

# Child Care Centre Blueprint/Plan Checklist

## Instructions:

The following checklist is for your information to assist in preparing the child care center's blueprints/plans for submission to the Health Department for review.

### Note: For alterations/renovations to an existing facility:

- Highlight the areas of the plans that have been modified from the original.
- Provide plans relating to all areas being altered/expanded/renovated.

## Main Kitchen

Note: See the Ontario Food Premises Regulation, O Reg. 562/90 for complete requirements

### Show and label the following:

- Cooking, hot-holding, cold-holding and ventilation equipment (e.g. stoves, ovens, microwaves, refrigerators, chest freezers, exhaust hoods/fans etc.).
- Food storage areas (e.g. cupboards, shelves, pantries, etc.).

**Note: All food must be stored a minimum of 15 cm (6 in.) above the floor.**

- Chemical storage areas.

Note: Chemical products (e.g. cleaners, detergents, disinfectants etc.) must be stored separate from food and inaccessible by children.

- Indicate surface finishes for all ceilings, walls, flooring, counter-tops, shelves, etc. (e.g. stainless steel, ceramic tile, painted drywall, etc.).
- Location and type of dishwashing facilities. (e.g. 2-compartment sink, 3-compartment sink, commercial dishwasher, etc.).

**Note: Full service child care centers that use multi-service dishes and utensils, will require either a 3-compartment sink or a mechanical dishwasher capable of meeting specific times and temperatures as specified in the Food Premises Regulation for dishwashing purposes. Therefore a domestic dishwasher is not recommended.**

Child Care centers that use only single-service utensils and dishes for food (e.g. plastic knives, forks and spoons, paper plates, cups, etc.), which are disposed after each use may provide a 2-compartment sink for dishwashing purposes.

- For the provision of a mechanical dishwasher, indicate specifications relating to the manufacturer, temperature of wash and rinse cycles, type of detergent and sanitizer (if applicable) used, and if these chemicals will be automatically dispensed to the unit.
- Designated handwash sink in the food preparation area.

**Note: A handwash sink, physically separated from any other sinks, must be provided in addition to any dishwashing sinks. The handwash sink is to be used only for handwashing and is to be continuously provided with hot and cold running water, liquid soap and single-use towels in dispensers.**

## Infant Food Preparation Areas (if separate from main kitchen)

### Show and label the following:

- Infant food/formula preparation area (e.g. refrigerator, freezer, counter-tops, etc.).  
Note: Ensure that any counters, shelves, etc., used for infant food/formula preparation or storage must be separate from diapering table and/or surrounding diaper counter surfaces.
- Designated handwash sink.  
**Note: A separate designated handwash sink (for infant food/formula preparation), separate from the designated diapering handwash sink and any utility sinks, must be provided and not shared. Dishwashing shall not occur within classrooms, unless designated as such.**

## Diapering Area

### Show and label the following:

- Diapering areas. A separate diapering table is generally required in each area/room where there may be any diapering of children.  
**Note: Located separately from food preparation, food storage and eating areas, diapering areas should not be used for any other purpose and children should only be diapered in/on designated diaper changing area/surface.**
- Indicate surface finishes for the diapering table, mat, safety straps and surrounding walls and flooring.  
**Note: Smooth, non-absorbent, easily cleanable materials in good repair are required for the diapering table, mat, safety straps and surrounding walls and flooring. Carpeting is not acceptable for diapering areas. Quilted stitching and/or buttons or breaks in material are not appropriate for diapering mats.**
- Designated diapering handwash sinks.  
Note: Required adjacent or within the designated diapering area and easily accessible, unobstructed and only used for handwashing purposes.
- Storage of diapering accessories (e.g. diapers, wipes, creams/ointments, chemical sanitizers etc.).  
**Note: All diapering items are to be maintained out of children's reach.**

## Washrooms

### Show and label the following:

- Washrooms and fixtures.  
Indicate surface materials for ceilings, walls, floors, counter tops, shelves etc., in washrooms.  
If tooth brushing is to be practiced, show locations of toothbrush storage areas.

**Note: Toothbrushes and toothpaste are to be stored out of reach of children and away from toilets, hand sinks and chemicals to avoid accidental contamination.**

- Storage areas for cleaners, detergents, disinfectants, etc.

**Note: Chemicals must be inaccessible to children.**

- Storage areas for potty chairs/seats.

## **Sleeping Areas**

**Show and label the following:**

- Sleeping areas.
- Indicate if cots or cribs will be used.
- Storage locations of cots when not in use.
- Storage areas for extra and clean bed linens.

## **General**

**Show and label the following:**

- Storage of children's personal belongings (e.g. cubbies, hooks, etc.).
- Play areas/rooms.
- Office space and staff rooms.
- Any additional hand sinks (e.g. art sinks, mop sinks, etc.).
- Laundering facilities and equipment if available (e.g. washers/dryers, laundry sink).
- Storage areas for clean and dirty laundry.
- Additional storage cupboards, counter surfaces, tables, etc., in playrooms.
- Storage areas for unused toys.
- Garbage storage areas between pick-ups.
- Upper floor window designed to prevent falls (recommended maximum 4" opening).