



<b>PROGRAM:</b>	Child Care
<b>EFFECTIVE REGULATION:</b>	<i>Rules and Regulations Governing the Health and Sanitation of Child Care Facilities in the State of Colorado, January 14, 2016</i>
<b>GUIDANCE NO.:</b>	<b>G18-01</b>
<b>DATE:</b>	April 25, 2018
<b>SUBJECT:</b>	<b>Guidance - Plan Review Packet</b>

## Purpose/Background:

The purpose of this document is to provide a standard plan review packet for child care facilities in the state of Colorado. This packet of information and the plan review process is intended to be a tool for environmental health specialists to learn about facilities and build a relationship with the prospective provider. Collecting information included in the plan review packet is not intended to be burdensome for the prospective provider. Items such as a cover letter may be added to the documents but the documents themselves are not to be changed without consultation with the Department.

## Process:

There are three components to the plan review packet: the Plan Review Form, Pre-Opening Questionnaire, and the Hot Water Calculations. Below you will find a description and appropriate use for each component.

- I. **Plan Review Form** - The Plan Review Form is designed to collect information that is building specific and is intended for facilities being built from the ground up, buildings that have never housed a child care facility, or facilities that are undergoing an extensive remodel. A provider that is conducting a change of ownership should not be asked to fill out this form completely. It is recommended that if this form is used for a change of ownership the provider be told which specific sections are pertinent to their situation.
- II. **Pre-Opening Questionnaire** - The Pre-Opening Questionnaire is designed to collect information about the operation of the facility. It is intended for providers to fill out close to opening and after or in lieu of the Plan Review Form. The complete form should not be requested at the same time as the Plan Review Form.
- III. **Hot Water Calculations** - The hot water calculation is a tool only intended for environmental health specialists. The hot water calculations should be completed by the EHS based on information collected from, Annex 2: Plumbing of the Plan Review Form. Tips for calculating hot water demand include:
  - a. **Degree Rise:** The only time 100°F rise should be used is if the ground water temperature is confirmed to be 40°F and the facility has a fixture that requires 140°F water. Otherwise, 80°F rise or less should be used.
  - b. **Efficiency Rating:** Most new hot water heaters have a high efficiency rating. It is essential to verify the efficiency rating of the hot water heater before calculating the hot water demand.

