



Jefferson County Department of Health Environmental Health Services

Mailing Address: P.O. Box 2648, Birmingham, AL 35202-2648

Street Address: 1400 Sixth Avenue South, Birmingham, AL 35223 (205) 930-1260

Application for Food and Lodging Plan Review

For Department Use Only:

- New Construction Remodel
- Conversion or Change of Ownership

Date _____

JCDH # _____ EHS _____

Name of Establishment: _____

Establishment Address or Location: _____

City: _____, **Alabama** **Zip Code:** _____

Owner's Name: _____

Corporation Name (if applicable): _____

Mailing Address (NOT Establishment Address): _____

City, State, Zip: _____,

Phone: _____ Cell: _____ E-mail: _____

Architect: _____

Company: _____

Mailing Address: _____

City, State, Zip: _____,

Phone: _____ Cell: _____

E-mail: _____

Contractor: _____

Company: _____

Mailing Address: _____

City, State, Zip: _____,

Phone: _____ Cell: _____

E-mail: _____

Total Square Feet of Building: _____

Seats (Food Service): _____

Residents (Child Day Care): _____

Rooms (Hotel): _____

Maximum # Meals to be Served:

Breakfast: _____

Lunch: _____

Supper: _____

Projected Date for:

Start of Construction: _____

Completion of Project: _____

Type of Service (check all that apply):

Seated Dining:

Carry Out / Delivery:

Catering:

Mobile Food Vending Commissary: _____

Commissary Permit Number: _____

Mobile Food Vending (MFV):

(If MFV, # Units): _____

I hereby certify that the above information is correct, and I understand that omission of any requested information may delay approval of the submitted plans. I am aware that completion of this application does not grant me permission to begin construction, conversion, or remodeling and that doing so constitutes a violation of Chapter 420-3-22, Rules of Alabama Board of Health for Food Establishment Sanitation, 2005.

Signature: _____

Title: _____

Approval of the submitted plans and specifications by the Jefferson County Department of Health does not indicate compliance with any federal, state, or local laws, codes, rules, or regulations. It further does not constitute endorsement or acceptance of the completed establishment (structure or equipment). At least one pre-operational inspection of the establishment with equipment installed and operating shall be conducted to determine if the establishment complies with all rules for food establishment sanitation.



JEFFERSON COUNTY DEPARTMENT OF HEALTH ENVIRONMENTAL HEALTH SERVICES
MAILING ADDRESS: P.O. BOX 2648, BIRMINGHAM, AL 35202-2648
STREET ADDRESS: 1400 6TH AVENUE SOUTH, BIRMINGHAM, AL 35233 * 205.930.1260

Application for Authorization to Operate a Child Care Facility THIS IS NOT A PERMIT

To the Health Officer, Jefferson County Department of Health:

Application is hereby made for a child care facility to engage in the business described below for the period

_____ through _____

NAME OF CHILD CARE FACILITY _____ PHONE _____

FACILITY ADDRESS _____ CITY, ZIP _____

NAME OF BUSINESS OWNER OR CORPORATION _____ PHONE _____

CONTACT NAME (OWNER OR CORPORATION PRESIDENT/CEO, DIRECTOR)

PHONE _____

MAILING ADDRESS _____ CITY, STATE, ZIP _____

EMAIL ADDRESS _____

CHILD CARE FACILITY ENROLLMENT:

MAXIMUM ENROLLMENT _____

HOURS OF OPERATION:

DAYS PER WEEK: M T W TH F S SUN

FOOD [MEAL/SNACK] PROVISIONS (Provide Details Below):

PARENT PROVIDED

HOURS PER DAY _____

CENTER PROVIDED (Choose One Below):

PREPARED ON-SITE – CENTER FOOD PERMIT #: _____

CATERED: CATERED BY: _____ CATERER FOOD PERMIT #: _____

DESCRIBE FOOD SERVICES PLAN OF OPERATIONS:

FOR OFFICIAL USE ONLY

FACILITY # _____ TERRITORY # _____ REMARKS _____

DATE APPROVED _____

HEALTH OFFICER _____

AUTHORIZATION TO OPERATE WILL BE ISSUED UPON COMPLIANCE WITH ALL APPLICABLE LAWS, RULES AND REGULATIONS OF THE JEFFERSON COUNTY DEPARTMENT OF HEALTH AND HEREBY AUTHORIZE THE HEALTH OFFICER OR AUTHORIZED REPRESENTATIVES TO ENTER UPON THE PREMISES OF THE ABOVE NAMED CHILD CARE FACILITY FOR INSPECTION PURPOSES. I WILL NOTIFY THE JEFFERSON COUNTY DEPARTMENT OF HEALTH OF ANY ENROLLMENT OR MEAL PROVISIONS.

SIGNATURE _____ TITLE _____ DATE _____



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Documents Required for Food & Lodging Establishment Plan Review

420-3-22 , Appendix A, Section 8-201.11 When Plans are Required - A permit applicant or holder shall submit properly prepared plans and specifications for review and approval before the construction, remodeling, or conversion of a new or existing structure to use as a food establishment or for a change of type of food establishment or operation. (A penalty of 2 times the normal fee-- see fee schedule below-- will be assessed for review of plans submitted after construction has begun.)

If any of the above applies, you shall **submit plans drawn to a measurable scale** (e.g., 1/4 inch = 1 foot, 3/8 inch= 1 foot, etc.) **and depicting accurate representations of the sizes and locations of all equipment.** * When you submit plans and specifications, you shall include the following drawings, specifications, and related documents with the understanding that **the omission of any of this information may delay the review process:**

Application for Food Establishment Plan Review (may be completed when plans are submitted)

Fee for plan review (Make checks out to: Jefferson County Department of Health)

- **\$150** for child daycare with <40 clients; mobile food unit or pushcart Levels 1 and 2; or limited retail food store (i.e., prepackaged food sales only)
- **\$250** for food service establishment with <75 seats or retail food store with area <2,500 sq. ft.
- **\$350** for child daycare with >40 seats or mobile food unit or pushcart Levels 3 and 4; or hotel
- **\$500** for food service establishment with >75 seats or retail food store with area >2,500 sq. ft.
- **\$100** additional fee per inspection if >3 pre-operational construction inspections are required

Proposed Menu

Manufacturer's specification sheets (i.e., "cut sheets" or "spec sheets") for each piece of equipment with size and/or model and selected options indicated (Note: Internal measurements of the compartments of an existing or used 3-compartment sink in inches (width x length x depth), along with photographs, is acceptable if no specification sheet is available. For other used or existing equipment, include the manufacturer, model, mounting (e.g., legs, casters, etc), and/or photographs.)

Anticipated volume (i.e., cubic feet) of food to be stored and number of days between expected deliveries -4 days minimum storage is assumed unless reason is given to indicate otherwise.

Documentation that standard operating procedures (SOPs) have been developed to ensure compliance with the requirements of the rules or evidence that SOPs are being developed.

*The services of an architect registered in Alabama are required--that is, plans and specifications shall be prepared by a registered architect--for all proposed hotels; food establishments in buildings that have a total area >2,500 square feet or that are >3 stories high; food establishments that will have 2:100 seats or contain a room that will otherwise accommodate the assembly of >100 persons; buildings that are intended for educational occupancy (e.g., schools, child day care centers); institutions such as prisons, jails, and health or custodial care facilities; and any building being converted to one of these occupancy types.

Site plan showing location of business in building; location of building on site, including alleys and streets; outside storage buildings and other structures; walking and driving surfacing materials and the following information:

Water source and sewage disposal facilities

Details of garbage and refuse container storage area showing location of dumpster, waste grease container, and other garbage/refuse containers on storage pad; location and type of facilities for washing waste containers and storage area.

Floor plans showing location of equipment in food storage, preparation, display, and service areas, including server stations; equipment and utensil washing areas; and other areas such as satellite service or staging areas, storage rooms, toilet rooms, employee locker, and break rooms along with the following information:

Equipment schedule identifying each piece of equipment

Finish schedule with finishes and/or materials for floors, cove base, walls, and ceilings

Door schedule with hardware such as door closers and fly fans indicated

Construction details, including elevated and section drawings, of site-built equipment such as built-in shelf units, service counters, bar die and counter units, other millwork, etc.

Plumbing plans showing location of floor drains, floor sinks, hub drains, and grease interceptors and the following information:

Plumbing fixture and equipment connection schedule indicating type of water service (i.e., hot, and/or cold) and type of drain (e.g., direct, or indirect) for each plumbing fixture and each piece of equipment with plumbing connections

Water heater specifications including storage tank capacity in gallons and input in total Watts or kilowatts for electrically operated or BTU's for gas operated tank type water heater; or with flow rate in gallons per minute and input as above for tankless, or instantaneous, water heaters

Mechanical plans showing heating, ventilating, and air conditioning (HVAC) information including locations and types of air supply diffusers, return air grilles, and exhaust fans and diffusers

Air balance schedule with outside and exhaust air quantities (cfm's) and resulting air pressures

HVAC unit schedule with supply, return, and outside air quantities (cfm's) and cooling and heating capacities

Commercial kitchen ventilation hood specifications including construction materials; fabrication drawings showing dimensions of hood in plan view and side elevation or section view with locations of filters, duct collars, light fixtures; number and type of light fixtures; exhaust and make-up air fan specifications, including make-up air fan heater specifications (if applicable); and exhaust and make-up air quantities (cfm)

Lighting plans showing location of light fixtures with light fixture schedule indicating type of fixtures and number and type of lamps (bulbs) per fixture.

Child Care Documentation

Checklist

The following documents must be conspicuously **posted** for viewing by employees and parents:

- 1. Employee Health Policy
- 2. Smoking Policy
- 3. Screen Time Policy
- 4. Physical Activity Policy
- 5. Nutrition Policy
- 6. Menu for 2 Weeks (does not apply to Parent-Provided Foods)
- 7. Emergency Operations Plan w/ Evacuation Map(s)
- 8. Hand washing Sign at Each Hand washing Station
- 9. Current JCDH Inspection Report
- 10. Daily Activity Schedule (Physical Activity/Screen Time)

The following documents must be **provided** for viewing upon request by the health officer:

- 1. Documentation of Background Check (Application or Letter of Suitability/CAN Report)
- 2. Documentation of Child Health & Safety Training (IACET Accredited or Gov't Agency)
- 3. Current CPR Certificate (Infant-Child/Pediatric)/First Aid Certificate
- 4. Certified Food Safety Manager Documentation (applies only to facility w/ permitted kitchen)
- 5. Basic Food Handler Training Documentation (applies only to facility w/ permitted kitchen)
- 6. Roll containing Children's Names, Parent/Guardian Names, Address, and Phone Number
- 7. Policy Outlining Procedures for Prevention of Communicable Diseases (see Appendix A)
- 8. DHR License or Letter of Exemption
- 9. Latest Fire Inspection Report
- 10. Schedule and Log of Emergency Drills
- 11. Medication Permission Forms
- 12. Documentation of Special Diets & Food Allergies



JEFFERSON COUNTY
DEPARTMENT OF HEALTH

Serving Jefferson County Since 1917



Jefferson County Department of Health Environmental Health Services Food & Lodging Protection

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Documents Required for Child Care Center Facility Plan Review

JCDH Regulations for the Construction, Operation and Maintenance of Child Care Centers, 13. A.1.

Plans Required - Whenever a CHILD CARE CENTER is constructed or remodeled and whenever an existing structure is converted to use as a CHILD CARE CENTER, properly prepared plans and specifications shall be submitted to the HEALTH DEPARTMENT **before** the construction, remodeling, or conversion has begun. **(A fee of 2 times the normal fee may be assessed for review of plans submitted after construction and/or installation has begun.)**

If any of the above applies, **plans shall be prepared by a REGISTERED ARCHITECT** and submitted for our review and approval. Architectural drawings may not be required in cases of existing daycares facilities under change of ownership. Please contact the office for consideration. These plans shall include the following information, drawings (drawn to a measurable scale), specifications, and related documents with the understanding that the omission of any of this information may delay the review process:

_____ **Application for Child Care Plan Review** (may be completed when plans are submitted)

_____ **Current Zoning Certificate** (if applicable)

_____ **Current Fire Inspection Report**

_____ **Date facility was built**

_____ **Exemption Letter or License from DHR**

_____ **Total number of children to be accommodated, including:**

- **Number and age range of children per classroom**
- **Number of STAFF persons (i.e., child care workers) per classroom**

_____ **Owner's Letter of Suitability from DHR Criminal History Check and Child Abuse and Neglect Central Registry Report**

_____ **Food Service Information, including sample menus**, for one or more of the following types of food service:

- **Child Care Food Service Permit** (i.e., preparation, handling, and service of unpackaged food) – The CHILD CARE CENTER shall meet all requirements of the FOOD RULES, including submission of food service plans and specifications for review and approval by the HEALTH DEPARTMENT. Such plans **(see Application for Food and Lodging Plan Review)** shall be

Structural Guidelines
for
Food Service Establishments
and
Retail Food Stores



Jefferson County Department of Health
Food & Lodging Protection Division

Before construction or remodeling of a food service establishment or retail food store is begun, or before an existing structure is converted to use as a food service establishment or retail store, **properly prepared plans and specifications shall be submitted** to this Department for review and approval. The plans and specifications shall indicate the proposed layout, arrangement, mechanical plans, and construction materials (including finishes) of work areas, and the type and model of proposed fixed equipment and facilities.

Fees for plan review range from \$150- \$1000

The following guidelines should be helpful in preparing plans to be submitted for review.

FLOORS

- **Floors and floor coverings of all areas subject to flushing** (i.e., with a hose) or **spray cleaning methods**, or that receive discharges of water or other liquid waste from equipment, shall be constructed of quarry or ceramic tile or similar durable, smooth, easily cleanable, and nonabsorbent material. Abrasive finished tiles may not be used beneath fixed equipment. Quarry or ceramic sanitary cove base tiles shall be applied to the bases of the walls adjoining such floors or approved, durable, seamless flooring material shall be continued up along the bases of walls to create coved and sealed junctures between floors and walls. Such floors shall be graded to properly installed, trapped floor drains.
- **Commercial grades of linoleum or vinyl tile may be acceptable in small establishments** where floors are mopped and where large quantities of water are not discharged onto the floor. Vinyl composition cove base strips or similar smooth, durable, nonabsorbent, easily cleanable material shall be applied to the bases of walls adjoining such floors. The junctures between such floors and the adjoining coved base material may not present an open seam of more than 1/32 inch.
- **Walls**, including non-supporting partitions (e.g., bar dies, partial-height walls, etc.), **and ceilings** of food preparation and service areas, equipment, and utensil washing areas, and restrooms and their vestibules shall be smooth, durable, easily cleanable, and nonabsorbent. Studs, joists, and rafters may **not** be exposed in these areas. Concrete blocks used for interior wall construction in these locations shall be sealed with block filler and finished with epoxy or durable, gloss enamel paint. **Ceiling tiles**, if used in these areas, shall be non-perforated and non-fissured.
- Walls and ceilings in areas where unopened packages of foods and where single-services articles are stored shall be smooth, durable, and easily cleanable.

UTILITIES

- **Utility service lines and pipes** shall not be unnecessarily exposed on walls or ceilings. **Installation of exposed horizontal utility lines and pipes on the floor is prohibited.**
- **Exposed or unprotected sewer or water lines** shall not be installed above food storage, preparation, service, or display areas.

EQUIPMENT

- Equipment shall be constructed of materials that are durable, corrosion-resistant, nonabsorbent, smooth, and easily cleanable. Equipment shall be designed and fabricated to be free of unnecessary

ledges, projections, cracks , or crevices. Food equipment that is certified to NSF® standards or classified to those standards by another ANSI accredited certification program will be deemed to comply with requirements for food equipment.

- **Refrigeration equipment** shall be designed and fabricated for commercial food establishment use and shall be capable of maintaining potentially hazardous foods at a temperature of 41°F or less. Frozen foods shall be stored in equipment that will keep the food frozen.
- **Equipment shall be installed** to facilitate the cleaning of the equipment and adjacent areas. Table mounted equipment shall be portable, sealed to the table or counter, or elevated on the legs to provide at least a 4-inch clearance between the table or counter and equipment. The clearance space may be less if the space between the table top and the equipment can be easily accessed for cleaning. Floor mounted equipment shall be mounted on wheels or casters, sealed to the floor, or elevated on legs to provide at least a 6-inch clearance between the floor and equipment.

PLUMBING

- **Handwashing sinks** shall be conveniently located in food preparation areas, service areas where unpackaged foods and drinks are handled, utensil washing areas, and in or immediately adjacent to restrooms or their vestibules. Each handwashing sink shall be provided with hot and cold running water tempered by means of a mixing valve or combination faucet. Any self-closing, slow- closing or metering faucets used shall be designed to provide a constant flow of water for at least 15 seconds.
- **A stainless steel three-compartment sink** with compartments that have coved corners and that otherwise satisfies the requirements of NSF® standards shall be provided for washing and sanitizing equipment and utensils. The sink compartments shall be large enough to accommodate (i.e., immerse) the equipment and utensils. Drain boards fabricated as integral parts of the sink, oversink wire drying racks, and/or easily moveable dish tables of adequate size shall be provided to accommodate both soiled and sanitized equipment and utensils. In addition to the installation of a 3-compartment sink, a commercial warewashing machine may be installed if desired.
- **Grease traps or interceptors**, if provided or required by local plumbing codes as enforced by local plumbing officials, shall be located to be easily accessible for cleaning. If an on-site sewage disposal system (i.e., septic tank and field lines) is used, contact the Community Environmental Protection Division of the Jefferson County Department of Health for approval before beginning construction or installation.
- Devices shall be installed to protect against **backflow** and **backsiphonage** at all fixtures and equipment where an air gap at least twice the diameter of the water supply inlet is not provided between the water supply inlet and the fixture's flood level rim. Examples of backflow prevention devices required include a hose bib vacuum breaker attached to a faucet to which a hose may be attached, a backflow prevention device installed on the water supply line at an automatic dishwashing machine, and a backflow preventer which meets A.S.S.E. Standard 1022 installed on the water supply line between the pump and carbonator of a fountain drink dispensing machine.
- **Ice storage bins** shall be drained through an air gap between the end of the drain pipe and the flood rim of a properly trapped drain.

- At least one **floor-mounted mop service basin or curbed cleaning facility** with a properly trapped floor drain and a wall-mounted service faucet shall be provided and used for the cleaning of mops and for the disposal of mop water or similar liquid wastes. This facility shall be large enough for washing refuse containers if a separate facility for this purpose is not provided (see **GARBAGE AND REFUSE**). Facilities for hanging mops and brooms should also be provided.

RESTROOMS

- Restrooms and toilet facilities shall be installed according to law and shall be the number required by law as enforced by local plumbing and/or building officials. Restrooms shall be completely enclosed, have tight fitting, self-closing, solid doors, and be mechanically vented to the outside (e.g., with an exhaust fan).

GARBAGE AND REFUSE

- Garbage and refuse containers (e.g., garbage cans, waste grease containers), dumpsters, and compactors located outside shall be stored on or above a smooth surface of nonabsorbent material such as concrete. Enclosures or storage rooms, if used, shall be constructed of easily cleanable, nonabsorbent, washable materials.
- **Suitable cleaning implements and supplies such as high pressure pumps, hot water, steam, and detergent** shall be provided and used for washing garbage and refuse containers, dumpsters, and compactors at a frequency to prevent insect and rodent attraction. **Liquid waste** from compacting or cleaning operations **shall be disposed of as sewage**. For establishments using garbage cans and no dumpster or grease container, this requirement may be satisfied by providing a floor-mounted fixture with a properly installed, trapped floor drain and a hot water supply (see **PLUMBING**).

Where a dumpster, compactor, and/or waste grease container is used, a curbed, reinforced concrete pad graded to a properly installed, trapped floor drain connected to the sanitary sewer or on-site sewage disposal system shall be provided. The installation of such refuse container cleaning facilities shall be approved by the local building officials and either the Jefferson County Environmental Services Department (for public sewer connections) or the Community Environmental Protection Division of the Jefferson County Department of Health (for on-site sewage disposal systems).

LIGHTING, VENTILATION, ETC.

- **Permanently fixed artificial light sources** shall be installed to provide at least **50 foot-candles** of light on all food preparation surfaces and at equipment and utensil washing area and including the area under the hood. **Shielding or shatter resistant, Teflon® or silicone coated bulbs** to protect against broken glass falling onto food shall be provided for all artificial lighting fixtures located over, by, or within unpackaged food storage, preparation, service, and display facilities, and facilities where utensils and equipment are cleaned and stored.
- **Commercial kitchen ventilation hoods** shall be installed over grills, fryers, and other cooking equipment from which grease, smoke, or steam may be released and above "high-temp" warewashing machines. Such hoods and devices shall be designed to prevent grease or condensation from collecting on walls and ceilings and from dripping onto food contact surfaces. Fire extinguishing systems, ventilation hood systems, and other ventilation systems shall be *installed* according to law as enforced by local fire

and/or building inspection officials.

- **Laundry facilities**, if used, shall be located in a separate room except that such operations may be conducted in storage rooms containing only packaged food or packaged single service articles. Where a washer is provided, an electric or gas dryer vented to the outside should also be provided and used.
- Enough **lockers or other suitable facilities** shall be provided for the orderly storage of employee clothing and other belongings.
- **Openings to the outside** shall be effectively protected against rodents. Outside openings (e.g. exterior doors, drive through windows, etc.) shall be protected against the entrance of insects by tight fitting, self-closing doors, closed windows, screening, controlled air currents, or other means. Screen doors shall be self-closing, and screens for windows, doors and other openings to the outside shall be tight fitting and free of breaks.
- The **walking and driving surfaces** of all exterior areas shall be surfaced with concrete or asphalt, or with gravel or similar material effectively treated to facilitate maintenance and minimize dust. These surfaces shall be graded to prevent pooling of water.

submitted along with the facility plans.

- **NO Child Care Food Service Permit (i.e., NO preparation)**
 - **Catered Food Service** - If you plan to have meals catered, provide a contract with a licensed, caterer permitted by the HEALTH DEPARTMENT
 - **Parent-Provided Food** - If you plan to require parents to provide meals for their children, provide your proposed policy, including a sample letter of instructions to parents
- **All Child Care Centers** shall provide policies and procedures for providing snacks, including types of foods and how they will be served, especially if main meals will be catered or parent-provided

_____ **Manufacturer’s specification sheets** (i.e., “spec sheets” or “cut sheets”) with size and/or model and selected options indicated **for each piece of EQUIPMENT** to be provided or installed, especially in the following areas:

- **Playgrounds**, indicating:
 - Age Appropriate EQUIPMENT-include height, materials, and how children of different age groups may be separated (e.g., by varying utilization times, separating EQUIPMENT, etc.)
 - Means for anchoring non-portable EQUIPMENT
 - Surfacing material and depth
- **Infant & Toddler Rooms**, including-but not limited to-the following EQUIPMENT:
 - Diaper changing station
 - Refrigerator (for storing formula, etc.)
 - Handwashing sink
 - Cribs
- **Children’s Activity Rooms** (furniture, lockers, and/or other personal storage EQUIPMENT, etc.)
- **Ill Child Isolation Area**, including-if not a separate room:
 - Partition, screen, or other suitable means of separation
 - Bed or cot to be used by an ill child
- **Restrooms**, especially-but not limited to-children’s toilets & handwashing sinks (in particular, height & other size information)
- **Accommodations for Breastfeeding Mothers**, including location shielded from view by Staff and the public where seating and an electrical outlet are available

(Note: Photographs are acceptable if no specification sheet is available. For used or existing EQUIPMENT, include the manufacturer, model, mounting [e.g., legs, casters, etc.], and/or photographs.)

_____ **Documentation that standard operating procedures (SOPs) have been developed** to ensure compliance with the requirements of the regulations, including the following:

- **Employee Illness Policy**
- **Employee Background Check**, including a:
 - **Copy of the DHR Criminal History Check Application** and
 - **Letter of Suitability** from DHR or other vendor-or proof that such letter has not been received
- **Evidence that at least one (1) Staff member holds a current First Aid Certificate and Infant-Child (Pediatric) Cardiopulmonary Resuscitation (CPR) Certificate**
- **Policies for maintaining records** containing:
 - **Names of children enrolled**
 - **Parents’/Guardians’ contact information e.g. name and address**
- **Policies and procedures for prevention of communicable diseases**
- **Emergency operations plan** addressing:
 - Course of action in the event of:
 - Fire
 - Severe Weather
 - Serious Accident or Injury
 - Power Failure
 - Loss of water supply
 - Security Threat
 - Evacuation and lock-down procedures, including evacuation map
 - Parent/Guardian notification protocols
 - Schedule and log of emergency drills

_____ **Architectural Drawings** of new building construction or space within an existing building, including a former CHILD CARE CENTER. Drawings for an existing building that was used as n other CHILD CARE CENTER may be “as built” drawings and shall indicate the existing layout, materials, and EQUIPMENT, including furniture that remain. These drawings shall depict:

- **Site Plan** showing location of the building on the property –and space within a building, if the building will be occupied by more than one tenant-with the following included:
 - Alleys and streets
 - Walking and driving surface materials
 - Water source and sewage disposal facilities
 - **Playground areas** with EQUIPMENT layout
 - Outside storage buildings and other structures
 - Location and construction details of dumpster and/or other refuse receptacle storage area and facilities for washing the receptacles and storage area
- **Floor plans** showing
 - Layout of EQUIPMENT in the following areas and rooms:
 - Infant, Toddler, and other children’s activity rooms
 - Ill child isolation area

- Restrooms
 - Breastfeeding area or room
 - Kitchen (if applicable) and/or snack preparation areas
- EQUIPMENT schedule identifying each piece of EQUIPMENT
- Finish schedule indicating materials and finishes for floors, walls, and ceilings
- Door schedule indicating hardware such as door closures, audible alarms, etc.
- Construction details of site-built EQUIPMENT such as built-in shelving units, diaper changing stations, sink cabinets, storage units for children's and staff personal items, etc.
- **Hot water specifications** including:
 - Storage tank capacity of tank type water heater in gallons and input in total Watts or KHW (kilowatts per hour) of electrically operated, or BTUH (BTUs per hour) if gas operated
 - Flow rate of instantaneous, or tankless, water heater in GPM (gallons per minute) at 60°F water temperature rise and 90°F water temperature rise
 - **Means of limiting water temperature not to exceed 120°F** for hot water to be supplied to handwashing sinks accessible to children and bath tubs to be used for washing children
- **Mechanical plans**, including
 - HVAC unit schedule with cooling and heating capacities demonstrating ability to maintain air in rooms occupied by children at temperatures between 68°F and 82°F
 - Kitchen ventilation hood specifications, if planning to prepare, or cook, food on a range or cook top or other open cooking EQUIPMENT
- **Lighting plans** showing location of light fixtures with light fixture schedule indicating type of fixtures and number of lamps (bulbs) per fixture



JCDH Regulations for the Construction, Operation and Maintenance of Child Care Centers

2.B Management and Staff – Employment Suitability Requirements

[Jefferson County Department of Health \(jcdh.org\)](http://www.jcdh.org)

Or

<https://www.jcdh.org/SitePages/Programs-Services/EnvironmentalHealth/ChildcareProtection.aspx>

General Instructions for Child Care Staffing Background Checks

[Instructions for Child Care Licensing Background Checks – Alabama Department of Human Resources](#)

or

<https://dhr.alabama.gov/child-care/instructions-for-child-care-licensing-background-checks/>

Child Care Licensing In-State and Interstate CA/N Background Check

Both the in-state and interstate CA/N forms are available at <https://dhr.alabama.gov/child-protective-services/central-registry-clearance/>

Child Care Licensing Criminal History Background Check

The Criminal History Background Check can be accessed at [Fieldprint@ Alabama \(fieldprintalabama.com\)](http://Fieldprint@Alabama.com)

or

<https://fieldprintalabama.com/individuals>

Disqualifiers for Employment in Child Care

[Click here for a list of disqualifying crimes](#)

or

<https://dhr.alabama.gov/wp-content/uploads/2021/09/Disqualifying-Crimes-2023.pdf>