

# FORT WORTH ENVIRONMENTAL SERVICES DEPARTMENT

## Plan Review for Child Care Facilities

### I. PUBLIC HEALTH DEPARTMENT REQUIREMENTS

#### A. SUBMISSION OF PLANS

1. Two sets of properly prepared plans and specifications are required by the Development Services, Plans Examination Section, City Hall, 100 Fort Worth Trail, 817-392-2222. These plans will be used for review by Development Services.
2. One set of plans shall be submitted to the Consumer Health Division, 818 Missouri Ave, 1<sup>st</sup> Floor, 817-392-7255. **Plans examination by the Consumer Health Division is mandatory regardless whether the Development Services requires such review of plans and specifications.** Notations will be made on the set of plans and comments will be made on review forms and provided to the person whose plans are being reviewed.
3. A "Letter of Intent" shall be submitted to the Consumer Health Division at the same time plans and specifications are submitted to the Department of Development. The "Letter of Intent" shall include the following information:
  - a. The proposed hours and days of operation of the child care facility.
  - b. The proposed number of children and age groups to be served by the child care facility.
  - c. Identification or designation of the type of child care facility to be operated at the site according to the Texas Department of Protective and Regulatory Services.
  - d. Whether food preparation or service will be provided at the child care facility.
  - e. If food preparation or service is provided, a sample menu will be included with the "Letter of Intent".
  - f. If food preparation or service is not provided, a statement from the owner that no food preparation or service will take place at the facility and that the owner is aware that if food preparation or service is added in the future all applicable requirements will be satisfied prior to starting said service.
4. Prior to construction, alteration, remodeling, or conversion of an existing building or structure the owner shall make application for and obtain a building permit from Development Services as required by the City Building Code.

#### B. REQUIRED LICENSING

1. Facility shall meet and maintain the Fort Worth Consumer Health Division requirements as well as Minimum State Standards for a child care facility before a Fort Worth Child Care Facility Permit will be granted.
2. Facility shall obtain a current Certificate of Occupancy as a Child Care Facility from the Fort Worth Development Services(817-392-7820).
3. Facility shall be licensed by the Texas Department of Protective and Regulatory Services as a Child Care Facility.
4. Facility shall have a current Fort Worth Consumer Health permit before operation.

5. Starting January 1, 2014, the facility may not operate until **all permit fees have been paid** and the health permit has been issued. This includes all new construction and change of ownerships.

**C. TIME LIMITATIONS ON CONSTRUCTION AND REMODELING**

1. Remodeling or new construction shall begin and end in accordance with the time limits of the project's Building Permit.
2. City Departments that may be involved include: Development Services (Electrical, Mechanical, and Plumbing Inspection), Fire Department, and Code Compliance Department.
3. If the proposed remodeling or new construction is not initiated or completed and approved by the above departments before the project's Building Permit expires, the Consumer Health Division may require resubmitting plans and charge an additional plan review fee.

**CI. INSPECTION OF FACILITIES BY CONSUMER HEALTH**

1. Contact the plans examiner at 817-392-7255 to schedule a preliminary inspection at least seven days before construction is completed.
2. Contact the plans examiner at 817-392-7255 to schedule a final inspection before opening for business.

**CII. ALTERATION TO PLANS**

1. Contact the plans examiner at 817-392-7255 before any alterations are made to submitted and approved plans.
2. Consumer Health shall approve any alteration to the plans.

**CIII. WATER SUPPLY**

1. An adequate supply of water under pressure shall be provided which meets all applicable requirements of the TCEQ for drinking water systems. Whenever possible, the source of water supply shall be from the existing public water system.
2. Water available to children shall be supplied by means of:
  - a. Drinking fountains with guarded, angular stream from fountainhead with sufficient pressure for stream to reach above guard.
  - b. Drinking glasses that are only used once and washed.
  - c. Single service cups that are used once and discarded.

**Combination water fountain/faucets are prohibited. Only single purpose fixtures are permitted.**

3. The lead and copper levels of the water from each point where drinking water is obtained shall be tested and be below the maximum levels established by the Texas Safe Drinking Water Act.

**G. SEWAGE DISPOSAL**

1. Adequate and safe sewage disposal facilities with flush toilets shall be provided.
2. Whenever possible, the facility shall be connected to the public sewage facility.
  - a. Where public sewers are not available, properly designed septic tank systems or other approved methods shall be used.

- b. Septic tank or other sewage disposal systems shall not be installed in playground areas.
- c. Raw or treated waste shall not be discharged or allowed to accumulate on the grounds.

#### **H. BUILDING AND EQUIPMENT**

- 1. Buildings and equipment shall be clean, in good repair and properly maintained to protect the health of the children.
- 2. All equipment, materials and furnishings shall be of sturdy and safe construction, easy to clean, free of sharp points or corners, splinters, protruding nails, screws, or bolts, loose or rusty parts, and paint containing lead or other poisonous materials.
- 3. All stairs, porches, platforms and step elevations greater than twenty-four inches in height shall provide handrails or guardrails in accordance with the City Building Code. Securely installed, effective guards or gates shall be provided at the top of each stairway.
- 4. All glazing, including windows and doors shall be installed and maintained in accordance with the City Building Code.
- 5. Electrical outlets accessible by children younger than five years old shall be safety outlets or protected by childproof covers.
- 6. Carpeting will be closely woven, of short nap and kept clean and in good repair. Carpeting is not permitted in toilet rooms, food-related areas (preparation, storage, and ware-washing areas), or isolation areas.
- 7. Floors shall be smooth, easy to clean and free of the following: cracks, bare concrete, splinters, sliding rugs, telephone and electrical outlets.
- 8. Storage and shelving units shall be firmly attached to the floor or wall to prevent tipping over and causing injury.

#### **I. KITCHEN AND DINING AREAS**

- 1. Areas and equipment used for storage, preparation and serving of food shall be adequate for the program, properly designed, installed and maintained.
  - a. Adequate closed storage space for food supplies shall be provided.
  - b. Adequate refrigerated food storage shall be provided.
  - c. Only equipment designed and constructed for commercial use is allowed in food establishments. Residential, home-type refrigerators, freezers, ranges and ovens, etc. are not permitted.
    - i. If **immobile**, the installation of free-standing equipment such as refrigerators, freezers, ovens ranges, fryers, preparation units and tables shall be either: sealed to the floor, installed on a raised platform of sealed concrete, or elevated on legs to provide a minimum six inch clearance between floor and equipment.
    - ii. Sufficient space shall be provided for easy cleaning between and behind each unit of floor-mounted equipment; or, the space between it and adjoining equipment units and the adjacent walls shall be closed and sealed.
  - d. A minimum three-compartment, stainless steel sink is required for the manual washing, rinsing and sanitization of equipment and utensils. All ware-washing sinks shall be sized to submerge the largest piece of portable equipment. Separate drain boards for soiled and clean equipment and utensils shall be attached to all ware-washing fixtures.

- e. Mechanical dishwashers may supplement the installation of manual ware-washing equipment but not be installed in lieu of such equipment.
  - f. At least one utility sink or curbed cleaning facility shall be provided for the cleaning of mops and similar floor cleaning tools and the disposal of mop water or other wastewater.
    - i. The utility service fixture shall be located to avoid the contamination of food and food-related items and areas.
    - ii. The utility service fixture shall be provided with hot and cold water.
    - iii. A vacuum breaker or approved backflow prevention device shall be installed if a hose is connected.
  - g. All food preparation area surfaces shall be of a material that can be sanitized and maintained in a safe manner.
  - h. Floors, walls, ceilings shelving and cabinetry shall be smooth, easily cleanable, clean and in good repair.
  - i. Carpet is not allowed in the kitchen area.
  - j. All kitchen sinks and lavatories shall have hot and cold running water.
  - k. Hand sinks in the food preparation area shall supply water through a combination faucet or mixing valve. Lavatories shall be located to avoid contamination of food and food-related items and areas. Splashguards may be used to meet this requirement.
2. The requirements of State and Local food sanitation laws and ordinances, where applicable, shall be met.
- a. Food shall be obtained from approved sources and shall be stored, prepared, distributed and served only under safe and sanitary conditions.
  - b. All milk and milk products shall be Grade A pasteurized or approved.
  - c. All food and drink shall be stored in such a way as to prevent spoilage or contamination.
  - d. Refrigerated food shall be stored at 41°F. or below. Raw fish and raw seafood shall be refrigerated at 34°F. or below.
  - e. Thermometers shall be placed in refrigeration units.
  - f. A stem-type thermometer shall be available to measure the internal temperature of food. The temperature range shall be from 0-165°F (recommend 0-220°F.)
  - g. All foods shall be stored off the floor, in covered, seamless containers that provide adequate protection from contamination and labeled if not kept in the original container.
  - h. All food stored in refrigerators or freezers shall be properly wrapped or in proper containers with tight-fitting lids and leftovers shall be dated.
  - i. Cleaning agents and chemicals shall be clearly marked and stored away from food in locked areas inaccessible to children.
  - j. Food shall be served promptly and refrigerated after use.
  - k. Perishables or leftovers shall be dated and used within 48 hours.
  - l. Medication requiring refrigeration shall be placed in a marked container that can be sanitized and separated from food.
  - m. Sugar shall be served in closed-in dispensers or individual packages.
  - n. Fruits and vegetables shall be washed prior to use.

- o. Entire food preparation areas shall be cleaned after each use and equipment shall be cleaned and stored in a sanitary manner.
  - p. Table surfaces shall be cleaned with a sanitizing solution before and after each meal.
  - q. Reusable food service equipment and eating utensils shall be pre-scraped when necessary, thoroughly washed in hot, clean detergent solution, rinsed free of detergents and then sanitized by one of the following methods;
    - i. Completely immersed in hot water (170°F) for 3 minutes.
    - ii. Completely immersed in hot water (180°F) for 1 minute.
    - iii. Completely immersed in a sanitizing solution at least 75°F and containing at least 50 PPM available chlorine, 200 PPM quaternary ammonia, or other approved sanitizer for 2 minutes.
    - iv. Completely washed, rinsed, and sanitized in an approved commercial mechanical dishwasher.
  - r. Chemical test papers/kits shall be available to test the concentration of the sanitizing solution.
3. Kitchen shall not be used as a passageway to the outside or to other parts of the building.

**J CLASSROOMS**

- 1. Classrooms shall have a minimum of 50 foot candles of illumination.
- 2. All light fixtures shall have protective covers.
- 3. The temperature of indoor areas used by children, including restrooms, shall be maintained at a comfortable level.
- 4. Separate storage for each child's clothing and personal possessions shall be available, including infant diaper bags and possessions.
- 5. Non-commercial, small refrigerators are allowed in classrooms for the purpose of daily storage of infant formula or baby food only. A thermometer shall be provided in the refrigerator.

**K. RESTROOMS AND TOILET FACILITIES**

- 1. All restroom lavatories, tubs and showers shall have hot and cold running water. Hot water accessible by children shall be controlled by thermostat to prevent scalding. The temperature of hot water shall not exceed 120°F.
- 2. Restroom floors, wall cabinets and counters shall have smooth, easily cleanable, non-absorbent surfaces. No carpet is allowed in restrooms.
- 3. Restrooms shall be thoroughly cleaned daily and when otherwise necessary.
- 4. Toilet room doors shall have no locks within the children's reach.
- 5. Commodes and urinals shall be located inside toilet rooms and equipped so children are able to use them without assistance.
- 6. There shall be at least one toilet and one lavatory for every 17 children.
- 7. There shall be separately designated restrooms for male and female.
- 8. All toilets shall be equipped with open front toilet seats.

**L. DIAPER CHANGING STATIONS**

- 1. A designated diaper changing station shall be provided for those children 18-24 months of age.
- 2. Diaper changing stations shall be used only for the purpose of changing diapers.

3. Diaper changing stations shall be surfaced with a non-absorbent, easily cleanable material capable of being sanitized after each use.
4. All diaper changing areas shall have a covered diaper disposal receptacle. Disposable moisture-proof liners shall be used.
5. Handwashing lavatories shall be provided in each room containing diaper-changing stations.
6. Infant rooms shall have hand washing facilities in both diaper changing areas and in eating areas.
7. Diaper changing stations shall be located in such a way that other children are not left unsupervised.

**M. ISOLATION ROOMS**

1. An isolation area or room shall be provided for the use and comfort of ill or injured children.
2. The isolation area shall be located near a bathroom and an exit.
3. The isolation area shall be properly ventilated.
4. The isolation area shall have an easily, cleanable floor. No carpet is allowed.

**N. GARBAGE AND REFUSE DISPOSAL**

1. Containers of adequate capacity shall be available to hold all garbage and refuse between removal periods.
2. Containers shall be insect/rodent proof, watertight, equipped with tight-fitting lids and kept clean.
3. Garbage and refuse shall be removed from premises a minimum of twice per week to a properly operated disposal site.
4. Garbage and refuse receptacles shall be stored outside playground areas.

**O. INSECTS AND RODENT CONTROL**

1. Vermin shall be well controlled and kept to a minimum.
2. Premises shall be kept free of standing water.
3. Premises shall be kept free of garbage and rubbish.
4. Rodenticides shall be kept out of child care areas.
5. Pesticides and other hazardous chemicals shall be kept in a locked storage area.
6. Building shall be rodent proof.

**P. PETS**

1. The owner is responsible for the health of the animals.
2. Animals requiring rabies vaccinations by the Texas Department of State Health Services shall be vaccinated at the required intervals by a licensed veterinarian, and a rabies vaccination certificate shall be kept at the facility.
3. Pets and their living quarters shall be kept clean and free of ectoparasites. Pens shall be cleaned regularly and droppings disposed of properly.
4. No turtles, psittacine birds, lizards or animals prohibited by Fort Worth City Code will be kept on the premises.
5. The facility shall be kept free of stray animals.

**Q. BEDS AND BEDDING**

1. Each child shall have his or her own bed or mat.
2. All mattresses shall have mattress covers or protectors.

3. Linens shall be used by the same child and changed as often as needed, or at least weekly.
4. Beds, mats and cribs shall be thoroughly cleaned and sanitized before being allocated to another child.
5. Beds and mats shall be spaced at least one foot apart with two-foot aisles. Cribs shall be far enough apart to prevent one child from being able to hand another any object (minimum one foot apart).
6. For evening and/or weekend care, cots or mats shall be sanitized between day and evening care use. Clean sheets shall be provided for night care children, along with his or her own bed or mat.

**R. CRIBS AND PLAYPENS**

1. Cribs and playpens used for sleeping shall be of safe and sturdy construction and be equipped with mattresses covered with waterproof materials that can be cleaned.
2. Crib sides shall have secure latching devices.
3. Vertical slats on cribs shall be spaced no more than 2 ½ inches apart.
4. There shall be no more than 1 ½ inches of space between the mattress and bed frame when the mattress is flush to any corner of the crib.

**S. TOYS**

1. Toys in infant and toddler areas shall be cleaned and sanitized daily, before given to another child, or as needed.
2. Toys shall be made of safe, easily cleanable material with no easily removable small parts that a child may swallow.
3. Toys shall be kept in good repair or removed.

**T. EXTERIOR PREMISES**

1. Exterior premises shall be well drained and maintained free of high grass, dead limbs, ants, bees, wasps, thorny plants, poisonous plants, and pest harborages and breeding sites.
2. Exterior premises shall be free from cisterns and cesspools, and free from unprotected wells, grease traps, utility equipment, dilapidated structures, nuisances, and any other object or condition which may be hazardous to children.
3. Outdoor play areas shall be fenced with a minimum of 600 square feet with two exits.

**U. SWIMMING POOLS – SEE SWIMMING POOL PLAN REVIEW**

**V. PLAYGROUND EQUIPMENT**

1. Playground equipment shall be free of protruding nails, screws, sharp edges, splinters, rough and unsanded wood or other similar materials, and toxic paints.
2. Playground equipment shall be securely assembled and where applicable, securely anchored with unexposed anchors.
3. Playground equipment shall be installed, located and maintained so as to prevent accidents and collisions.
4. All swing seats shall be constructed of durable, lightweight, relatively pliable material such as rubber or nylon webbing.

5. Sandboxes used for outdoor play shall be constructed to allow for proper drainage, maintained in a safe and sanitary manner, and covered when not in use with a durable and well-maintained cover.
6. Playground equipment shall not be installed on concrete or asphalt surfaces. The fall zones of such equipment shall be of soft material such as grass, sawdust, pebbles, or other approved surfaces.
7. Tires used for playground equipment shall be drilled on each side to prevent the accumulation of water.
8. Open "S" hooks on playground equipment are not allowed.

**W. FENCING**

1. A fence shall surround outdoor play areas at least 4 feet in height for children under 5.
2. Horizontal openings on fencing shall be no larger than four inches.
3. The fence shall have at least 2 exits. An entrance to a building may count as one exit, but one exit shall be away from the building.
4. Prongs at the tops of chain link-type fencing shall be turned down.
5. The fence shall comply with the provisions of the Zoning Ordinance and other applicable City Codes and Ordinances.

**X. REPORTING DISEASE**

All directors are responsible for reporting any infectious diseases of children or day care workers to the Tarrant County Health Department, Communicable Diseases at 817-321-4700.

**Y. CHILD CARE CERTIFICATION**

Each person employed as a child care provider shall obtain and maintain a current child care certification from the Fort Worth Code Compliance Department, Consumer Health Division. Persons working in the kitchen are also required to obtain a child care certification. For details and class schedules call 817-392-7255 or check the Fort Worth Consumer Health Website at

[www.fortworthgov.org/Health/CH/daycare/daycare\\_class.asp](http://www.fortworthgov.org/Health/CH/daycare/daycare_class.asp)

**II. DEVELOPMENT DEPARTMENT REQUIREMENTS**

The following requirements may not include all requirements. Any questions regarding the following Development Department requirements may be directed to Fort Worth Development Department at 817-392-8120 or website at

[www.fortworthtexas.gov/development/index.asp](http://www.fortworthtexas.gov/development/index.asp)

1. PROPER ZONING call Planning and Development at 817-392-7820
2. MECHANICAL DEPARTMENT REQUIREMENTS: HEATING, AIR CONDITIONING AND VENTILATION
3. ELECTRICAL DEPARTMENT REQUIREMENTS
4. PLUMBING DEPARTMENT REQUIREMENTS
5. FIRE DEPARTMENT REQUIREMENTS