

New Child Care Centre Physical Requirements and/or Recommendations Checklist

Please use this form to guide construction & renovation activities.

NOTE: The following is required when opening a new licensed childcare centre.

All construction must be completed, and all requirements listed below must be in place prior to the opening food safety and infection prevention and control inspections.

- Contact the Ministry of Environment & Climate Change to review the criteria for lead testing and flushing requirements.
- Contact the Ministry of Education (MEDU) to review licensing requirements. It is expected the centre has registered with MEDU prior to registering with SMDHU

Food Safety Requirements:

(Must be in compliance with [Ontario Food Premises Regulation R.R.O. 493/17](#) under the [Health Protection and Promotion Act](#)):

- Food handler certification – at least one staff must have completed the certification and must be on-site while food is being prepared. Multiple staff are encouraged to have the certification
- Submit architectural floor plans for review by SMDHU
- Adequate mechanical ventilation and lighting is provided
- Pest management strategy in place
- Proper garbage/waste storage and removal
- Adequate supply of water is available
 - Municipal or private (treated and tested)
 - Potable hot and cold running water under pressure
- Staff washrooms provided in sanitary condition and stocked with required supplies
- Food storage designed to protect food from contamination
 - Food must be stored away from chemicals, off the floor and in labeled containers that can be adequately cleaned and disinfected.
- Adequate number of handwashing stations that can be conveniently accessed by food handlers and only used for handwashing
- Cleaning & sanitizing:
 - If using reusable dishes, the centre staff must either follow the 3-compartment sink method, OR wash and sanitize via commercial dishwasher. Therefore, the centre must have at least either:
 - A 3-compartment sink set-up OR,
 - A 2-compartment sink set-up with a commercial dishwasher
 - If there are insufficient sinks available for proper dish cleaning and sanitization consult with your assigned Public Health Inspector about alternatives
 - Test strips to verify the sanitizer strength when sanitizer needs to be diluted.

- Adequate storage must be available for clean utensils, dishware, and cookware.
- Thermometers to verify food preparation, food transport (if catered) and storage temperatures must be readily available.
- Food contact surfaces and non-food contact surfaces must be properly designed, constructed, installed, and located. Surfaces must be smooth, non-absorbent, and easy to clean.

Infection Prevention and Control Recommendations:

- Submit architectural floor plans for review by SMDHU
- Separate and dedicated handwashing basins in all infant and toddler rooms that are not the designated diaper change handwashing basin or a washroom sink.
 - It is recommended that all rooms have an arts and crafts sink as well.
 - Alcohol based hand rub provided for staff use (minimum 60% alcohol).
- Washrooms should be in close proximity to licensed rooms and be available for children with a 1:10 (toilet to children) ratio
- Easily accessible handwashing basins in children's washrooms (stable step or stool available).
- Proper garbage/waste storage and removal (e.g., covered containers, routine removal frequencies).
- Diaper Change Areas
 - Designated areas separate from areas used for eating and programming
 - A dedicated hand wash basin located in diaper change area
 - Change table constructed of smooth, non-absorbent, and easy to clean material
 - Diaper change area and/or washroom maintained in sanitary condition
 - Appropriate storage available for creams/lotions/ointments/diapers
 - Adequate space provided for extra clothing and storage of soiled clothing
 - Adequate waste receptacles (plastic-lined with a tight-fitting lid) provided
- Designated disinfectant solutions for routine or outbreak use are labeled and provided
- Disinfectant test strips available for verifying disinfectant strengths
- Adequate individual storage space for personal items (e.g., cots, cubbies)
- Items for use to be non-porous or easily cleanable
- Resources recommended to be posted:
 - Diaper Change Procedures
 - Handwashing Instructions
 - Cleaning and Disinfection Schedule
 - Surface Disinfection with Chlorine Bleach (if using)

Additional considerations for physical design of a child care centre are available from the Canadian Paediatric Society at: <https://caringforkids.cps.ca/wellbeings/wellbeings>