

ARIZONA DEPARTMENT OF HEALTH SERVICES

OFFICE OF CHILD CARE LICENSING

<http://www.azdhs.gov/als/childcare/index.htm>

**CHILD CARE CENTER
ADDITION OR MODIFICATION
ARCHITECT REQUEST TO AMEND
LICENSE PACKET**

**ARIZONA DEPARTMENT OF HEALTH SERVICES
CHILD CARE PHYSICAL PLANT ARCHITECTURAL EVALUATION**

Dear Child Care Provider:

The expectation of the general public and a preliminary requirement of the Office of Child Care Licensing (OCCL) is that a building or physical plant of any facility used for the care of infants and children be evaluated for construction safety and building code compliance.

It is a requirement for the provider to obtain a *Child Care Physical Plant Architectural Evaluation* through their own contracted architect to certify that new and existing facilities have been checked for compliance with the local building codes and with the child care rules for the physical plant.

A provider or architect may call at any time for assistance with the building's design, remodeling, or in preparation for use as a child care facility. The Architectural Review Unit can be reached by phone at (602) 364-2536, or by fax at (602) 364-4769.

The Office of Child Care has compiled a list of architects who are interested in evaluating child care facilities statewide which you may request by calling the Office at (602) 364-2539 or by logging on to:
<http://www.azdhs.gov/als/childcare/index.htm>

Enclosed: *Submittal Instructions*
Child Care Physical Plant Architectural Evaluation

This document must be completed by an architect.

DRAWING REQUIREMENTS

AAC R9-5-607

Provide the following documents:

- A.1. A short narrative indicating the scope and special nature of the project.
- A.2. One copy of the final architect's drawings, approved by city, with necessary information to show compliance with these rules. A half size drawing set may be submitted, provided the dimensions and printed information is legible. Also, provide an 8 ½"x11" reduction of the floor plan and the site plan.

ADHS may have existing record drawings at the Phoenix Office. Your contracted architect may review these drawings as he prepares the *Child Care Physical Plant Architectural Evaluation*, even if the drawings were prepared by another architect. These drawings will then be cross-referenced to your facility license. Provide a written request for copies. Your architect may supplement these drawings by indicating the current as-built condition on a new floor plan.

- A.3. A draftsman's drawing is accepted for buildings with an area of less than 3000 sq. ft. and with less than 20 occupants (children and staff).
- A.4. If the building is newly constructed, added to or remodeled, provide copies of the following when ready for occupancy and ADHS inspection.

- 1. **Certificate of Occupancy** issued by the Local Building Department.
- 2. Fire Alarm Testing Report
- 3. Fire Inspection report

Drawings shall include the following:

I. SITE PLAN

A site plan, drawn to scale which includes:

- ___ Location of building(s) with site dimensions.
- ___ Accessible routes & ramps.
- ___ Location of parking and drive paths.
- ___ Major street names.
- ___ Adjacent buildings, if the facility is located in a shopping center or school.
- ___ North arrow, drawing scale and site plan key notes.
- ___ Fenced playground adjacent to building, with area, type and height of fence, and gates.
- ___ Proposed shade.
- ___ The location of swimming pool, if applicable, and the protective fence.

Submittal Instructions Continued

II. FLOOR PLANS

The floor plan shall be an architectural drawing, drawn to scale. Indicate the rooms to be licensed with the following information:

- ___ Room number/name.
- ___ Purpose of room.
- ___ Square footage of each room.
- ___ Age group of children using each room (infant, one year olds, preschool, school age).
- ___ Toilet rooms and fixtures, including accessibility requirements (if applicable).
- ___ Diaper Changing Area: indicate location of counter top and adjacent sink within each room that will have diapered children.
- ___ All cabinets, sinks, drinking fountains, fire extinguishers, smoke detectors, fire alarm-pull stations, horns/strobes, etc.
- ___ Wall and floor finishes.
- ___ Direction of door swings and the width of the doors.
- ___ North arrow, drawing scale and floor plan key notes.

III. BUILDING CROSS SECTION

The building cross section shall be an architectural drawing, drawn to scale, which includes the following information:

- ___ UBC construction type.
- ___ Building materials.
- ___ Structure (roof and floor framing, etc.)
- ___ Foundation and footings.
- ___ Any additional comments, if needed.

IV. SPECIAL REQUIREMENTS: FACTORY-BUILT BUILDING

Factory-built buildings and their foundation systems shall be approved for **permanent installation**, at the facility address, by the *State Office of Manufactured Housing* (OMH), Department of Building and Fire Safety, per ARS §41-Chapter 16 and R9-5-607 (C) and R9-5-607 (E).

Submit copies of OMH approved documents, site plan, floor plan and foundation plan, drawn to scale. Submit *OMH Installation Permit*.

V. **SUBMIT DRAWINGS,
CHILD CARE PHYSICAL PLANT ARCHITECTURAL EVALUATION,
AND ALL OTHER ITEMS TO:**

The Office of Child Care Licensing
150 North 18th Avenue, Suite 400
Phoenix, AZ. 85007
Phone: (602) 364-2539

ARIZONA DEPARTMENT OF HEALTH SERVICES CHILD CARE PHYSICAL PLANT EVALUATION

Name of applicant / owner, or school district: _____

Contact person: _____ Phone # _____ Fax# _____

Name of facility: _____

Address of facility: _____ City _____ Zip _____

Cross streets of facility: _____

Mailing address: _____ City _____ Zip _____

Facility telephone: (____) _____ FAX: (____) _____

- Is the facility a
- Public school
 - Charter school
 - Private facility

APPLICANT / OWNER STATEMENT

I request that the Arizona Department of Health Services accept the attached *Child Care Physical Plant Architectural Evaluation* as certification that the child care facility described complies with the Arizona Revised Statutes and Administrative Rules. I understand that by signing below, I attest to the accuracy of the information contained herein.

Signature of applicant or designee: _____ Date: _____

Name of architect: _____

Architect Seal Here

Name of firm: _____

Address: _____ City _____ Zip _____

Telephone: (____) _____ FAX: (____) _____

ARCHITECT STATEMENT

I certify to the best of my knowledge and belief that this building design is in substantial compliance with the minimum Licensure requirements of the Arizona Department of Health Services for construction or modification of this child care facility; and that the information contained in the attached *Child Care Physical Plant Architectural Evaluation* is accurate. I certify that I have complied with all provisions of the Rules of Professional Conduct in reviewing this facility and preparing the Evaluation. (AAC R4-30-301)

Signature _____

Date _____

FOR OCCL USE ONLY	TOTAL CAPACITY	INFANTS	ONE YR. OLDS	DATA INPUT DATE:
FACILITY # CDC-	PREVIOUS #	L.S. #	OFFICE: PHX TUC FLA	INITIALS

CHILD CARE PHYSICAL PLANT ARCHITECTURAL EVALUATION – to be completed by the provider’s contracted architect.

[References represent the Arizona Administrative Code. R9-5-101(88)]

This Submittal represents a facility currently licensed for CDC# _____ R9-5-601 and 607.

Addition or modification - Description: _____

Note: A different Submittal form is used for school age children in public school buildings. **Do not use this form.**

1. CHILD CARE SERVICES CLASSIFICATION

1.1	AGE GROUPS	Yes	No	1.2	PROGRAM	Yes	No
	School Age	[]	[]		More than 4 Hours	[]	[]
	Preschool	[]	[]		Evenings	[]	[]
	One Year Olds	[]	[]		Diapered Children	[]	[]
	Infants	[]	[]		R9-5-503		
					R9-5-602(C)		
1.3	Hot Meals R9-5-509.	[]	[]				

2. OUTDOOR ACTIVITY AREAS: (Include existing, modifications and additions for all ages)

2.1 AREA-1: Available fenced area outdoors: _____ square feet. R9-5-604.
 AREA-2: Indoor substitution: _____ square feet. R9-5-603(C)(2). (if applicable)

TOTAL CAPACITY (A) = AREA-1 plus AREA-2
 _____ square feet, divided by 75, multiplied by 2, equals _____ outdoor capacity.

2.2 FENCED OUTDOOR ACTIVITY AREA:

[X] Verify local building department requirements for location(s) of unlocked gate(s). UBC 1017.12 per local code.

ARCHITECT TO VERIFY

REQUIRED

- | | |
|---|----------------------|
| [X] Shade | R9-5-604(F). |
| [X] Fence/gate enclosure: Minimum 4 ft height | R9-5-604(B). |
| [X] Swimming pool and pool enclosure | R9-5-605, R9-8-Art.8 |

4.1 **PUBLIC SCHOOL & CHARTER SCHOOL BLDGS WITH MORE THAN 49-OCCUPANTS:**
 (**D**) Provide a *Class A Fire Alarm System* for centers located in public/charter schools, and in centers where specifically required by the Office of the State Fire Marshal.
 Provide *Class A or B Fire Alarm* for other center locations.

5. **CONSTRUCTION:** R9-5-601.

		<u>PROVIDED</u>		<u>CITY AND ARCHITECT TO VERIFY</u>	<u>REQUIRED</u>
		Yes	N/A		
5.1	Building construction type			[X]	UBC Table 5B, local code.
5.2	Occupancy separation wall			[X]	UBC 302 per local code.
5.3	Wall/ceiling finish			[X]	New and Existing Buildings: Class I, II or III wall/ceiling finish, as approved per local building department and/or State Fire Marshal, per UBC 804.1.
5.4	Low glass protection			[X]	R9-5-602(D) and local code.
5.5	Lighting (minimum 30 FC)			[X]	R9-5-501(A)(16)(a), local code.
5.6	Separated infant room	[]	[]	---	Infant Room: Room shall be separated from other room areas by walls that continue from floor to ceiling and have full height doors. R9-5-502(A)(1). An infant room cannot be used as a passageway. R9-5-502(B)(1).
5.7	Separated kitchen area	[]	[]	---	Kitchen, Food preparation areas: Areas shall be separated from other activity areas. R9-5-509(I)(J).
5.8	Separated laundry area	[]	[]	---	Laundry area: Area shall be separated from other activity, kitchen and food preparation areas. R9-5-512(C).
5.9	Factory-Built Building			[X]	Factory-built buildings and their foundation systems shall be approved for permanent installation , at the facility address, by the <i>State Office of Manufactured Housing</i> (OMH), Department of Building and Fire Safety, per ARS §41-Chapter 16, R9-5-607 (C)(E).

Submit copies of OMH approved documents, site plan, floor plan and foundation plan, drawn to scale. Submit *OMH Installation Permit*.

6. **EXITING: R9-5-601.**

		<u>PROVIDED</u>		<u>REQUIRED</u>
		Yes	No	<u>City and Architect to Verify</u>
6.1	Infant room exits (2)	[]	[]	--- An infant room must have two exits to be licensed for more than 5 children. R9-5-602(A).
6.2	Fire-rated corridor		[X]	UBC 1005 per local code.
6.3	44-inch corridor width		[X]	UBC 1005.2 per local code.
6.4	Exit travel distances		[X]	UBC 1003.4 per local code.
6.5	36-inch wide exit doors		[X]	UBC 1004.6 per local code.
6.6	Exit lighting (min.1 FC)		[X]	UBC 1012/1013, local code.
6.7	Accessibility		[X]	UBC 1103 per local code.
6.8	Unlocked exit doors		[X]	R9-5-501(A)(2)/601. Can be opened from inside without a deadbolt. UBC 1004.3, local code.

7. **TOILET ROOM FACILITIES: R9-5-602(B).** (Include existing, modifications and additions)

- (1) At least 1 flush toilet and 1 hand washing sink for 10 or fewer children.
- (2) At least 2 flush toilets and 2 hand washing sinks for 11 to 25 children.
- (3) At least 1 flush toilet and 1 hand washing sink for each additional 20 children.

Number of Sanitary Units Provided

One Sanitary Unit is a combination of one toilet/urinal **plus** one handwashing sink.

___ No. of Sanitary Units = lower of two numbers: ___ No. of Toilets + No. of Urinals
 ___ No. of Toilet Hand Washing Sinks
 (drinking attachments not allowed)

TOTAL CAPACITY (C) = _____ Capacity based on sanitary units
 (children 2 years of age and older).

REQUIRED PER LOCAL CODE

City and Architect To Verify

7.1	Toilet spacing/clearances	[X]	Toilets shall be spaced not less than 30-inches apart. Clearance between front of toilet and wall surface shall be not less than 24-inches. UBC 2904 per local building department.
7.2	Wall/floor finish	[X]	48-inch high wall-protection (wainscot) shall be provided where toilets, urinals and sinks occur. Floor and wall finishes shall be smooth, hard, non-absorbent, materials. UBC 807 per local building department.
7.3	Accessible toilet room Wheelchair clearances Grab bars	[X]	BUILDINGS: Because accessibility standards are not available for children, the staff toilet room may be used. UBC 1103.1.2.4, CABO/ANSI A117.1, UBC 104.2.8 and UBC 1105 per local building department shall apply to all buildings.
	3FT wide door	[X]	CABO/ANSI A117.1 4.13.5.

7.7 **ARCHITECT TO VERIFY:**

- Plumbing fixtures
- Toilet mechanical exhaust system or open, screened window

REQUIRED

R9-5-602(A),602(B)and 602(C).

R9-5-501(A)(17), R9-5-512, and UBC 1202.2 per local code.

8. **OTHER FIXTURES AND EQUIPMENT**

PROVIDED

REQUIRED

- | | | | |
|---------------------------------|-----|-----|--|
| | Yes | No | |
| 8.1 Diaper Changing Area & sink | [] | [] | |

Infants & children with diapering needs.

Located in Room(s) # _____

R9-5-503(A)(2) & R9-5-602(C).

City and Architect To Verify

8.2 Food Preparation for Hot Meals only:

- | | | |
|-----------------------------|-----|--|
| Kitchen: 3-compartment sink | [X] | County Health Department. |
| Kitchen: hand washing sink | [X] | County Health Department. |
| Ventilation-grease removal | [X] | Commercial kitchen hood: UMC 507/508 per local code. |

Plumbing fixtures and equipment requirements: Verify with local County Health Department.

9. **Summary:**

9.1 Pursuant to R9-5-101(40) and R9-5-607(b), compliance to building codes and standards, fire codes, zoning, accessibility, and total child and staff capacity shall be subject to approval by the local government agency.

9.2 **TOTAL CHILD CAPACITY** - Is limited to the LOWEST number of the following:

- A** _____ Capacity based on Outdoor Activity Area (page 2, item 2.1), or
- B** _____ Capacity based on Indoor Activity Area (page 3, item 3, total at bottom of chart), or
- C** _____ Capacity based on total Number of Sanitary Units (page 5, item 7) plus infants and ones (page 3, item 3), or
- D** _____ Capacity for Public or Charter Schools based on having a Fire Alarm System provided (page 4, item 4.1). (49 occupants = children and staff)

Subject to these approvals, and to the final inspection by the Licensing Surveyor,

THE TOTAL CHILD CAPACITY may be _____ CHILDREN.