



Child Care Facility Plan Review Application

The rules for *Certified Child Care Centers* (Oregon Administrative Rule, **OAR 414-305-0130**) and *Certified School-Age Child Care Centers* (**OAR 414-310-1030**) require that plans be submitted to the Marion County Environmental Health and approved **prior to** construction, renovation, modification, and/or change of ownership of such facilities. Construction shall comply with all governing agency building codes and rules.

Type of Facility *(check one)*

- Certified Child Care Center Certified School-Aged Child Care Center

When submitting this application, please include the following:

- Plans drawn to scale, detailing:
 - All structures, parking areas/driveways, trash can/dumpster locations, fencing, and existing wells or septic tanks.
 - All rooms and areas including, but not limited to: care, isolation, dining, storage (food and non-food), laundry, diaper changing, playing, infant-toddler food service, kitchens, bathrooms, solid waste, etc. Identify planned use of each room and list foods service equipment.
 - Storage facilities including shelving type, cubbies/coat racks, hazardous materials.
 - All water supply and plumbing fixtures (handwashing sinks, toilets, mop sinks, indirect drains, etc.)
- Application fee of \$_____
 - Checks may be made payable to:
Marion County Environmental Health
3160 Center St NE
Salem, OR 97301
- All relevant written procedures (see page 8)

If you have any questions, contact our office.

- Phone:..... (503) 588 – 5346
- Fax:..... (503) 566 – 2986
- Email:..... EnvironmentalHealth@co.marion.or.us
- Address:... 3160 Center St. NE
Salem, OR 97301
- Hours:..... 8:30 a.m. – 5:00 p.m.
Monday – Friday



Child Care Facility Plan Review Application

Name of Facility _____ Phone # _____

Physical Address of Facility _____ City _____ Zip _____

Owner of Facility _____ Phone # _____

Owner Address _____ City _____ State _____ Zip _____

Applicant/Contact Person _____ Title _____

Email Address _____ Phone # _____

Relation to owner (**mark one**): Architect() Owner() Employee() Contractor() Other() _____

FACILITY INFORMATION TO BE COMPLETED BY APPLICANT

Construction type: () New () Remodel Existing Structure. **YEAR BUILT:** _____

Day Care licensing: () New () Currently licensed

Sewage Disposal: () Municipal () Septic Tank () Other _____

Water Supply: () Municipal () Well () Public Water Supply (PSW Number _____)

Meals provided: () Breakfast () Lunch () Dinner (**check all that apply**)

Meal preparation: () Onsite () Offsite/Specify location _____

Utensil use: () Single-service () Multi-use

Proposed operating days and hours: _____

Number of children presently or requesting licensing for: _____

Age of children to be served (**check all that apply**): () 0-1 years () 2-3 years () 4-5 years () 6+ years

Applicant NAME:(print) _____ Signature _____ Date _____

1.0 Main Food Service

- 1.1 Who will supply meals, drinks, and/or snacks for the center? How will food be transported?

- 1.2 Is a kitchen located on-site? If yes, what activities will occur in the kitchen (*cooking, refrigeration, etc.*)?

- 1.3 Where will children eat their meals? (*family-style in classrooms, dining area, etc.*)?

- 1.4 Will disposable dishes/silverware be used, or will there be provisions for dishwashing?

- 1.5 Does plumbing for the food preparation sink and dishwashing equipment have an air gap or indirect drain?

- 1.6 How many certified food handlers are on-site?

2.0 Infant Food Service (if applicable)

- 2.1 Where will bottles be stored, prepared, served, and cleaned?

- 2.2 Is there a refrigerator for bottle storage?

- 2.3 What method will be used to warm bottles?

- 2.4 Are there sinks available in the infant room? If yes, how many and how will they be used (*hand/dish washing, bottle preparation, etc.*)?

3.0 Diapering (if applicable)

3.1 Do the infant and toddler rooms have diapering stations?

3.1.1 Does each diapering station have a handwashing sink?

3.1.2 Is the diaper changing handwashing sink use for other activities?

3.2 Where will sanitizing solution be kept?

3.3 Where will diaper creams, gloves, powders, etc. be stored?

4.0 Beds, Cribs, Cots, Mats and Linens

4.1 How far apart will cribs/mats/cots be spaced while in use?

4.2 Where will cots and/or mats be stored?

4.3 Where will sheets/linens for cribs, cots, & mats be stored?

4.4 How often will cots/mats/cots be cleaned? How often will sheets be laundered?

5.0 Cleaning/Sanitizing

5.1 What type of sanitizers will be used to sanitize toys, diaper and food areas, furniture, etc.? How often will these surfaces be washed and sanitized?

5.1.1 Do you have appropriate test strips for the sanitizer?

5.2 Does all furniture in the infant and toddler rooms have a smooth, washable finish?

6.0 Plumbing

6.1 Does each toilet have a hand washing sink?

6.2 Is warm and cold running water provided at all sinks?

6.3 Where is the mop sink/utility sink for dumping mop water, etc.

7.0 General Safety

7.1 Do any of the classrooms or indoor areas have openable windows?

7.1.1 If yes, are the windows equipped with screens?

7.2 Do all light fixtures have shatterproof or shielded bulbs?

7.3 If the facility was constructed before 1978, has it been tested for lead-based paint?

7.4 When were the drinking water sources last tested for lead?

8.0 Locked Items

8.1 Please indicate **where** the following type of locked items will be stored and **what type** of lock:

What	Where	Type of Lock
Medicines, refrigerated and non- refrigerated		
Cleaning supplies and all types of chemicals		
Personal belongings (purses, keys, employee items)		
Aerosols and all other toxic products		

9.0 Child Health

9.1 Where are the first aid supplies located (*on-site kits & traveling kits*)?

9.2 List items that will be maintained in each kit: (*OAR 414-305-1020(4) or OAR 414-310-0560(4)*)

9.3 Where is the ill child isolation area located?

9.3.1 Does the ill isolation area have a mat/cot?

9.3.2 How will items previously used by ill children be handled?

10.0 Finishes

10.1 Describe the finishing/construction material in each of the following areas (all must be washable):

Area	Construction/Finish
Diaper changing counter	
Food service counter in infant rooms	
Floors around diapering counters in infant and toddler rooms	
Floors around food service counters in infant and toddler rooms	
Backsplash around diapering counters in infant and toddler rooms	
Backsplash around food service counters in infant and toddler rooms	
Cabinetry in classroom	
Kitchen floors and base	
Kitchen walls	
Kitchen ceiling	
Restroom floors	

11.0 Outside premises

11.1 Describe the playground area (size, type of play equipment, type of fence, activities, etc.)

11.1.1 Is a sandbox located outside?

11.1.2 If yes, is a cover provided?

11.1.3 If the play area is outdoors, is it enclosed by a barrier (fence, wall, building, etc)?

11.1.4 Was lead paint used on swing sets or other playground equipment?

11.2 Describe material used under play structures.

11.3 Are there any potentially hazardous conditions present around the play area (old/damaged equipment, highways, pest, septic drain fields, etc)?

11.4 Located on-site: (check all that apply):

Swimming pool? License No: _____

Wading pool? License No: _____

13.0 Written Procedures

13.1 Where are the required written procedures for the facility maintained?

13.2 Provide the following procedures, if applicable, for our review and approval:

Certified Child Care (414-305)	Certified School-aged Child Care (414-310)
<ul style="list-style-type: none"> • Storage/handling of food (0200(2)(l)) • Alternative handwashing sink (0830(4)) • Diaper changing and disposal (0200(2)(e) & 0650) • Care of bed linen (0200(2)(e)) • Storing and handling of bottles and pacifiers (0200(2)(e)) • Feeding infants (0610(1)(a)) • Family style eating plan (1110(8)) • Care of ill children and exclusion criteria (0200(2)(e) & 1020(1)) • Protocols for allergies (1010(5)) • Emergency response plans (0210) 	<ul style="list-style-type: none"> • Alternative handwashing station (0470(4)) • Storing/handling of food (0170(2)(k)) • Family style meals (0600(6)) • On/off-site swimming (0680(6)) • Emergency response plans (0180) • Protocols for allergies (0550(5)) • Handling injuries (0560(1)) • Care of ill children (0170(2)(e)) • Animal/Pet Care (0690(7))