

Coos Health & Wellness

Together, Inspiring Healthier Communities



Fee Received _____

Date of Receipt _____

CHILD CARE CENTER FOOD SERVICE PLAN REVIEW

Plan approval is required from Coos Health & Wellness for a child care center providing any type of on-site food service. Be advised to get written approval from CHW of the floor plan before starting construction or remodeling. There is a fee for plan review. Call 541-266-6720 to find the current fee. On-line payment is an option.

Our goal is to respond to the proposed plan within 10 days of receipt. Submit the floor plan for review to **Coos Health & Wellness @ 281 LaClair St, Coos Bay, OR 97420.**

Name of Center Requesting Review: _____

Physical address of center: _____

Mailing address (if different than above) _____

If questions arise in the review, who is the primary person the CHW inspector should contact?

Best Phone number between 8 am to 5 pm: _____

Alternative means of contact: _____

The elements in the following table come from the child care center rule. Make sure to incorporate into your plan the elements that are applicable to your child care center. A narrative response for some questions, in conjunction with the floor plan, may speed up the plan review process.

Coos Health & Wellness, Environmental Health

281 LaClair St., Coos Bay, OR 97420
541-266-6720 eh@chw.coos.or.us

Child Care Center Kitchen Check-Offs	
1. FYI	(13) The center shall be approved by a sanitarian [CHW requires approval of a written plan review for any type of food service and after the facility is constructed/put-in-order approval by inspection.]
2. Submit a floor plan showing the elements listed and answer any question in written form that are not easily illustrated on the floor plan.	(8) A floor plan shall be submitted with the initial application and/or when a facility is being constructed or remodeled. The floor plan shall show dimensions of all rooms to be used (length and width), the planned use of each room, the placement and number of toilets, hand washing sinks, and diaper changing tables, and the location of the fixtures and plumbing in the kitchen. Similar plans shall be submitted to the sanitarian [including typical menu items for meals and snacks].
3. Identify the name of the public water system providing a water connection: Approval from state Drinking Water Services is required where there is no connection to a public water supply.	(1) Water Supply: (a) The center's water supply shall be continuous in quantity and from a water supply system approved by the Health Division. (b) There shall be safe drinking water available to children that is supplied in a sanitary manner. Drinking water shall not be obtained from bathroom sinks or diaper changing sinks.
4. What entity will provide your pick up of solid waste If you do not contract for solid wastes collection and disposal describe your plan for disposal.	(7) Waste Disposal: (a) All sewage and liquid wastes shall be collected, treated, and disposed of in compliance with the requirements of the Department of Environmental Quality. (c) All garbage shall be kept in watertight, non-absorbent, and easily washable containers with close-fitting lids. (d) Diaper disposal containers shall be approved by the sanitarian. (f) All rubbish and garbage storage shall be inaccessible to children. (E) Soiled bed linen and clothing shall not be stored in food preparation or food storage areas, and shall be inaccessible to children;
5. Initial each element, to indicate you have read each and plan to meet compliance.	(2) Hand Washing Sinks: (a) Staff and children shall wash their hands with soap and warm running water after using the toilet or wiping the nose, and before and after eating. (b) Staff shall wash their hands with soap and warm running water before and after changing a diaper, before and after feeding a child, handling food, and after assisting a child with toileting or wiping the nose. (a) There shall be at least one hand washing sink with mixing faucets for every two toilets. (b) A sink used for hand washing, bathing, or diaper changing shall not be used in any way for preparation of food or drinks, or for dish washing. (c) Hot and cold running water, as well as soap and paper towels dispensed in a sanitary manner, shall be provided at each hand washing sink. (d) Self-closing metered faucets must provide water for at least 15 seconds.

6. Explain how access to drinking water is readily provided to children.	(e) Drinking fountains shall not be installed at sinks. If installed at sinks, the fountains shall not be used as a source of drinking water.
7. Illustrate dishwashing facilities on the floor plan or if contracted elsewhere describe the plan.	414-300-0200 Kitchens (1) Kitchens shall have facilities for dish washing, storage, and preparation of food. The kitchen shall be separate from any child caring areas.
8. Indicate on the floor plan where any item underlined is likely to take place and describe the floor and wall surfaces in the vicinity.	(3) The walls, floors, and floor coverings of all rooms in which food or drink is <u>prepared</u> or <u>stored</u> , or utensils are <u>washed</u> or <u>stored</u> , shall be smooth, washable, and easily cleanable.
9. In the floor plan, show counters and table tops where food is likely to touch and describe the food contact surface, like stainless steel, formica, etc.	(4) Kitchen equipment shall be surfaced as (a) Easily cleanable; (b) Durable; (c) Non-toxic (d) Non-absorbent;. (5) All equipment used for food preparation shall be installed and maintained in a manner providing ease of cleaning beneath, between, and behind each unit.
10. See #7 above and illustrate on the floor plan where applicable.	(6) A center shall have: (a) Mechanical dishwasher that meets the requirements of the Health Division; or (b) Compartmentalized sink that meets the requirements in the Health Division's rule; (c) Centers with a maximum capacity of 19 children may use a light commercial dishwasher approved by the National Sanitation Foundation.
11. Illustrate on floor plan.	(7) There shall be separate sinks in the kitchen designated by the sanitarian for hand washing, for food preparation activities, and for dishwashing activities: (a) The sink designated for hand washing shall be equipped with soap and paper towels dispensed in a sanitary manner and posted with a hand washing sign; (b) In centers in which there is not a sink provided for food preparation, a sink used for dishwashing may be used as long as dishwashing activities do not interfere with sanitary food preparation, and the sink is sanitized before being used for food preparation [Operator be warned, the highlighted portion above may be inconsistent with the state plumbing code. DO NOT ASSUME THIS IS OK.]; (c) Sinks in the kitchen shall be used exclusively for food service activities;

12. FYI	(8) Children shall not be allowed in the kitchen except for a supervised learning activity.
13. FYI	(3) Medications requiring refrigeration shall be kept in the refrigerator in a separate tightly-covered container, with a child-proof lock or latch, clearly marked "medication".
14. FYI	(a) The cleaning of [pet] cages shall not be done in areas used for food preparation, storage or serving.
15. FYI	(d) Animal food supplies shall be kept out of the reach of children and stored separately from food supplies and equipment.
16. For food, illustrate both cold storage and dry storage on floor plan.	(3) Storage: (a) A center shall have at least one refrigerator, in good operating condition, that is adequate to store all potentially hazardous foods. (A) A spirit stem (alcohol filled - usually red) thermometer in working condition shall be affixed to the door, or the front edge of the top shelf, or each refrigerator. (B) Refrigerators equipped with a temperature gauge visible from the exterior are acceptable. (B) Refrigerated storage space at 41°F or less shall be used to store lunches which contain potentially hazardous food that children bring from home.

The table above contains excerpts from the child care rule. In order to be approved submitted plans must meet the rule. The following list provides other ideas some of which are found in the restaurant rule and not necessarily in the child care rule. You might find some of these elements helpful to your plan.

1. Kitchen storage that allows goods being delivered to go into storage without compromising sanitary areas.
2. Ample dry storage dedicated to food. Ample cold storage. Ample counter space allowing segregation between prep for raw animal product away from other food and clean dishes.
3. [1] A hand wash sink located where it calls people entering the kitchen to use it. [2] A hand wash sink convenient to where dishes are washed. [3] A hand wash sink convenient to the bulk of food prep work. In many instances one hand wash sink strategically located can meet all 3 of these purposes.
4. For dishwashing either a [1] sink with three basins (large enough for immersion of your big pots/pans) or a [2] commercial dishwasher (large enough to contain your big pots/pans) plus [3] ample area on drain boards-racks-counters to allow washed dishes to air dry.
5. Delivery & staging of dirty dishes coming back to the kitchen for washing that does not compromise sanitary areas.
6. A food prep sink that drains into a floor sink or comparable air gap then to sewer.
7. A mop sink convenient to serve both the kitchen and other parts of the center.
8. Floor, walls and ceiling are non-porous, smooth, easy to clean and durable to use.
9. Cabinetry and shelves are of professional quality and smooth, easy to clean and nonabsorbent.
10. Counter tops safe for food to contact without crevices where soil can collect as well as being smooth, easy to clean and nonabsorbent.
11. Plastic shield for any bare glass light bulb(s)...