

Dear Child Care Facility Designer:

The Pitkin County Environmental Health and Natural Resources Department is concerned must provide approval to your local licensing agent when building or remodeling a childcare facility. To make the review process as quick and easy as possible, please observe the following procedures:

1. Plans must be complete and must include the following information including a key:
 - a. Floor plan of the general layout of the facility. If a kitchen is included, show the location of all equipment installed, including the location of the hand sink(s).
 - b. Provide a complete menu or if the kitchen is not to be used, provide a letter stating that the kitchen will not be used for the facility, nor will any dishes be used that must be washed in an approved kitchen.
2. Read and fill out the enclosed form completely. Your plans will not be reviewed if the procedures listed here are not observed.
3. Plans must be submitted to Pitkin County Environmental Health & Natural Resources, 0405 Castle Creek Road, Suite 10, Aspen, CO 81611.
4. Fees are \$100 upon submittal and \$240 following the plan review and pre-opening inspection.
5. You will be notified in writing after your plans are reviewed and approved.

If you have any questions regarding your plan submittal or if any changes/modifications are made after your submittal, please contact 970-920-5070.

Thank you for your cooperation.

Sincerely,

Bryan Daugherty, REHS
Environmental Health Specialist

Child care facilities must meet the requirements of the most current revision of *the Rules and Regulations Governing the Sanitation of Child Care Centers in the State of Colorado*, and *Colorado Retail Food Establishment Rules and Regulations*.

NAME OF ESTABLISHMENT _____

Address
of new
location _____

Phone Number _____ Fax Number _____

**PARTY TO RECEIVE
CORRESPONDENCE** _____

Address _____
e-mail address _____

Phone Number _____ Fax Number _____

NAME OF OWNER _____

Address _____

Phone Number _____ Fax Number _____

Projected Date of Opening _____

NUMBER OF ENROLLEES

Infants _____ Non-potty trained toddlers _____

Preschool aged children _____ School aged children _____

Total Children _____ Total Staff _____

HOURS OF OPERATION _____

Hours _____

Days of the Week _____

A. WATER DEMAND CALCULATIONS

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

Recommendation: Installation of a dedicated water heating system just for children's hand sinks is highly energy efficient for economical long-term operation.

	120°F	140°F
<p>Volume needed for a three-compartment sink. Measure individual sink compartments in inches.</p> <p>1. $\frac{\text{Length () X Width () X Depth () X .375 X 3}}{231^*}$</p>	<p>Must be 140°F for all dishwashing activities</p> <p style="text-align: center;">N/A</p>	<p style="text-align: right;">_____ gph</p>
<p>Volume needed for a two-compartment sink. Measure individual sink compartments in inches.</p> <p>2. $\frac{\text{Length () X Width () X Depth () X .375 X 2}}{231^*}$</p>	<p>Must be 140°F in the kitchen.</p> <p style="text-align: center;">N/A</p>	<p style="text-align: right;">_____ gph</p>
<p>*231 is the number of cubic inches per gallon; .375 allows the compartments to be used at less than full capacity.</p>		
<p>3. Bathing compartment (shower or bathtub) must be plumbed 90-120° F.</p>	<p>_____ gph</p>	<p>_____ N/A _____</p>
<p>4. Adult hand sinks must be plumbed to a minimum of 90° F _____ X 3.5 gph</p>	<p>_____ gph</p>	<p>_____ gph</p>
<p>5. Kitchen hand sinks must be plumbed to a minimum of 90° F _____ X 3.5 gph</p>	<p>_____ gph</p>	<p>_____ gph</p>
<p>6. Children's hand sinks must be plumbed 90-120°F. _____ X 3.5 gph</p>	<p>_____ gph</p>	<p>_____ N/A _____ gph</p>
<p>Dish machine requirements (commercial or domestic) Brand _____ Please include a specification sheet. 7. Model Number _____</p>	<p>N/A</p>	<p>_____ gph</p>
<p>Must reach 150°F with a heat sanitizing cycle or 155°F without, or provide 50-200 ppm chlorine in the final rinse cycle for sanitizing.</p>		
<p>8. Mopsink (required) _____ X 5 gph</p>	<p>Must be 140° F</p>	<p>_____ gph</p>
<p>9. Clothes washer (9-12 pound) _____ X 45 gph</p>	<p>_____ N/A _____ gph</p>	<p>_____ gph</p>
<p>10. Clothes washer (16 pound) _____ X 60 gph</p>	<p>_____ N/A _____ gph</p>	<p>_____ gph</p>

Total Demand

_____ gph _____ gph

B. WATER HEATER & GREASE TRAP INFORMATION

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

Domestic Water Heaters

Model Numbers _____
Model Numbers _____
Model Numbers _____

Recovery Rate for 120° F water heater at 80°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

Model Numbers _____
Model Numbers _____
Model Numbers _____

Recovery Rate for 120° F water heater at 80°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 Valve Installed: Yes _____ No _____

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.

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. _____

C. INTERIOR DESIGN

FLOORS

- Carpet shall not be permitted in restrooms, utility rooms, mechanical rooms, laundry rooms, kitchen/food preparation nor under and around sinks and diaper changing areas.
- Carpeting, in approved areas, must be tightly woven and in good repair.
- Floor/wall junctures and floor/cabinet junctures shall be tightly coved with approved concave coving.
- Floors shall be smooth, dry, cleanable and free of cracks, splinters, and utility outlets.

Describe floor materials used: _____

WALLS

Hand contact and splash areas of doors and walls must be smooth, non-absorbent and easily cleanable, as well as in the food preparation area, dishwashing area, and toilet rooms.

Please describe materials used: _____

CEILINGS

Ceilings shall be constructed of easily cleanable, non-absorbent materials within the kitchen area. Please describe materials used:

DOORS AND WINDOWS

Doors and windows shall be effectively protected against the entrance of insects and rodents by means of closed tight-fitting doors and screening of windows that open.

Was above requirement met? Yes _____ No _____

DRINKING WATER

Drinking water must be provided at all times. **If** drinking fountains are installed, they shall be installed at the height of the children, or if a step stool is used, it must be easily cleanable and have slip-proof steps and platform surfaces. **Drinking fountains shall not be installed on sinks used for hand washing or designated art or science sinks.**

Was above requirement met? Yes _____ No _____

LIGHTING

****Lighting requirements for the kitchen are different than for the rest of the childcare center. See under 'KITCHEN' for those requirements.**

Provide the following:

- 30-foot candles of light upon work and play surfaces
- 20-foot candles of light provided in restrooms
- 10-foot candles of light provided in hallways, stairways, and the remainder of the facility.

Were above requirements met? Yes _____ No _____

HANDWASHING/RESTROOM FACILITIES

- 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.
- Hand washing facilities must be provided with 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 accessible without barriers to allow caregivers to visually monitor hand washing.
- *If faucets are metered, the water must run for a minimum of 15 seconds.*

Were above requirements met? Yes _____ No _____

LAUNDRY FACILITIES

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 140°F or an approved disinfectant applied the final rinse cycle, or the dryer uses heat above 140°F; describe which method will be used:

CHILDREN'S ROOMS

- The changing station or area must be located separately from any food preparation, storage or serving area.
- Children's belongings must be stored separated and identified in individual cubicles, lockers or coat hooks.
- 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 material.

Were above requirements met? Yes _____ No _____

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:

OUTSIDE PREMISES:

- The outside premises must be maintained free of insect and rodent harborages.
- Any outdoor wells, grease traps, cisterns, 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, which have a toxic residual, is not permitted.

Were above requirements met? Yes _____ No _____

KITCHEN:

- If there is grease producing cooking or cooking appliances have a combined BTU rating of greater than 100,000 BTU or 21 kilowatts, then a commercial ventilation system shall be required.
- If fresh fruits and vegetables are not purchased pre-washed or cut, then they must be washed in a clean and sanitized kitchen sink, but not in a hand sink.
- If there is a garbage disposal, it must be placed in the dirty dish side of the 3-compartment sink drain board and equipped with an indirectly drained scupper/scrap basket or similar device to prevent contamination of food-contact surfaces.
- All plumbing electrical conduit lines in the kitchen must be located behind the walls and below the floor.
- A mop sink must be provided, and it must have an atmospheric vacuum breaker on the faucet.
- All refrigeration units must maintain foods at or below 41°F and be provided with a thermometer.
- If a domestic dishwashing machine is used, it must be equipped with a heat sanitizing cycle which reaches a minimum of 150°F or the water temperature in the machine must reach 155°F.
- 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 kitchen ceiling, that area must be enclosed. The walk-in must be sealed to the kitchen walls.

Were above requirements met? Yes _____ No _____

Domestic equipment is permitted when approved by this Department. Commercial equipment may or may not be required depending on the following:

- If the facility's menu involves advanced food preparation.
- Domestic equipment cannot maintain foods at the required temperature.
- If potentially hazardous leftovers are saved and reheated.
- Prepared foods are transported off premises.

Is commercial equipment required based on the above definition? Yes _____ No _____

Lighting requirements for the kitchen:

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

Were above requirements met? Yes _____ No _____

FOOD SERVICE

Please list food and beverage items that will be prepared and/or served:

Breakfast	Lunch	Snacks

For centers that are planning on providing food from outside commercial sources, detailed plans and procedures for food and beverage handling must be submitted. These plans should include the following at a minimum:

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

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- 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...):

-
- Hand washing stations (describe its location and it must be stocked with soap and single use hand towels...):

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

-
- Beverage preparation:

-
- How leftovers are handled:
-
-