



Marion County

OREGON

Health & Human Services

Marion County Environmental Health
3180 Center Street, Suite #1101, Salem, OR 97301-4592
(503) 588 - 5346
Fax: (503) 566 - 2986
Hours: 8:30 a.m. – 5:00 p.m. daily

**Plan Review Application for Marion County Child Care Facilities
Review for Compliance with OAR 414-300-0010(8)
(Rules for the Certification of Child Care Centers)**

The *Rules for the Certification of Child Care Centers* 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.

Submit Plans, with application fee of _____ to:

Marion County Environmental Health
3180 Center Street NE, Suite #1101
Salem, OR 97301-4592

If you have any questions, contact: 503-588-5346



Plan Review Application for Marion County Child Care Facilities

SUBMIT THIS APPLICATION WITH PLANS and fee (see fee schedule)

TO:

Environmental Health, 3180 Center St. NE, Suite #1101, Salem, OR 97301-4592

Name of Facility _____ Phone # _____

Physical Address of Facility _____ City _____ Zip _____

Owner of Facility _____ Phone # _____

Owner Address _____ City _____ State _____ Zip _____

Applicant/Contact Person _____ Phone # _____

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

Contact Person Address _____ City _____ State _____ Zip _____

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 No.) _____

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

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

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

In order to complete an Environmental Health plan review, the following must be submitted.

1. Architectural-quality plans, scale ¼ - 1", 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 rooms, sick, kitchen, dining, bathrooms, storage (food and non-food), laundry, diaper changing, infant-toddler food service, etc. Identify planned use of each room. All food service equipment placement and type.
- . Storage facilities including shelving type, cubbies/coat racks, hazardous materials.
- . All water supply and plumbing fixtures (handwashing sinks, toilets, mop sinks, indirect drains, etc.)
- . Solid waste disposal and cleaning facilities.

2. Other information as may be requested.

BOTH APPLICANT AND DAY CARE OWNER/DIRECTOR MUST SIGN APPLICATION.

Applicant NAME & TITLE:(print) _____ Signature _____

Day Care Owner/Director NAME:(print) _____ Signature _____

Date _____



1.0 Main Food Service

- 1.1 Kitchen or catered meals?

- 1.2 Where will children eat meals? (Family style in classrooms, dining area, etc.)

- 1.3 Will dishes, trays, silverware, etc. be reused or disposable?

- 1.4 What provisions do you have for dish washing?

2.0 Infant Food Service (if applicable)

- 2.1 Will bottles be stored, prepared, warmed, served, etc. in the infant room or out of the kitchen?

- 2.2 Does the infant room have countertop space for warming bottles?

- 2.3 What method will be used to warm bottles?

- 2.4 Is there a refrigerator for bottle storage?

- 2.5 In the infant room, is there a separate sink used exclusively for bottle/ preparation?

- 2.6 In the infant room, is there a separate sink used for handwashing?



3.0 Diapering

3.1 Do the infant and toddler rooms have diapering stations?

3.1.1 Does each diapering station have a handwashing sink?

3.2 Where will sanitizing solution be kept?

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

3.5 Is there a separate handwashing sink used exclusively for diaper changing handwashing?

4.0 Cubbies and Storage

4.1 How and where will cubbies be arranged?

4.2 Are coat hooks spaced adequately? (Be sure the double hook is not used for two coats).

5.0 Beds, Cribs, Cots, Mats and Linens

5.1 Will cribs have the capacity of being spaced at least 24 inches apart while in use?

5.2 Where will cots and/or mats be stored?

5.3 Where will crib, cot, & mat sheets be stored?

5.4 Where is the designated sick area with cot/mat?



6.0 Cleaning/Sanitizing

6.1 Is all furniture in the infant and toddler rooms a smooth, washable finish?

6.2 How will toys in infant and toddler rooms be washed and sanitized?
Please explain what types of sanitizer will be used to sanitize toys, diaper and food areas, furniture, etc

6.2.1 Do you have appropriate test strips for the type of sanitizer you are using?

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

7.0 Handwashing Sinks

7.1 Does each toilet room have a hand wash sink?

7.2 Is hot and cold running water provided?

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, both refrigerated and non-refrigerated		
Cleaning supplies and all types of chemicals		
Personal belongings (purses, keys, employee items)		
Aerosols and all other toxic products		
Janitor's closet		



8.2 Where will first aid supplies be located? Kits on-site & for traveling?

8.2.1 List items that will be maintained in each kit: (0220(2)(b)(A)) p. 32

9.0 Plumbing

9.1 Does plumbing from food preparation sink and 3-compartment dishwashing sink (or commercial grade dishwasher) have an air gap?

10.0 Lighting

10.1 Do all light fixtures have shatterproof or shielded bulbs?

11.0 Finishes

11.1 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	



12.0 Outside premises

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

12.1.1 Is a sandbox located outside?

12.1.2 If yes, is a cover provided?

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

12.2 Describe material used under play structures.

12.3 Is the HVAC, mechanical equipment, etc. locked behind a fence? Explain.

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

Swimming pool? License No: _____

Wading pool? License No: _____



Licensed Child Care Plan Submittal Checklist

Note: Plans which are submitted for the construction of licensed child care facilities require plan review to assure compliance with the Oregon *Rules for the Certification of Child Care Centers*, which is necessary to assure licensure of the facility once construction is approved. To be accepted for review, the following must be submitted:

- Architectural plans
- Plan Review Application for Marion County Child Care Facilities
- Policies for Health Department approval (as applicable for your operation):
 - Children not admitted with a child daycare restrictable disease (0220(1)(a)(A))
 - Storage/handling of food (414-300-0030(10)(a))
 - Diaper changing and disposal (414-300-0030(10)(b))
 - Bathing infants (414-300-0030(10)(c))
 - Care of bed and linen (414-300-0030(10)(d))
 - Handwashing procedure (414-300-0030(10)(e))
 - Serving formula (414-300-0030(10)(f))
 - Storage and handling of bottles (414-300-0030(10)(f))
 - Feeding infants (414-300-0030(10)(f))
 - Family style eating plan (414-300-0280(7)(a-e))
 - Mats, cots and bed linens properly stored (414-300-0210(7))
 - Pacifier appropriately sanitized (414-300-0180(5)(b))
- Application fee