Broomfield Health & Human Services Department
Public Health & Environment Division
6 Garden Center
Broomfield, CO 80020
720-887-2200

Dear Applicant:

The Public Health & Environment Division of Broomfield Health and Human Services Department is concerned about the time and expense involved in building or remodeling a **Childcare Facility**. To make the review procedure as quick and as easy as possible, please observe the following procedures:

1. Complete and sign the enclosed plan review application and requirements form, including the finish schedule and equipment installation list. **Notations as "see plans" will not be accepted**. **Failure to provide the required information will delay the plan review process.** If plans are significantly altered after approval, additional information may be requested for submittal.

2. Plan review packets and applications must be submitted to the Public Health & Environment Division, BHHS at 6 Garden Center, Broomfield, CO 80020.

3. A total of $355.00 is **required** upon submittal of plans for Public Health & Environment Division review. This includes an application fee of $75.00 and a plan review fee of $280.00. Plan review activities are charged at an hourly rate of $45.00. Any balance left of the fees collected will be refunded by mail after the opening inspection.

4. **Note:** Make checks payable to the City and County of Broomfield.

5. Once a completed Plan Review packet is received by the Public Health & Environment Division, written notification will be sent within 14 working days of the status of your plans, i.e. approved, disapproved or that additional information is required.

6. Two inspections are required prior to opening, a construction inspection and an opening inspection. **Contact the Public Health & Environment Division, 720-887-2220, at least seven (7) working days in advance to schedule each inspection. All construction and cleaning must be completed before calling for an opening inspection.**

7. Final approval from BHHS is necessary before you open for business, including any advance food preparations.

If you have any questions, please contact our office at 720-887-2220.

Requirements for Submitting a Plan Review

1. Complete a floor plan drawn to scale including the locations of:

    - All restrooms and fixtures
    - Kitchen and kitchen equipment
    - Mop sink/Utility room
    - Water heaters
    - Diaper changing areas and equipment
    - All hand sinks
    - Isolation room
    - Interior finish schedule of floors, walls and ceilings
    - Laundry facilities
    - Wells
    - Septic systems
    - Location of drinking fountains

2. Provide water demand calculations for both 110°F and 140°F water. *** Children's hand sinks must not exceed 110° but should be a minimum of 90°F. *** Water delivered to the kitchen fixtures and equipment, clothes washer, and mop sink must be at least 140°F.

3. Provide specifications sheets on mixing valves, if installed.

4. Clothes washer specifications, including the gallons of water used per cycle.

5. Dishwasher specifications, including the gallons of water used per cycle or per hour.

6. A simple plumbing diagram detailing the 110°F and 140° F water piping.

7. Plans for swimming or wading pools must be submitted and reviewed separately. Submit to the BHHS Public Health & Environment Division prior to construction for a separate plan review.

8. BHHS Public Health & Environment Division must approve plans before building permits can be issued and before you open for business.

9. Menu

	BROOMFIELD HEALTH & HUMAN SERVICES **PUBLIC HEALTH & ENVIRONMENT DIVISION** **Environmental Health Program**	**6 Garden Center** **Broomfield, CO 80020** **720-887-2220** **720-887-2229 (Fax)**

CHILD CARE PLAN REVIEW FORM

Child Care facilities must meet the requirements of the *Rules and Regulations Governing the Sanitation of Child Care Centers in the State of Colorado,* Colorado Department of Public Health and Environment, effective March 30, 1994, and *Colorado Retail Food Establishment Rules and Regulations* effective January 1, 1999.

NAME OF ESTABLISHMENT _____

ADDRESS _____

PHONE NUMBER _____ FAX NUMBER _____

PROJECTED DATE OF OPENING _____

NAME OF OWNER _____

ADDRESS _____

PHONE NUMBER _____ FAX NUMBER _____

ARCHITECT OR CONTRACTOR _____

ADDRESS _____

CONTACT PERSON _____

PHONE NUMBER _____ FAX NUMBER _____

NUMBER OF ENROLLEES

Infants _____

Non-potty trained toddlers _____

Preschool aged children _____

School aged children _____

Total Children _____

Total Staff _____

Plan Review/Application Fee Paid:

Date _____ Cash/Check #: _____ Receipt # _____

FLOORS

- Restroom and kitchen/food preparation areas must be smooth, impervious and easily cleanable.
- Floor coverings in front of hand sinks and drinking fountains which are mounted on cabinets in classrooms must be smooth, non-absorbent and easily cleanable (for a distance of three feet from the base of the cabinet, i.e. vinyl flooring)
- Floor coverings under wall-mounted hand sinks and drinking fountains must be smooth, non-absorbent and easily cleanable for a distance of three feet from the front edge of the sink, measured perpendicularly. **Carpeting under dining tables and under water tables is not permitted.**
- Floor wall junctures shall be tightly coved with approved concave coving.
- Describe floor materials used:

  _____
  _____
  _____
  _____

WALLS

Walls must be smooth, non-absorbent and easily cleanable. Installation of fiberglass-reinforced plastic (FRP paneling) is *strongly* recommended in dishwashing areas and in toilet rooms.

- Food Preparation Areas – Describe materials used:

  _____
  _____

- Dishwashing Areas - Describe materials used:

  _____
  _____

- Toilet Rooms - Describe materials used:

  _____
  _____

CEILINGS

Ceilings shall be constructed of easily cleanable, non-absorbent materials.

- Food Preparation and Dishwashing Areas- Describe materials used:
  _____

  _____

- Toilet Rooms - 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, screening of operable windows and/or other effective means.

- Windows that Open: Screened _____ Self-closing _____
- Outside Doors: Screened _____ Self-closing _____
- Non-operable windows: _____

TOILET AND HAND WASHING FACILITIES

Facilities must be accessible without passing through the food preparation area during all hours of operation.

- Number of toilets _____
- Number of toilets for tots _____
- Number of hand sinks _____
- Child care centers (1 hand sink per 15 children) _____
- Permanently-installed diaper changing stations _____
  A hand sink must be included immediately adjacent to the changing table and a separate sink for all food preparation activities.
- School age centers (1 hand sink per 30 children) _____

LAUNDRY

Washer Requirements:

Water for the laundry shall be maintained above 140°F unless an approved disinfectant is applied in every rinse cycle.

OR

Dryer Requirements:

The dryer uses heat above 140° F as specified by the manufacturer. (Please provide specifications.)

Procedures for laundry:

_____
_____
_____
_____
_____
_____
_____

DRINKING FOUNTAINS

Drinking fountains shall not be installed on sinks used for hand washing, art or science.

Drinking fountain installed: Yes No

If no, how is drinking water supplied to the children _____

SWIMMING POOL

Swimming pools must meet the requirements of the State of Colorado Swimming Pool and Mineral Bath Regulations. A separate plan review must be submitted to the Public Health & Environment Division for review and approval before construction begins. Please contact Tanja Cowan at 720-887-2237 or Elizabeth Cookson at 720-887-2232.

Swimming pool provided: Yes No

Plan Review submitted: Yes No

Date plan submitted: _____

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 (set to deliver 110°F water) just for children's hand sinks is *highly energy efficient for economical long-term operation.*

	110°F	140°F
1. Volume needed for a three-compartment sink. Measure individual sink compartments in inches. Length ( ) X Width ( ) X Depth ( ) X 0.5 X 3 231*	Must be 140°F for all Dishwashing activities. N/A	_____ gph
2. Volume needed for a two-compartment sink. Measure individual sink compartments in inches. Length ( ) X Width ( ) X Depth ( ) X 0.5 X 2 231* *231 is the number of cubic inches per gallon; 0.5 allows the compartments to be used half full.	Must be 140°F in the Kitchen. _____ gph	_____ gph
3. Volume needed for a bathing compartment (shower or bathtub). Must not exceed 110°F.	_____ gph	_____ gph
4. Adult Hand Sinks _____ X 3.5 gph May be plumbed to 110°F or 140°F.	_____ gph	_____ gph
5. Kitchen Hand Sinks _____ X 3.5 gph May be plumbed to 110°F or 140°F.	_____ gph	_____ gph
6. Children's Hand Sinks _____ X 3.5 gph Must not exceed 110°F.	_____ gph	_____ gph
7. Dish Machine Requirements (commercial or domestic)* * Brand _____ Model Number _____ **See page 10 for requirement information.	N/A	_____ gph
8. Mopsink (required) _____ X 5 gph	Must be 140°F	_____ gph
9. Clothes Washer (9-12 pound)*** _____ X 45 gph	_____ gph	
10. Clothes Washer (16 pound)*** _____ X 60 gph ***See page 6 for requirement information.	_____ gph	
		_____ gph
		_____ gph
		_____ gph

TOTAL DEMAND _____ gph _____ gph

WATER HEATER INFORMATION

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

Domestic Water Heaters*

Brand _____ Model Numbers _____

Brand _____ Model Numbers _____

Brand _____ Model Numbers _____

Recovery Rate for 110°F water heater at 70°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*

Brand _____ Model Numbers _____

Brand _____ Model Numbers _____

Brand _____ Model Numbers _____

Recovery Rate for 110°F water heater at 70°00 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 VALVES:

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.

Mixing Valve Installed: Yes No

FOOD SERVICE

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

Breakfast	Lunch	Snacks
EX: Waffle, milk, orange	Chicken, carrots, milk	Veggie sticks, juice

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

- Measures that will be taken to keep foods hot and cold
- How foods will be served
- Hand washing
- Sanitizing of equipment and utensils
- Beverage preparation
- Name and location of outside source
- Food prep sink

DISHMACHINE REQUIREMENTS

Commercial:

Must be plumbed to a commercial water heater
Must reach 180° F in the final rinse cycle for a heat sanitizing machine.

OR

Must maintain 50 **-** 200 ppm chlorine in the final rinse cycle for a chemical sanitizing machine.

Domestic:

Water temperature must reach a minimum of 150°F if machine is equipped with a heat sanitizing cycle

OR

Water temperature must reach a minimum of 155°F if machine is not equipped with a heat sanitizing cycle.

Dish machine specifications (please include a specification sheet):

_____

_____

_____

GREASE INTERCEPTOR

The Broomfield sewage treatment district may require the installation of an in-line interceptor to collect grease from dishwashing operations. To avoid unexpected, and often substantial costs, it is *strongly* recommended that an interceptor be installed during your initial construction. Some districts REQUIRE an interceptor or anticipate such a requirement in the near future.

Interceptor Installed: Yes No

If NO, please provide the Name and Phone Number of the Sewer Treatment person you contacted to determine their requirements.