



WELD COUNTY DEPARTMENT OF PUBLIC HEALTH AND ENVIRONMENT
1555 North 17th Avenue, Greeley, CO 80631 www.weldhealth.org

Dear Child Care Center applicant:

Prior to building, remodeling or opening a Child Care Center, the Weld County Department of Public Health and Environment (WCDPHE) requires that the provider submit detailed plans and specifications for review and approval. In order to make the review process as efficient as possible, please observe the following procedures:

1. Plans must be complete and include the following:
 - A floor plan of the general layout of the rooms, including any installed kitchen equipment, restrooms, drinking fountains, hand sinks, mop sink, and tiled/linoleum and carpeted areas, **drawn to scale**.
 - A complete menu of the food to be served to the children.
 - Radon test within six months of occupancy. For more information on radon go to this website: <https://www.colorado.gov/pacific/cdphe/child-care>
 - All information requested on the enclosed application form, in detail.
2. If a swimming pool or wading pool is to be installed, a separate plan review must be submitted, as well.
3. All rooms, equipment, supplies and procedures must be in compliance with the *Rules and Regulations Governing the Health and Sanitation of Child Care Centers*. The electronic version is available at: <https://www.colorado.gov/pacific/cdphe/child-care>
4. All food service requirements must be in compliance with the *Colorado Retail Food Establishment Rules and Regulations*. The electronic version is available at: <http://www.co.weld.co.us/assets/A740B5CCdBD954d5dAD6.pdf>
5. Submit completed plan review packets to:

Kevin Antuna
Environmental Health Specialist
Weld County Department of Public Health and Environment
1555 North 17th Avenue
Greeley, CO 80631

6. A plan review and opening inspection fee of \$50.00/hour will be assessed and due at the opening inspection. In addition, the fee for the first inspection, to be done approximately 30 days after opening, will be collected. All fees due must be paid to WCDPHE before approval to open for business will be granted.

Allow at least 2 weeks for the review to be completed. Failure to provide all of the information requested may result in a substantial delay of the review process. You will be notified in writing after your plans are reviewed and approved. If you have questions regarding your plan submittal or if modifications are made to the original approved plan, please contact me at 970-304-6415 extension 2222.

Sincerely,

Kevin Antuna
Institutions Program Coordinator
Environmental Health Services

**Health Administration
Vital Records**

Tele: 970-304-6410
Fax: 970-304-6412

**Public Health &
Clinical Services**

Tele: 970-304-6420
Fax: 970-304-6416

**Environmental Health
Services**

Tele: 970-304-6415
Fax: 970-304-6411

**Communication,
Education & Planning**

Tele: 970-304-6470
Fax: 970-304-6452

**Emergency Preparedness
& Response**

Tele: 970-304-6470
Fax: 970-304-6452



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

Establishment Information	
Name of Establishment:	Phone:
Street Address:	Cell:
City:	Fax:
Email:	
Business/Ownership Information	
Name of Owner:	
Party to Receive Correspondence:	
Street Address:	Phone:
City:	Cell:
Email:	Fax:
Number of Enrollees	
Number of classrooms:	Infants:
Preschool aged children:	Non potty trained toddlers:
School aged children:	
Total number of children allowed by licensing:	Total staff:
Days and Hours of Operation	
Hours/ Days:	
Water Supply (check one)	
<input type="checkbox"/> Community / Public →	Name of District:
<input type="checkbox"/> Non-Community / Private →	PWSID #:
<input type="checkbox"/> Well →	Depth:
Construction	
Projected date of opening:	
Year establishment was built:	
Radon Test Results (please include a copy of results):pCi/L	
OWNER/PROVIDER SIGNATURE	
Date	

Please complete the entire application.

1. WATER DEMAND CALCULATIONS

ROOM	Hand sinks	2 Compartment sink	3 Compartment sink	Mop sink REQUIRED	Bathing (shower or tub)
<i>Classrooms</i>					
<i>Men's restroom</i>					
<i>Women's restroom</i>					
<i>Shared restroom</i>					
<i>Kitchen</i>					
<i>Utility room</i>					
<i>Other</i>					
TOTALS					

Equipment	Model Number	Commercial or Domestic
Clothes Washer		
Dishwasher (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)		

Please provide the following information regarding the facility water heater(s):

Make	Model	BTU or Kilowatt	Recovery Rate (gph)
1.			
2.			
3.			

Please include manufacture's specification sheet for all water heaters.

Calculate the minimum BTU or Kilowatt rating for the hot water heater.

For facilities proposing to have a dish machine, use the following calculation:

- For gas water heaters: (Total gph x 1.2) (100) (8.33) divided by .80 (or manufacturer's thermal efficiency) = minimum input BTU rating required
- For electric water heaters: (Total gph) (100) (8.33) divided by 3412 = minimum kilowatt rating required

For facilities without a dish machine, use the following calculation:

- For gas water heaters: (Total gph x 1.2) (80) (8.33) divided by .80 (or manufacturer's thermal efficiency) = minimum input BTU rating required
- For electric water heaters: (Total gph) (80) (8.33) divided by 3412 = minimum kilowatt rating required

2. 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. _____

INTERIOR DESIGN

3. 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, in addition carpet is not permitted where snacks or food are eaten.

Were above requirements met? Yes _____ No _____

- 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.

Please describe floor materials used: _____

4. WALLS

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

Please describe materials used: _____

5. CEILINGS

Ceilings shall be constructed of easily cleanable, non-absorbent materials within the kitchen area

Please describe materials used: _____

6. 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 _____

7. 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 _____

8. 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 _____

9. 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.
- Hot water at sinks accessible to children shall be at least 90 F and shall not exceed a temperature of 120F.
- *If faucets are metered, the water must run for a minimum of 15 seconds.*

Were above requirements met? Yes _____ No _____

10. 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.

Please describe method used: _____

11. 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 _____

12. ILL/INJURED CHILD AREA

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: _____

13. OUTSIDE PREMISES

- The outside premises must be maintained free of insect and rodent harborages.
- Any outdoor wells, grease traps, cisterns, cesspools, 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 _____

14. 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 (indirectly drained), 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, or if placed in the drain board of the food preparation sink 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 _____

15. FOOD SERVICE

Whether food is prepared on site or obtained from an outside commercial source, detailed plans and procedures for food and beverage handling must be provided. **In addition to a copy of a sample month's menu, the following information, at a minimum, must be supplied (use additional sheets of paper if necessary):**

- A. Provide the name and a copy of the current *food service license* for outside commercial source:
- B. Describe measures that will be taken to keep foods hot and cold (i.e., a food probe thermometer will be calibrated and used, salad ingredients will be kept on ice, etc...)
- C. Describe how foods will be served and include information as to how you will avoid having bare hand contact with a food that is considered ready-to-eat (i.e., utensils or gloves will be used to avoid hand contact with ready-to-eat foods...):
- D. Hand washing stations (describe locations; they must be stocked with soap and paper towels...):
- E. Describe your process for cleaning and sanitizing of equipment, dishes and utensils (when, where, and how):
- F. Describe your process for beverage preparation:
- G. If fresh fruits and vegetables are not purchased pre-washed or cut, then they must be washed in a clean and sanitized kitchen sink (indirectly drained) within the facility, but not in a hand sink. If you intend to offer this food, describe how and where it will be washed and cut.
- H. Explain how any leftovers are handled*:

*Section 3-702 of the *Colorado Retail Food Establishment Rules and Regulations* states “Ready-to-Eat, Potentially Hazardous Food (Time/Temperature Control for Safety Food) served in facilities providing food to highly susceptible populations (preschool and younger) shall adhere to the following date marking requirements: Ready-to-eat, potentially hazardous food (time/temperature control for safety food) held in a food establishment for more than 24 hours shall be clearly marked to indicate the date or day by which the food shall be consumed on the premises, sold, or discarded when held at a temperature of 41°F (5°C) or less for a maximum of 7 days or manufacturer use-by date whichever occurs first.”

16. ADDITIONAL QUESTIONS

- A. Is individual storage available for children's belongings? Where is it located?
- B. Do the children take naps? What is used for their sleeping area and/or mat? How are the mats stored? Are there sheets for the mats? Who launders the sheets and how often are they laundered?
- C. Please describe your procedure for monitoring childhood immunizations, including measures taken for non-compliant cases and what forms will you use for documentation.
- D. How often are the toys cleaned and sanitized for infants and toddlers? How often are the toys cleaned and sanitized for preschool and older children? Where are they cleaned and sanitized and what is your procedure for doing so?
- E. Which sanitizing and disinfecting chemical/s do you use and do you have the appropriate test strips on hand? What is the contact time for the disinfectant?
- F. Where will medications and first aid kits be stored?
- G. Who is your Health Consultant (licensed medical professional)? Please provide contact information for this person.
- H. If children bring their own lunches, is refrigeration available for them?

- I. What is your communicable disease control plan for students and staff? Please include a detailed policy from your handbook and a list of signs and symptoms and requirements for re-entry (i.e., vomiting or diarrhea 2 or more incidents within 24 hours, oral temperature of greater than 103°, chicken pox, impetigo, lice, scabies, or strep throat).
- J. Please include an illness log (an example copy can be obtained from, <https://www.colorado.gov/pacific/cdphe/child-care>). Logs shall be kept to record children's symptoms of illnesses occurring among children attending the child care facility. Logs shall be maintained at the facility for two months and provided to the Department upon request. The logs shall include, at minimum, the following information:
- Child's name or other identifying information;
 - Child's assigned classroom or group;
 - Date and time of symptoms of illness;
 - Symptoms;
 - Actions taken; and,
 - Date and time child was returned to group setting.
- K. Include hand washing and diapering procedures.
- L. Will any pets be present in the facility? If so, what type? If applicable please provide vaccination for cats and dogs.
- M. Please include a floor plan of the general layout of the rooms, including any installed kitchen equipment, restrooms, drinking fountains, hand sinks, mop sink, and tiled/linoleum and carpeted areas, **drawn to scale**.