

# PROCEDURE

Cancels: NEW

See also: POL 10.6.14; RCW 43.216; 110-300; 110-301

Approved by: Travis Hansen

## PRO 10.6.14 MANAGING CHILD CARE BUILDING PLAN REVIEWS\*

Action by:

Action:

Health  
Specialist or  
Licensor

1. **Receives** inquiry for department to review a building plan for potential child care licensure or a licensed early learning or school-age provider's remodel plans.
  - 1a. If inquiry is for family home child care, **requests** copy of floor plan and **provides** technical assistance on individual basis instead of requestor attending plan review meeting.
  - 1b. If inquiry is for potential child care center or school-age licensure of building, **informs** requestor to contact their local building department to determine if building can be used for child care program. (The actual Certificate of Occupancy is not needed at this time.)
2. **Discusses** with requestor if plan review or feasibility visit\*\* is best fit for request.
  - 2a. If plan review is best fit, **assures** requestor gets registered to attend a plan review meeting.
  - 2b. If feasibility visit is best fit, **follows** [10.6.13 Managing Child Care Facility Feasibility Visits](#) and **exits** procedure.

Licensing Staff

3. **Registers** requestor through a calendar invite to the Health Specialist and State Fire Marshal's Office for the next available plan review meeting (limit four plan reviews per day).
  - 3a. **Records** requestor's name and contact information.
  - 3b. **Informs** requestor they must bring to the meeting a legible floor plan of the building with the following applicable items labeled:
    - Rooms identified by intended use (i.e., kitchen, infant room, etc.)
    - Windows and doors in rooms
    - Emergency exit pathways and emergency exits
    - Bathrooms with total number of toilets and sinks

- Diaper changing areas
- Janitorial storage area
- Kitchen area and layout
- Outdoor play space
- Laundry area

- |                                |  |
|--------------------------------|--|
| Support Staff                  | <p>4. One week before plan review meeting, <b>reminds</b> registrants of meeting.</p> <p>4a. If person is unable to attend, <b>attempts</b> to fill space with another person who is registered to attend a future meeting.</p> <p>4b. If a plan review meeting needs to be canceled, <b>notifies</b> Health Specialist and State Fire Marshal's Office.</p> |
| Health Specialist and Licensor | <p>5. <b>Attends</b> plan review meeting and <b>provides</b> technical assistance about licensing requirements relating to building plan.</p>  |
| Licensor                       | <p>6. <b>Documents</b> in WA Compass within 10 business days that meeting occurred for a licensed early learning provider.</p>   |

### Scheduling Plan Review Meetings:

- |                   |  |
|-------------------|--|
| Health Specialist | <p>7. In November, <b>coordinates</b> with the Support Staff where the plan review meetings will take place each month of the coming year.</p> <p>8. <b>Notifies</b> State Fire Marshal's Office of plan review meeting dates and locations for the coming year.</p> |
| Support Staff     | <p>9. <b>Reserves</b> meeting room and <b>sends</b> invitation in Outlook to Health Specialists and unit's Supervisor and Licensors.</p>   |
| Supervisor        | <p>10. <b>Assigns</b> licensor to attend monthly plan review meeting.</p>  |

\*A plan review is a formal review of the floor plans of a proposed facility to provide guidance on meeting the physical needs of a building planned for child care.

\*\* A facility feasibility visit is an informal walk through of a building to determine if it is suitable for a child care facility. It is generally used when there are time restraints such as, but not limited to, a program needing to move due to an unforeseen emergent situation or a possible new program needing to sign a lease or purchase quickly. It is only intended to identify possible

barriers to the licensing process, such as not having enough toilets and sinks required for a child care center. It is not intended to guarantee that a facility will be licensed, but provides a brief overview on potential use for licensure.