



Pamlico County Health Department

Environmental Health Section

202 Main Street

PO Box 306

Bayboro, NC 28515

Tel: (252) 745-5634 Fax: (252) 745-3096



Child Care Center Plan Review Application

Proposed Name of Establishment: _____

Address: _____ Phone: _____

Owner's Name: _____ Phone: _____

Mailing Address: _____

Contact Name: _____ Phone: _____

Type of Food Service: _____ Meals Prepared on Site _____ Formula Prepared on Site
_____ Meals Catered In _____ Bagged Lunches/Prepared Bottles

Days/Hours of Operation: _____

Number of Children: _____ Number of Employees per shift: _____

_____ Single Use Utensils (paper products) or _____ Multi Use Utensils (dishes)

Is this a chain or franchise? Yes No

(if yes, submit plans to Roger Fortman, DEH, 1630 Mail Service Center, Raleigh NC 27699-1630)

Building Information: _____ New _____ Existing (what year was it built? _____) _____ Addition

Proposed Construction/Remodel Date _____ Proposed Opening Date _____

Water Supply: _____ City/Municipal _____ Septic System _____ Other (Explain) _____

Please submit this application with the following items to Environmental Health, Pamlico County Health Department, PO Box 306, Bayboro, NC 28515. Call (252) 745-5634 for more information.

1. Proposed Menu
2. Site plans & equipment layout (drawn to scale, recommend ¼"=1')
3. Equipment specifications (make, model, spec sheets)
4. Plumbing and Lighting Layouts
5. Well &/or septic system information, if applicable.

I (we) understand that written approval of plans must be obtained prior to construction.

Signature _____

Date _____

*****Please contact all other applicable agencies and organizations as required by law.**

Child Care Center Plan Review (continued)

Supplemental Information for (Establishment Name): _____

Prepared By: _____

Date: _____

Food Handling & Storage

Will the child care center: Wash Shellfish Wash Vegetables
 Slice Deli Meat Wash Raw Chicken

Store raw meat/seafood/poultry in the same refrigerators & freezers with cooked and ready to eat food? **Yes* No**

*If yes, explain how cross contamination will be prevented? _____

Frozen food will be thawed: In Refrigerator Under cold, running water
 In Microwave

Comments: _____

Hot foods will be cooled: In an ice bath In small portions
 In shallow pans (4" deep or less) in the walk-in

Comments: _____

How will food be served? Family Style Other
 Individual Meals

If other, please explain: _____

Personnel

Please explain the employee hand washing policy: _____

What type of Hair restraints will be used? _____

Will disposable gloves/tissue paper/utensils be used to avoid direct hand contact with food? **Yes No**
If no, explain: _____

Please explain the restriction policy for food workers who are sick or have cuts & lesions:

Cleaning & Sanitizing

How will cooking equipment, cutting boards, counter tops and other food contact surfaces that do not fit in sinks or dish machines be cleaned and sanitized?

What chemical sanitizer will be used? _____ Strength? _____
How will the concentration of the chemical sanitizer be tested? _____

If there is an existing hot water heater, what is the capacity? _____ Gallons
Total _____ BTU (gas) or
Total _____ Watts (electric)

Ice Handling

Ice supply: Bags _____ Ice Machine _____ Other _____

Storage

Give storage locations for all that apply:

- Food storage _____
- Utensils/dishes _____
- Paper products _____
- Chemicals/cleaners _____
- Employees' personal items _____
- Other _____

Refuse Disposal

The establishment will have the following: Dumpster _____ Trash Cans with Lids _____
Grease Bins _____ Other _____

*A trash can wash facility with hot & cold water shall be provided for washing trashcans and dumping mop water.

Pest Control

What precautions will be taken to prevent vermin infestation and to exclude animals from the childcare facility?

Finishing Materials

Proposed Materials for:	Floors	Walls	Ceilings
Kitchen	_____	_____	_____
Food Storage	_____	_____	_____
Other Storage	_____	_____	_____
Restrooms	_____	_____	_____
Class Rooms	_____	_____	_____
Sick Child Area	_____	_____	_____