

Day Care Center Plan Review Questionnaire

1. Name of facility: _____
2. Physical address: _____
3. Telephone number of facility: _____
4. Mailing address (if different from physical address):

5. Owner of business: _____
(If corporation, partnership, LLC, or LLP; provide copy of the page of articles of organization or incorporation naming agent with agent's contact information)
6. If partnership, list partner name (s):

7. Contact person for facility:
Name: _____ Phone #: (_____) _____
Cell phone #: (_____) _____ Email address: _____
(Used for inspection reporting, boil water advisories, and other pertinent information.)
8. Owner of the real property (land and building):
Name: _____ Phone #: (_____) _____
9. Check all that apply and complete blank as necessary:
 - ☐ New construction
 - ☐ Existing building; year constructed _____
 - ☐ Existing building-occupancy classification will remain the same
 - ☐ Change of existing business ownership only
 - ☐ Change of real property ownership
 - ☐ Renovation/remodel of existing facility
 - ☐ Addition to existing facility
10. Days and hours of operation: _____
11. Ages of clients served at facility: _____

12. Is this facility connected to a public water system?
☐ Yes, name of public water system: _____
☐ No; must submit water well plans.
13. Is this facility connected to a public sewer system?
☐ Yes, name of system: _____
☐ No; must submit sewage system plans.

Louisiana Administrative Code, Title 51, Part XXI.

The following code requirements are specific for day care centers. The completed questionnaire must be signed and dated by the prospective facility owner or designated agent.

14. Are restroom fixtures of standard size? ☐ **Yes** ☐ **No**
("...if standard size fixtures are used, safe, cleanable step aids shall be provided." Chapter 1, §105.C.5.a.)
15. Is hot and cold running water provided for hand washing? ☐ **Yes** ☐ **No**
("Where such water will be in direct contact with children, the temperature shall not exceed 120°F utilizing an approved temperature control device as required under LAC 51:XIV.623.")
16. Will toilet training chairs ("potties") be used? ☐ **Yes** ☐ **No**
("Toilet training chairs shall be of a type which is easily cleaned and sanitized." If such chairs are used a utility/mop sink shall be dedicated for the sole purpose of cleaning and sanitizing toilet training chairs. Chapter 1, §105.D.)
17. Will children less than two years of age be cared for at the facility? ☐ **Yes** ☐ **No**
(If yes, "Shielded light fixtures or shatterproof bulbs shall be utilized... in areas designated for children less than two years of age." Chapter 1, §105.G.)
18. Will cribs be used in the facility? ☐ **Yes** ☐ **No**
☐ **If yes, provide make, model, and manufacturer's specifications if available.**
(If cribs are used in the facility, "Cribs shall meet current federal safety standards, and industry voluntary standards. Spaces between slats shall be no more than 2 3/8 inches. Mattresses shall be of standard size so that they fit the crib frame without gaps of more than 1/2 inch. Cribs shall not be used with the drop side down. There shall be no corner post extensions over 1/16 inch or cutouts in the headboards." "Stacked cribs shall not be used." Chapter 1, §105.H.)
19. Will food be stored, prepared, and/or served at the facility? ☐ **Yes** ☐ **No**
NOTE: Please provide details in the Retail Food Plans Review Questionnaire.
(Food preparation, storage and handling shall meet all the requirements of Part XXIII of Title 51. Refer to code for exceptions. "Children shall be excluded by a suitable barrier from the food preparation area." Chapter 1, §105.I.1.,2.,3.)
20. Will food be brought into the facility by the parent/client? ☐ **Yes** ☐ **No**
("...food brought into the facility by the client shall have a label showing client's name and the identity of food. Perishable food shall be refrigerated at 41°F or below. Thermometers shall be provided in each refrigerator. All foods shall be protected against contamination." Chapter 1, §105.I.4.)
21. Will milk be served? ☐ **Yes** ☐ **No**
("Only Grade A-pasteurized milk shall be served and dispensed at day care centers..." "The serving of reconstituted milk is prohibited except in making instant desserts, whipped products, or for cooking and baking purposes, as stated in Part XXIII, §1707." Chapter 1, §105.J.)

22. Written policies and procedures regarding infection control practices and disease prevention shall be developed including the following sections of Part XXI, Chapter 3. §301.A. 1., 2., 3., 4., 5., 6., 7. (Please feel free to utilize the code in developing these policies and procedures.)

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23. 26. "Guidelines shall be developed regarding biting behavior, treatment of bites, and notification to parents of the children (if injury requires first aid or medical attention)." (Chapter 3. §301.A. 8)

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24. What is the color of the walls? _____

What is the color of the ceilings? _____

("All walls and ceilings shall be of a color that readily shows soil." Chapter 3. §301.B.2.)

25. Is a place provided to store mops properly by hanging the mops?

☐ **Yes** ☐ **No** (Chapter 3. §301.B.3.)

26. Will there be carpeted floors or large non-washable rugs in the facility? ☐ **Yes** ☐ **No**

("Carpeted floors and large throw rugs which cannot be washed, shall be vacuumed at least daily and shampooed at least every three months and when soiled." Chapter 3. §301.B.4.)

27. What is the color of the walls in the restroom? _____

What is the color of the floor in the restroom? _____

What is the color of the ceiling in the restroom? _____

("Toilet rooms shall have walls, floors and ceilings of a smooth, easily cleanable finish, and shall be painted a light color." Chapter 3. §301.B.5.)

28. Where and how will child's clothing and personal possessions be stored?

("Coat hooks spaced at least 12" apart, or individual cubicles or lockers, child's height shall be provided for storage of clothing and personal possessions of the children. "Chapter 3. §301.C.)

29. Where and how will cleaning materials, detergents, aerosol cans, pesticides, health and beauty aids, poisons, and other toxic materials be stored? _____

("Cleaning materials, detergents, aerosol cans, pesticides, health and beauty aids, poisons, and other toxic materials shall be stored in their original labeled containers and shall be used only in a manner that will not contaminate play surfaces, food, food preparation areas, or constitute a hazard to the children. When not in actual use, such materials shall be kept in a locked place inaccessible to children and stored separately from medications and food." Chapter 3. §301.D.1.)

30. Where and how will matches and lighters be stored? _____

("Matches and lighters shall be inaccessible to children." Chapter 3. §301.D.1.)

31. Where and how will medications be stored? _____

("All medications will be kept in a locked cabinet." Chapter 3. §301.D.2.)

32. Are there poisonous or potentially harmful plants on the premises? ☐ **Yes** ☐ **No**

("Poisonous or potentially harmful plants on the premises shall be inaccessible to children." Chapter 3. §301.D.3.)

33. Will there be pets on the premises? ☐ **Yes** ☐ **No**
("No pets shall be maintained on the premises except aquarium fish if they are kept out of the reach of children, or animals to aid the disabled." Chapter 3. §301.D.4.)
34. Are electrical outlets accessible to children? ☐ **Yes** ☐ **No**
("Electrical outlets accessible to the children shall be covered with child resistant covers or be of the child-proof type." Chapter 3. §301.D.5.)
35. Are stair cases, porches, or decks accessible to children? ☐ **Yes** ☐ **No** ☐ **N/A**
("All stair cases must be provided with suitable barriers to prevent access by children. All porches and decks where children are allowed to play must be provided with suitable barriers to prevent falls." Chapter 3. §301.D.6.)
36. "Smoking shall not be permitted in indoor areas of the child care facility." (Chapter 3. §301.D.7.) **Applicant's Initials** _____
37. "Premises shall be maintained free of insect, rodent or other pest infestations or harborages. Application of any pesticide shall not be done when children are present. No restricted use pesticides shall be stored or used on the premises unless by properly licensed people." (Chapter 3. §301.D.8.) **Applicant's Initials** _____
38. Where will mop buckets be stored? _____
("Open containers such as mop buckets shall not be left unattended." Chapter 3. §301.D.9.)
39. Are openings protected against the entrance of flies or other flying insects by outward opening, self-closing doors, closed windows, screening or other effective and approved means?
☐ **Yes** ☐ **No** (Chapter 3. §301.E.)
40. Is the foundation, floor, wall, ceiling, roof, windows, exterior doors, and/or basement free from openings? ☐ **Yes** ☐ **No**
("Each foundation, floor, wall, ceiling, roof, window, exterior door, and basement shall be free from openings which may permit the entry of rodents." (Chapter 3. §301.F.)
41. Where is the designated area for the care of an ill or injured child or an area for additional rest? _____
("Each center shall be provided with a designated area for the care of a child who needs to be separated from the group due to injury, illness or the need for additional rest. This area shall be located so the child may be supervised. Toilet and lavatory facilities shall be readily accessible. If the child under care is suspected of having a communicable disease, all equipment used by the child shall be cleaned and sanitized after use. This area may be used for other purposes when not needed for the separation and care of a child or if the uses do not conflict." Chapter 3. §301.G.)
42. Will children attending the facility include babies who drink formula? ☐ **Yes** ☐ **No**
Formula shall not be mixed by facility. Applicant's Initials _____
("All formula bottles for those children still on bottles must be properly designated with the particular child's name attached to the bottle. These formulas are to be brought in bottles with caps and tops and shall immediately be placed under refrigeration by the operator. When bottles are emptied, they must be promptly cleaned and any bottles to be reused must be properly sterilized." Chapter 3. §301.H.)
43. Is a suitable barrier provided to separate older children from infants? ☐ **Yes** ☐ **No** ☐ **N/A** (Chapter 3. §301.I.)
NOTE: Infant—any child under the age of 12 months

44. Will children wearing diapers be cared for at this facility? ☐ Yes ☐ No

☐ If yes, label the changing area on your floor plan

☐ If yes, changing table specifications shall meet the following requirements:

- Changing tables shall have an impervious surface and be kept in good repair.
- Tables shall be sturdy, adult-height, and shall be equipped with railings.
- Wall mounted changing surfaces cannot be utilized.

(If yes, then a sturdy, adult-height diaper changing table with an impervious surface and equipped with railings must be provided. "Conveniently located, washable, plastic-lined, covered receptacles operated by a foot pedal shall be provided for soiled diapers..." Chapter 3. §303.A., B., C., D.)

45. Will a chlorine bleach and water solution be used to sanitize/disinfectant surfaces? ☐ Yes ☐ No
[1/4 cup of liquid chlorine bleach (regular) per 1 gallon of water made fresh every 24 hours] If chlorine bleach is not used what approved sanitizer/disinfectant will be used? _____
(Chapter 3, §303. C.)

46. Are hand washing sinks provided in or adjacent to each diapering area? ☐ **Yes** ☐ **No**

"A hand washing sink shall be in or adjacent to each diapering area." (Chapter 3. §303.E.)

Hand washing sinks in the diaper changing areas must be labeled on the floor plan.

47. Is outdoor play area enclosed with a fence or natural barrier at least 4 feet in height and the bottom edge no more than 3 ½ inches off the ground? ☐ **Yes** ☐ **No**
(Chapter 5, §501.A.)

48. Are there at least two exits from the outdoor play area with at least one remote from the building?
☐ **Yes** ☐ **No**
(Chapter 5, §501.A.)

49. Are gates equipped with self-closing and positive self-latching closure mechanisms positioned high enough or of a type that cannot be opened by small children? ☐ **Yes** ☐ **No**
(Chapter 5, §501.A.)

50. Are openings in the fence no greater than 3 ½ inches to prevent entrapment? ☐ **Yes** ☐ **No**
("The fence shall be constructed to discourage climbing, at least equivalent to a chain link fence." Chapter 5, §501.A.1.)

51. Are outdoor areas free of excessive dust, weeds, brush, high grass, debris, and standing water?
☐ **Yes** ☐ **No**
(Chapter 5, §501.B.)

52. Are all water hazards (swimming and wading pools-in-ground and above-ground, ditches, quarries, canals, excavations, fish ponds, or other bodies of water) enclosed by a fence at least 5 feet in height and within 3 ½ inches of the ground with no openings of greater than 3 ½ inches?
☐ **Yes** ☐ **No** ☐ **N/A**
(Chapter 5, §501.C.)

53. Will playground equipment have play surfaces 4 feet or higher from the ground?
☐ **Yes** ☐ **No** ("All pieces of playground equipment with play surfaces 4 feet or higher from the ground shall have an appropriate energy absorptive surface such as wood chips at a depth of 8-10 inches or rubber mats manufactured for such use meeting A.S.T.M. Standard F-355, under the all zone of the equipment." Chapter 5, §501. D.)

54. Will sandboxes be in use on the playground? ☐ **Yes** ☐ **No**
("Sandboxes shall be constructed to permit drainage, and shall be covered when not in use and be kept free from cat or other animal excrement." Chapter 5, §501.)
55. Are swimming and/or wading pools provided for use at the facility? ☐ **Yes** ☐ **No**
(Chapter 7, §701.
A. Outdoor swimming pools associated with children's activities shall be rendered safe and free of hazards.
B. Water in swimming and wading pools used by children shall be maintained between pH 7.2 and pH 8.2. The water shall be disinfected by available free chlorine greater than 0.4 parts per million or an equivalent disinfectant as approved by the state health officer. Swimming pools shall be maintained in a clean condition and the chlorine level and pH level shall be tested in accordance with Part XXIV of this Code. Wading pools shall be tested every two hours during use periods and cleaned daily. The results of these tests will be posted in a log for review by the state health officer.
C. Water temperature shall be maintained at no less than 82°F and no more than 93°F while in use.)
56. Floor plan is required (hand-drawn or professionally drafted). Label each room with the age range of the children who will be using each room. Label all equipment including the placement of the diaper changing table and the hand sink in the diaper changing area. Please provide the finish schedule for walls, ceilings, and floors.
57. A copy of the plans review approval letter from the State Fire Marshall will be provided upon receipt of the letter.

Applicant's Initials _____

Signature of person preparing this questionnaire

Date of signature:

Printed name and title of person preparing this questionnaire

Contacts and important information:

State Sanitarian located in the Parish you wish to operate: <https://ldh.la.gov/page/3745>

It is recommended that you obtain a copy of Louisiana Administrative Code, Title 51, Public Health-Sanitary Code, Part XXI. Day Care Centers and Residential Facilities at <http://www.doa.la.gov/Pages/osr/lac/books.aspx>

(Effective January 1, 2016, due to Legislative Act 836 of 2014, the Louisiana Department of Health no longer has authority over sizing of grease traps or interceptors, or restroom fixture counts. This responsibility now lies with the local Certified Building Official, CBO, for your geographical location. Contact your local town, city, or parish office for plumbing information, review, and permitting. Information for the CBO is available at 225-922-0817 or at this site: <https://lasfm.louisiana.gov/searchLSUCCC.aspx>

PLEASE BE AWARE THAT OTHER AGENCIES WILL NEED TO BE CONTACTED. THESE AGENCIES INCLUDE, BUT ARE NOT LIMITED TO, THE LOUISIANA STATE FIRE MARSHAL AND THE LOCAL CERTIFIED BUILDING OFFICIAL (CBO).