Cheyenne Laramie County Public Health

Environmental Health
100 Central Ave
Cheyenne, WY 82007
Phone: (307) 633-4090
Email: envhlth@laramiecountywy.gov

Childcare Plan Review Packet

The following are REQUIRED* to complete your review:

☐ Floor plans, site plans, etc.:

- Site plan: Show location of building and location of any outside equipment (playground, sandbox, well, septic system, etc.).
- Floor plan: Show location of kitchen equipment, all plumbing, mechanical fans in restrooms, flooring, cubbies and cabinets, diaper changing stations, and if applicable, kitchen hood systems, etc. For classrooms, include the age of children anticipated for each room.
- Plumbing plan (if not included in floor plan): Show location of floor sinks and floor drains, indirectly drained equipment, restrooms, toilets, urinals, all handwashing sinks and food prep sinks, and laundry facilities, etc.

☐ Equipment Specification sheet for kitchen equipment and hot water heater(s): Sheet must include make and model numbers. Please note: If a specification sheet lists more than one piece of equipment, identify the specific equipment to be used.

☐ A complete menu (with breakfast/lunch/snacks/etc.), if available:

- If the kitchen is not to be used, provide a letter stating that the kitchen will not be used, nor will any dishes be used that must be washed in an approved kitchen. The letter must state what type of snacks and/or meals will be served to children and how they will be served (including washing and preparing fresh fruits and vegetables).

☐ Completed Plan Review Packet (below) including attachments where required.

☐ Fee

*The plans will not be reviewed until the listed items are submitted.

Childcare facilities must meet the requirements of the most current revision of *the Wyoming Child Care Licensing Rules* and the Cheyenne-Laramie County Food Safety Rule.

FACILITY INFORMATION (PLEASE PRINT):

Name: _____

Physical address: _____

City: _____ Zip code: _____

PROGRAM INFORMATION:

Name of childcare program if different than facility: _____

Type of license issued by the Department of Family Services (DFS) (Select only one):

□ Child Care Center $277 + $87/hour for additional time over 2 hours spent on plan review
□ Family Child Care Center $190 + $87/hour for additional time over 1 hour spent on plan review
□ Family Child Care Home $190 + $87/hour for additional time over 1 hour spent on plan review
□ Remodel $190 + $87/hour for additional time over 1 hour spent on plan review

Contact person: _____ Title: _____

Phone: _____ Ext: _____

Email: _____

Director of Program: _____ License number: _____

Number of children: _____

Number of employees: _____ Number of classrooms: _____

Check the boxes that include any ages you serve:

☐ Infants (0 – 12 months) ☐ Toddlers (1-2 years) ☐ Preschool (3-4 years) ☐ School Age (5-14 years)

What days of the week do you operate? _____

What months do you operate? _____ Hours of operation: _____

Which School District's calendar do you follow for closures and holidays? _____

OWNER MAILING INFORMATION:

Owner Type: ☐ Individual ☐ Owner/Operator ☐ Partnership ☐ Corporation ☐ Non-profit

Owner Name: _____

Mailing Address: _____ City: _____ Zip: _____

Phone: _____ Email: _____

A. Building Information

Construction start date:_____ Date of planned opening: _____

☐ New Construction ☐ Remodel

*Submit plan review packet at least 30 days prior to construction start date.

Have plans for this facility been submitted to the local building department? ☐Yes ☐ No

Building Department Plan Number: _____

Original year of construction*: _____

*Renovation activities that will disturb painted surfaces in buildings built before 1978 must be conducted pursuant to the U.S. Environmental Protection Agency Lead Renovation, Repair and Painting Program regulations, unless a lead-based determination shows that the surface does not contain lead-based paint. Determinations shall be made by a certified industrial hygienist.

B. Water Supply, Sewage Disposal, Drinking Water

Water supply (Choose one):

☐ Public – Name: _____

☐ Private Well
Bacteriological Sample Date (required every 6 months): _____
Nitrate Sample Date (required every 3 years): _____

Sewage Disposal (Choose one):

☐ Public – Name: _____

☐ Onsite Wastewater Treatment System (Septic system)— Provide location on site map. System must be evaluated by an engineer to determine if additional capacity is necessary. Letter from engineer must be attached. If additional capacity is required, a small wastewater permit is required.

Drinking Water

How will drinking cups or bottles be filled? List drinking fountains or prep sinks used to provide drinking water:

_____

Will there be drinking fountains installed on sinks? If yes, which sinks (show on plumbing floor plan)?

_____

C. Property Site Plan/Outdoor Equipment

*Attach site plan that includes playground, sandbox, well, septic system, etc.

Check all that apply:

	Septic tank, drain field, & well		Outdoor refrigerators or freezers		Swimming pool or wading pool
	Gardens		Outdoor storage areas		Hot tubs
	Grease interceptor		Play areas		Animals
	Trash storage		Sandbox		

If a sandbox is planned, is there a cover? ☐ Yes ☐ No

D. Building Floor Plan/Layout

*Attach Floor Plan that shows location of kitchen equipment, plumbing, mechanical fans in restrooms, flooring, cubbies and cabinets, diaper changing stations, and if applicable, kitchen hood systems, etc. For classrooms, include the age of the children anticipated for each room. Include the location of all areas listed below that apply to the facility.

Check all that apply:

	Food prep sink(s)		Chemical storage area(s)
	Three-compartment sink		Children's personal item storage
	Drinking fountain(s)		Diaper changing areas**
	Garbage disposal		Employee personal belonging storage
	Handwashing sinks**		First Aid and medication storage
	Laundry facilities (washer/dryer)		Food (meals/snacks/bottle) preparation area(s)
	Shower(s)/bathtub(s)		Ill/injured child area(s)
	Toilets/urinals		Mat/cot storage
	Utility/mop sink		Art supplies and extra toy storage
	Ventilation fans in restrooms		Children's extra clothing storage
	Water heater(s)		Other:

**Handwashing sinks must be in or immediately adjacent to toilet rooms and less than 12 feet from diaper changing stations. Handwashing sinks utilized for washing hands prior to preparing food cannot be used for diaper changing and cannot be located in a restroom. All handwashing sinks utilized for preparing food, restrooms, and diaper changing must be permanently plumbed to water and sewer connections.

E. Handwashing/Restroom Facilities

- Diaper changing handwashing sinks and restroom handwashing sinks cannot be used for washing hands prior to preparing food including bottles, sippy cups, snacks, and/or meals.
- All restrooms must have adequate mechanical ventilation.
- Hand washing facilities must be provided with soap and either single service hand towels, clean cloth towels laundered after each use, or a mechanical air-drying device.
- Toilet fixtures must be of the appropriate size and height for the children and if a step stool is used, it must be easily cleanable.

- Any instructional supplies, toys, or other equipment stored in restrooms must be stored in a closed, secondary non-absorbent container or closed cabinet.

Describe methods, procedures, or processes to meet the above requirements:_____

_____

_____

_____

_____

F. <u>Laundry Facilities and Utility Sink</u>

- Laundry facilities shall be physically separated from food preparation, food storage, and restroom areas and they shall be inaccessible to children.
- A custodial sink/utility sink/mop sink shall be provided or shall be easily accessible for use. The sink shall be properly plumbed with hot and cold water and drained to the sewer.

Will the above requirements be met: Yes or No

If laundry facilities are not provided at the facility, describe where items will be laundered: _____

_____

Laundry disinfectant options are:

- Clothes, linens, toys, etc. washed on hot
- An approved disinfectant (ex: bleach) applied to the final rinse cycle.
- Clothes, linens, toys, etc. dried on hot

Describe which method will be used: _____

_____

G. <u>Rooms/Areas and Equipment</u>

<u>Children's rooms</u>

- Separate, identified storage areas shall be provided for each child's personal items, clothing and bed linens. Individual cubicles, lockers, coat hooks, drawers, or closet space shall be provided for storage of coats, hats, and other personal articles.
- All toys and furnishings must be easily cleanable (stuffed animals must fit into the washing machine) and non-toxic.
- Mats, cots, beds, and cribs must be constructed of non-absorbent, easily cleanable material.
- Children's handwashing sinks must be kept at 120° F or less.

How will the above requirements be met? _____

_____

Where will soft toys and hard toys be washed and/or sanitized? _____

_____

Ill/Injured Child Area

Describe the isolation area designated for any ill or injured child who is being cared for while awaiting the arrival of a parent or guardian: _____

_____

H. Finishes

Floors

- Carpet may not be installed in the following areas: kitchens, restrooms, laundry rooms, utility rooms, mechanical rooms, under/around sinks, under animal cage/pen, or 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 covered with approved concave coving.
- Floors shall be smooth, dry, cleanable, and free of cracks, splinters, and utility outlets.

Finishes should be shown on the floor plans. Describe flooring materials used in each area or room: _____

_____

Walls

- Prep areas and splash areas behind sinks must be non-absorbent, smooth, and scrubbable (FRP, tile, or stainless steel)
- Hand contact areas of doors, walls, cabinets, shelves, etc must be non-absorbent, smooth and easily cleanable. All wood shelving and cabinets must be sealed.

Describe wall finishes in each area/room: _____

_____

Ceilings

- Ceilings shall be constructed of easily cleanable, non-absorbent materials within the kitchen area. Lights must be shielded or shatterproof.

Describe ceiling materials used in each area: _____

_____

Doors and Windows

- Doors and windows shall be effectively protected against the entrance of pests (insects and rodents) utilizing tight-fitting doors and screens on windows that open.

Describe methods to protect against pests:

_____

I. Water Calculations, Plumbing

Water Calculations

- Provide the number of plumbing fixtures applicable in the table below:

Food Preparation (Prep) Sink *		Mop sinks/utility sinks	
Three-compartment sink ** (Minimum 110°F)		Showers	
Commercial dish machine		Washing Machines for laundry	
Hard Plumbed Handwashing sinks (include kitchens, restrooms, and classrooms)		Pre-rinse sprayers	
Drinking fountains		Other:	

*Prep sink is required for washing fruits, vegetables, pasta noodles, etc.

**Three-compartment sink must have integral drainboards and round basins. All washable equipment must fit in three-compartment sink. Three-compartment sink is set up to wash, rinse, and sanitize and is permanently plumbed to water and sewer.

- Provide the measurements of the 3-compartment or prep sinks, if applicable, in the table below. Include the size of each basin. *Attach specification sheets.*

Location of Sinks	# of Basins	Dimensions of Basin(s) (Length x Width x Depth)

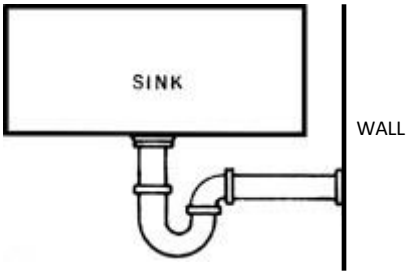
- Provide the following information about the water heaters. *Attach specification sheets.*

Make	Model #	KW or BTU Rating

Plumbing

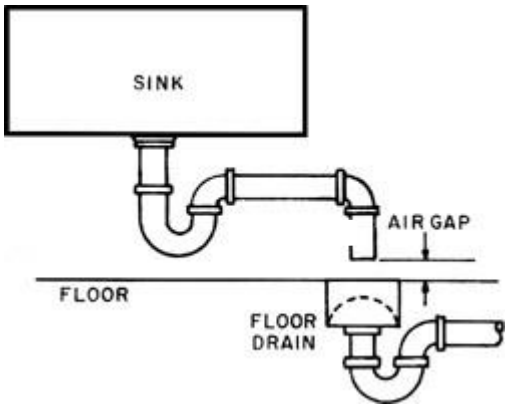
Using the figures below, indicate which fixtures are directly drained or indirectly drained:

Figure 1:
Direct Drain



Direct waste lines connect continuously from the sink basin or fixture to the sanitary sewer.

Figure 2:
Indirect Drain



Indirect waste lines do not connect continuously to the sanitary sewer. This is achieved through an air-break or an air gap as pictured above.

The following fixtures are required to be indirectly drained:

(1) Dishwashing sinks, (2) Dish machines, (3) Food preparation sinks, and (4) Ice machines

J. Kitchen, Food Preparation/Storage

*If kitchen equipment is not visible on the building floor plan, attach a separate drawing for the kitchen/food handling areas.

- Check all that apply:

	Cooking Equipment		Food delivery cart storage areas		Ice bins/Ice machines
	Three-compartment sink (washing dishes)		Prep sink (washing fruits, veggies, pasta, etc.)		Recycle/damaged/returned goods storage
	Dishwasher		Grease interceptor/Grease trap		Refrigerators/freezers
	Dry storage areas		Hand sinks		Ventilation hoods
	Floor sinks/floor drains		Hot holding equipment		Other:

- Check the meals and/or snacks that are served (menus should be attached if completed):

☐ Breakfast ☐ AM Snack ☐ Lunch ☐ PM Snack ☐ Dinner

- Check all that apply to the food service operation:

	Fresh fruits and/or vegetables will be served. (requires food prep sink)		Leftovers are cooled down properly and datemarked. **
	Food is made in one licensed location and delivered to another location for service.*		Raw meat will be cooked according to cooking temperature requirements. Thin mass thermometer is required for thin foods.
	Cooled food is reheated for service.**		Pasteurized eggs with be used. Raw shell eggs will be used in baked goods only.
	Food will be prepared 4 hours or more in advance, cooled properly, and reheated for service. **		Thin mass thermometer will be provided for checking internal temperatures of nuggets, hamburgers, and leftovers.

*Transportation time and temperature logs are required.

**These activities require commercial (restaurant grade) refrigeration and Standard Operating Procedures (SOPs).

- Attach SOPs for cooling and reheating food. _____
- Will thermometers be provided in all coolers and freezers? ☐ Yes ☐ No
- Food/beverages will be primarily served on:

  ☐ Multi-use tableware ☐ Disposable tableware ☐ Both
- If applicable, describe where infant bottles will be prepared, washed and rinsed, and sanitized:

  _____
- Will parents supply snacks/meals for children other than their own? ☐ Yes ☐ No

  If parents are not supplying meals, does a provider have an ANSI accredited food safety manager certification?

  ☐ Yes ☐ No If no, when will certification be complete? _____
- Will there be refrigerators in classrooms or outside of the designated kitchen?

  ☐ Yes ☐ No ☐ If yes, where: _____