is prepared and/or served. Refer to "Food Service" section later in this form.

(2.0) Premise:

Outside

Will a wading pool be used? YES NO
If yes describe methods for changing water and monitoring chlorine levels.

Will a dumpster or compactor be used? Yes No
How Many _____ Size _____/yards
Frequency of pickup _____/week
Name of Company _____

Do you comply with the following local solid waste requirements? Yes No

Is there an area to store recycling containers? Yes No

(3.0) Building:

Will heating and air conditioning unit maintain draft free temperatures above 68°F at floor level in infant and toddler rooms? Yes No

Finish Schedule:

Applicant must indicate which materials (quarry tile, stainless steel, 4" plastic covered molding, etc.) will be used in the following areas.

	FLOOR	COVING	WALLS	CEILING
Kitchen/Food Storage				
Bathrooms Rooms				
Utility Rooms				
Diaper Changing Areas				
Class Rooms				

(4.0) Sanitary Facilities and Controls

Do plumbing fixtures and related connections meet the Colorado State Plumbing Code? YES NO

Are approved backflow prevention devices provided to protect all water lines e.g. air gap in the dish machine? YES NO

Are drinking fountains provided? YES NO

If yes, list locations in facility/class room:

Hot Water:

The Following are minimum temperatures for specific activities/area:

Handwashing/Bathrooms: 90°F to 120°F

Kitchen/Laundry/mop sink: minimum 140°F

Is the hot water generator sufficient for the needs of the establishment? () YES () NO
(If hot water lines exceed 50' in length, a recirculating pump is recommended.)

Toilet Facility:

How many toilets will be provided for each class room? # _____

Describe locations other toilet facilities accessible to children:

Will toilet seat inserts be used? () YES () NO

If Yes, describe cleaning and sanitizing procedure:

Are all toilet rooms equipped with adequate ventilation? () YES () NO

Hand Washing:

Hand sinks are recommended in all classrooms.

How many hand sinks will be provided in each class room that is accessible to children?

Will all bathrooms be provided with accessible hand sinks? () YES () NO

If No, Describe locations and distance of the closest hand sink to the bathroom:

Is there a hand sink in each infant/toddler classroom adjacent to the diaper-changing table? () YES () NO

Are soap and paper towels supplied at each hand sink? () YES () NO

Laundry:

Will the facility use a washing machine? () YES () NO

If yes, a dryer will also have to be installed.

Is the dryer vented to the outside? () YES () NO

Is your laundry operation separated from the classrooms and food service operation by a door? () YES () NO

Is this door lockable? () YES () NO

Is shelving provided for clean linen? () YES () NO

Is a separate area provided for soiled linen? () YES () NO

(5.0) Interior Design

Describe how facility will provide individual storage for each child?

Will a separate area be provided for staff members and their belongings? () YES () NO

Will sleeping supplies, such as cribs, mats, linens and pillows be stored separately for each child? () YES () NO

Describe location of the isolation area for ill/injured children:

Will all toys and furniture (i.e. stuffed animals, play cloths chairs, pillows, couches) be easily cleanable (i.e. vinyl) or be provided with a removable cover which may be laundered? () YES () NO

Describe when and how toys will be clean and sanitized?

(6.0) Disease Prevention:

Describe briefly the when and how employees who are sick or have open cuts/wounds will be excluded or restricted from caring for infants, toddlers and older children:

Describe briefly the when and how children who are sick will be excluded from the classroom:

How will employees be trained in good hygienic practices, such as hand washing, diaper changing, infant feeding, maintenance of sensory tables, and identification of ill children?

Will a separate area be provided for children medications? () YES () NO

What type of sanitizer will be used?

Chlorine () Quaternary ammonium () Iodine () Other ()

Are test papers and/or kits available for checking sanitizer concentration? () YES () NO

(7.0) Food Service:

Note: If meals are prepared onsite for children then a separate retail food establishment license must be obtained and a separate food service plan review form must be submitted.

Will domestic kitchen equipment be used? () YES () NO

If Yes, list all pieces of kitchen equipment:

How will food contact surfaces be cleaned and sanitized?

If facility intends to use a domestic dish machine, then will the dish machine have a heat sanitizing cycle of 150°F? () YES () NO

Are food prep counters isolated from diaper changing areas? () YES () NO

Are refrigeration units located in the room they serve? () YES () NO

(Units must be capable of consistently maintaining temperatures below 41°F)

Will thermometers be located in all refrigerators? () YES () NO

(8.0) Infant and Toddler Nurseries:

Describe labeling and handling procedure for infant formula and breast milk:

Diaper Changing:

Are changing tables designed to be easily cleanable, durable and equipped with roll off protective barriers? () YES () NO

Is there an adult sized hand sink adjacent to all changing tables? () YES () NO

Are hand sinks supplied with dispensed soap and paper towels? () YES () NO

Are changing tables within reach of the storage area for child's supplies? () YES () NO

Is the storage area for child's supplies compartmentalized to segregate supplies? () YES () NO

Is the diaper waste receptacle provided with a foot operated self-closing cover? () YES () NO

(9.0) Care of Animals

Will staff be trained on what animals are prohibited in childcare facilities and proper handling and supervision with children and animals? () YES () NO

(10.0) Pests/Toxics

- Have storage locations out of reach from children and/or locked been created for:
 - Bulk cleaning products? YES NO
 - Classroom cleaning products? YES NO
 - Flammable products? YES NO

Will all art and science materials be made from non-toxic ingredients? YES NO

Asbestos:

- Does the facility have asbestos containing materials? YES NO
- If yes, will materials be disturbed or removed for the remodel? YES NO
- If yes the facility must hire a certified asbestos contractor to remove the materials prior to any other demolition/construction work.

STATEMENT: I hereby certify that the above information is correct, and I fully understand that any deviation from the above without prior permission from the Aspen Environmental Health Department may nullify final approval.

Signature _____
(Owner or Responsible representative)

Date: _____

Approval of these plans and specifications by this Department does not indicate compliance with any other code, law or regulation that may be required--federal, state or local. It further does not constitute endorsement or acceptance of the completed establishment (structure or equipment). A pre-opening inspection of the establishment with equipment in place & operational will be necessary to determine if it complies with the local and state laws governing food service establishments.