

# CHILDCARE FACILITY CHECKLIST

## SECTION: PLANNING DEPARTMENT REVIEW

Cities and departments may differ on the specific issues that need to be addressed once a potential property is identified. Note that, in general terms, large-scale exterior issues are addressed by the Planning Department, while the Building Department addresses smaller-scale exterior issues and interior issues governed by the Uniform Building Code (UBC).

Item	Status	City Concern / Need	Details	Notes
1	<input type="checkbox"/>	<b>Site selection options</b>	<ul style="list-style-type: none"> <li>• Determine the current zoning of the potential property.</li> <li>• Do not immediately discard a choice because the zoning is incorrect; instead, review it with the Planning Department. You may be able to obtain a Conditional Use permit for a use outside the property's original zoning. Some cities have a desire to increase the availability of child care facilities in their communities and may, therefore, allow some flexibility on this issue as long as neighboring uses are not incompatible.</li> <li>• If possible, approach the Planning Department with more than one potential site. Although you may have a favored location, working with the city to consider different sites will set a foundation for later approval.</li> <li>• If you are acquiring new land (rather than leasing), the Planning Department can help you evaluate the site prior to acquisition.</li> </ul>	
2	<input type="checkbox"/>	<b>Vehicular traffic flow</b>	<ul style="list-style-type: none"> <li>• What is the likelihood your project will increase vehicular traffic flow to the immediate neighborhood?</li> <li>• Are nearby streets capable of absorbing the additional traffic?</li> <li>• Are the driveways for entering and exiting the proposed property at reasonable distances from intersections?</li> <li>• Could traffic flow to and from your site at peak pick-up and drop-off times create traffic hazards on the adjacent streets?</li> </ul>	
3	<input type="checkbox"/>	<b>Parking</b>	<ul style="list-style-type: none"> <li>• Consider the site's overall parking capacity. You will need to review the city's parking standards (they vary from city to city) to determine the minimum number of dedicated spaces you must provide as well as how many spaces you may need for parents picking up or dropping off their children.</li> <li>• If the proposed facility shares parking spaces with adjacent businesses, consider the timing of peak parking demand for these spaces; there may be some flexibility in relation to a child care facility's planned hours of operation compared with that of its potential neighbors.</li> <li>• Grading and drainage of parking lots is also of concern: is the</li> </ul>	

			<p>existing exterior paving in acceptable condition? Is there evidence of poor drainage of storm water?</p> <ul style="list-style-type: none"> <li>• Where are storm drain catch basins located on the site? Of special concern is whether they lie within the area you plan to enclose as your play area.</li> <li>• If you plan to place fences or curbs that will in any way redirect surface water flow on site, you may be required to re-grade a much larger area than your play area and/or add storm drainage catch basins.</li> </ul> <p><i>See also the Building Department section as it relates to Americans with Disabilities Act (ADA) compliance; see the Building Owner section as it relates to parking space count and reconfiguration.</i></p>	
4	<input type="checkbox"/>	<b>Fire truck access</b>	<ul style="list-style-type: none"> <li>• Review fire truck access. In a typical existing commercial development, fire access already meets the minimum requirements, leaving little flexibility for altering / reducing it.</li> <li>• On-site paved area that appears “unused” is not necessarily available for your use as, for example, an outdoor play area or additional parking. Any area designated as fire access lane must remain unobstructed.</li> </ul>	
5	<input type="checkbox"/>	<b>Fire suppression water</b>	<ul style="list-style-type: none"> <li>• Are the number and location of fire hydrants serving the site adequate for current firefighting standards?</li> <li>• Is the rate of fire flow sufficient?</li> </ul>	
6	<input type="checkbox"/>	<b>Emergency gathering area</b>	<ul style="list-style-type: none"> <li>• If you are required to evacuate the building in an emergency such as a fire, is there adequate nearby gathering space where the staff can safely oversee the children? Your outdoor play space may not meet this requirement if it does not allow you to take refuge far enough away from the building.</li> </ul>	
7	<input type="checkbox"/>	<b>Outdoor play area</b>	<ul style="list-style-type: none"> <li>• Is there exterior space available for your outdoor play area? The city may have concerns if it means reducing the number of parking spaces currently available or reconfiguring on-site traffic flow in order to create such an area. A traffic engineering study may be required.</li> <li>• The city may also have concerns regarding the height and materials of any fence erected to enclose the play yard.</li> </ul> <p><i>See also the Building Owner section for related issues.</i></p>	

8	<input type="checkbox"/>	<b>Signage</b>	<ul style="list-style-type: none"> <li>• Planning Departments have regulations regarding signage. Confirm what you are planning will fall within these limitations. <i>See also the Building Owner section for related issues.</i></li> </ul>	
9	<input type="checkbox"/>	<b>Transportation access</b>	<ul style="list-style-type: none"> <li>• Ease of access from public transportation is crucial for many potential clients. You will want to confer with the local transit authority regarding access to public transportation—namely, whether the child care facility is on a public transit route and if there is a paved path of travel between the facility and the transit access point.</li> </ul>	
10	<input type="checkbox"/>	<b>Sewage / water connections</b>	<ul style="list-style-type: none"> <li>• Discuss fees and impacts on usage with the Planning Department. A commercial building may not have been designed for the concentrated use a child care facility requires.</li> <li>• Are restroom facilities available within the space you are considering? Are they available in sufficient number? If not, do the building's sewage / water systems have the capacity to handle additional fixtures?</li> </ul>	
11	<input type="checkbox"/>	<b>HVAC equipment</b>	<ul style="list-style-type: none"> <li>• A heating and cooling system originally designed for commercial uses may not be adequate for a child care facility.</li> <li>• If additional roof-mounted equipment is needed, determine whether the existing parapet walls provide enough screening. Learn whether or not the structure can support the added equipment and the wind load of any added screening the Planning Department may require.</li> <li>• If additional ground-mounted equipment is required, where will it be located, and how will it be screened?</li> </ul>	
12	<input type="checkbox"/>	<b>Design review</b>	<ul style="list-style-type: none"> <li>• Some cities will review your conceptual-level plans for free. Not all municipalities will offer design review, and others may charge for the service, so inquire with the relevant city. A preliminary plan review can identify additional elements that need to be addressed early enough in the process that changes are relatively easy to make.</li> </ul>	

# CHILDCARE FACILITY CHECKLIST

## SECTION: BUILDING DEPARTMENT REVIEW

Cities and departments may differ on the specific issues that need to be addressed once a potential property is identified. Note that, in general terms, large-scale exterior issues are addressed by the Planning Department, while the Building Department addresses smaller-scale exterior issues and interior issues governed by the Uniform Building Code (UBC).

Item	Status	City Concern / Need	Details	Notes
<b>EXTERIOR SPACES</b>				
1	<input type="checkbox"/>	<b>Site ADA compliance</b>	<ul style="list-style-type: none"> <li>• A number of factors must be reviewed to determine if access from off site to the front door of the proposed facility is ADA compliant.</li> <li>• Does the parking lot have the required number of ADA compliant parking spaces, including the necessary signage and striping?</li> <li>• Are there stairs or a curb / sidewalk separating the entry to the facility from the level of the parking lot? If so, is there an ADA compliant ramp(s) with handrails as required?</li> <li>• If children and staff must traverse any public space to access the outdoor play area, that path of travel must also meet ADA requirements.</li> <li>• Even if the building complex as a whole has these compliant features, they may not be sufficient or may be out of date. Your specific facility may need its own compliant parking spaces, signage, and curb cuts / ramps. <i>See also the Building Owner section for related issues.</i></li> </ul>	
<b>INTERIOR SPACES</b>				
1	<input type="checkbox"/>	<b>Fire-rated separations</b>	<ul style="list-style-type: none"> <li>• The Uniform Building Code (UBC) dictates the type of construction and fire rating required for the proposed property.</li> <li>• Depending on the type of neighbors the child care facility will have in a shared building, you may need to augment existing fire separation between the spaces (typically, fire-rated walls). An increased separation could also require alterations to any shared HVAC distribution system. This is one important element of determining whether other tenants are compatible or incompatible uses.</li> </ul>	
2	<input type="checkbox"/>	<b>Building exits</b>	<ul style="list-style-type: none"> <li>• The UBC spells out how many exits to the building's exterior will be required based on a combination of the type of use the building will house and its square footage.</li> </ul>	

			<ul style="list-style-type: none"> <li>Does the property under consideration have sufficient exits? If not, how difficult will it be to add more? Will the building's structure allow the introduction of additional exterior openings? <i>See also the Building Owner section for related issues.</i></li> </ul>	
3	<input type="checkbox"/>	<b>Interior partitions</b>	<ul style="list-style-type: none"> <li>In order to provide appropriate separation between the age groups you are caring for, between napping and activity areas, between child care areas and administrative spaces, etc., it is likely interior partitions will need to be added / reconfigured. The UBC will place some limitations on the relationship of these rooms to one another and to the building's exits. This may require more square footage than initial estimates would call for.</li> <li>The addition and /or reconfiguration of interior partitions will undoubtedly result in the need to also reconfigure / add to the HVAC distribution system and its controls. Light fixtures and their controls will need similar considerations. <i>See also the Building Owner section for related issues.</i></li> </ul>	
4	<input type="checkbox"/>	<b>Kitchen / food service</b>	<ul style="list-style-type: none"> <li>Evaluate the building's ability to support your intended food service program.</li> <li>Key questions: Will you be cooking on site? Will any exhaust fans be required? If so, will you be able to add them to the building? Will you need any dedicated electrical outlets for stoves or refrigerators? Is this capacity available within the property? <i>See also the Building Owner section for related issues.</i></li> </ul>	

# CHILDCARE FACILITY CHECKLIST

## SECTION: BUILDING OWNER REVIEW

Cities and departments may differ on the specific issues that need to be addressed once a potential property is identified. Note that, in general terms, large-scale exterior issues are addressed by the Planning Department, while the Building Department addresses smaller-scale exterior issues and interior issues governed by the Uniform Building Code (UBC).

Item	Status	Owner Concern / Need	Details	Notes
<b>EXTERIOR SPACES</b>				
1	<input type="checkbox"/>	<b>Site ADA compliance</b>	<ul style="list-style-type: none"> <li>A number of factors must be reviewed to determine whether or not access from off site to the front door of the proposed facility is ADA compliant.</li> <li>If improvements are needed, identify who will cover the costs. <i>See also the Building Department section for more details on specific ADA compliance issues.</i></li> </ul>	
2	<input type="checkbox"/>	<b>Parking</b>	<ul style="list-style-type: none"> <li>When considering placing a child care facility in a shared building such as a commercial development, you will need to determine if the number of parking spaces is adequate for all of the tenants, keeping in mind city requirements for some dedicated parking spaces as well as the peak demands on parking generated during pick-up and drop-off periods. <i>See also the Planning Department section for related issues.</i></li> </ul>	
3	<input type="checkbox"/>	<b>Outdoor play area</b>	<ul style="list-style-type: none"> <li>Licensure requirements establish the minimum square footage of exterior activity space. This, however, is only a starting point for considering the design of an exterior play yard.</li> <li>What are your security concerns? Will extending the area all the way to a public sidewalk be acceptable? What kind of barriers will you require between your play yard and any adjacent vehicular traffic areas?</li> <li>What are your fencing requirements? Is visually permeable fencing, such as chain link, acceptable? What is the minimum height acceptable? Consider also the effects of the height and construction material on the structural components of the fence.</li> <li>Will you need lawn or other planted area in your play yard? If so, what modifications will have to be made to existing conditions? Will paving have to be removed to accommodate these plantings? Will irrigation water be available?</li> <li>Will you want a garden? Can it be created in above-ground containers? Will irrigation water be available?</li> </ul>	

			<ul style="list-style-type: none"> <li>• Are there shade requirements? Can you rely on the building's overhang to provide this shaded area? If not, will you need to add a shade structure or trees? Shade structures may have their own structural requirements / permitting process. Special care must be taken when selecting appropriate trees for a play area, and consideration must be given to irrigation.</li> <li>• Will play structures be permanent or portable?</li> <li>• How will you provide the necessary "soft fall" area surrounding the play structure?</li> <li>• Will you need access to water for your play area for clean-up or other activities? Is there an exterior faucet (called a hose bib) available? Can one be added?</li> <li>• If improvements are needed, identify who will cover the costs. <i>See also the Planning Department section for related issues</i></li> </ul>	
4	<input type="checkbox"/>	<b>Garbage and delivery access</b>	<ul style="list-style-type: none"> <li>• Garbage truck access to the site's collection area and delivery truck access to other tenants' spaces must be maintained.</li> <li>• As noted above, on-site paved area that appears "unused" is not necessarily available for your use as, for example, an outdoor play area or additional parking.</li> </ul>	
5	<input type="checkbox"/>	<b>Building utility services</b>	<ul style="list-style-type: none"> <li>• Commercial buildings and buildings originally constructed to serve as private residences may not have been designed to handle the intensive "human load" of a child care center. There will likely be increased loads placed on the building's HVAC, electrical, water, and sewage systems.</li> <li>• Does the facility have the capacity to provide for these additional infrastructure demands? If not, can the capacity be expanded to cover your needs?</li> <li>• If improvements are needed, identify who will cover the costs. <i>See also the Planning Department section for related issues</i></li> </ul>	
6	<input type="checkbox"/>	<b>Signage</b>	<ul style="list-style-type: none"> <li>• What kind of signage will your child care facility require in order to alert potential clients to your presence? Will the building owner permit this?</li> <li>• If improvements are needed, identify who will cover the cost. <i>See also the Planning Department section for related issues.</i></li> </ul>	

**INTERIOR SPACES**

<b>1</b>	<input type="checkbox"/>	<b>Fire-rated separations</b>	<ul style="list-style-type: none"> <li>• As noted above, the UBC dictates the type of construction and fire rating required for the proposed property. Depending on the type of neighbors the child care facility will have in a shared building, you may need to augment existing fire separation between the spaces (typically, fire-rated walls). This increased separation could also require alterations to any shared HVAC distribution system.</li> <li>• Although the additional fire rating material can be added entirely on one side of a wall, a higher fire rating is most commonly achieved by adding gypsum board to both sides of the wall in question. Will it be possible to have access to the adjacent space to add this material to the wall(s) or will this accommodation be made entirely on your side of the wall? <i>See also the Building Department section for related issues.</i></li> </ul>
<b>2</b>	<input type="checkbox"/>	<b>Building exits</b>	<ul style="list-style-type: none"> <li>• Does the property under consideration have sufficient exits? If not, how difficult will it be to add more? Will the building's structure allow the introduction of additional exterior openings?</li> <li>• Will the building's owner allow the introduction of additional exterior openings? <i>See also the Building Department section for related issues.</i></li> </ul>
<b>3</b>	<input type="checkbox"/>	<b>Interior partitions</b>	<ul style="list-style-type: none"> <li>• To provide separation between the age groups, between napping and activity areas, between child care areas and administrative spaces, etc., interior partitions may need to be reconfigured or added. Any changes to interior partitions will result in the need to reconfigure or add to the HVAC distribution system and its controls. Light fixtures and their controls will need similar considerations.</li> <li>• Can the building's HVAC distribution system be easily altered to adapt to the changes you will require? Is it nearing the end of its useful life? How efficient is it? What are your likely utility bills?</li> <li>• Will the building's electrical system have sufficient capacity for increased usage? Is it possible to add circuits if dedicated circuits are required for copy machines, refrigerators, etc?</li> <li>• What is your need for computers and networking? Does the building have the infrastructure to support this?</li> <li>• If improvements are needed, identify who will cover the cost. <i>See also the Building Department section for related issues</i></li> </ul>

4	<input type="checkbox"/>	<b>Kitchen / food service</b>	<ul style="list-style-type: none"> <li>• A number of factors must be considered when providing food services.</li> <li>• Will any special deliveries be required? If so, what impact will that have on vehicular traffic flow? Can these effects, if any, be minimized by establishing specific allowable timing for delivery trucks?</li> <li>• Will you be cooking, or merely warming, food on site? Will any exhaust fans be required? If so, will you be able to add them to the building?</li> <li>• Will you need any dedicated electrical outlets for stoves, refrigerators, or other equipment? Is this capacity available within the property?</li> <li>• How will you clean up after food preparation? How will you sanitize utensils used in the preparation and serving of food?</li> <li>• If improvements are needed, identify who will cover the cost. <i>See also the Building Department section for related issues.</i></li> </ul>	
5	<input type="checkbox"/>	<b>Restroom facilities</b>	<ul style="list-style-type: none"> <li>• In many commercial complexes, restroom facilities are shared among the tenants. Child care facilities require dedicated, securable restrooms accessible from within the child care facility.</li> <li>• Are restrooms available within the space you are considering? Are they available in sufficient number? Can they be segregated for use by children and adults?</li> <li>• If not, how difficult will it be to add them? Do the building's sewage / water systems have the capacity to handle additional fixtures?</li> <li>• If improvements are needed, identify who will cover the cost. <i>See also the Planning Department section for related issues</i></li> </ul>	
6	<input type="checkbox"/>	<b>Laundry facilities</b>	<ul style="list-style-type: none"> <li>• Many commercial complexes are not set up to accommodate laundry facilities. Is there room for a water heater? Are the required utility hook-ups available?</li> <li>• If not, how difficult will it be to add them? Do the building's sewage / water systems have the capacity to handle additional fixtures?</li> <li>• If improvements are needed, identify who will cover the cost. <i>See also the Planning Department section for related issues</i></li> </ul>	

# CHILDCARE FACILITY CHECKLIST

## SECTION: TITLE 22 REQUIREMENTS

Cities and departments may differ on the specific issues that need to be addressed once a potential property is identified. Note that, in general terms, large-scale exterior issues are addressed by the Planning Department, while the Building Department addresses smaller-scale exterior issues and interior issues governed by the Uniform Building Code (UBC).

Item	Status	Requirement	Details	Notes
<b>EXTERIOR SPACES</b>				
1	<input type="checkbox"/>	<b>75 square feet per child minimum</b>	<ul style="list-style-type: none"> <li>Excludes swimming pools, pool decks, natural hazards, and man-made hazards.</li> </ul>	
2	<input type="checkbox"/>	<b>Infant and preschool play areas must be separated</b>	<ul style="list-style-type: none"> <li>Play areas for infant and preschool age groups (defined by licensing) should be distinct from each other.</li> </ul>	
3	<input type="checkbox"/>	<b>Play area must be fenced</b>	<ul style="list-style-type: none"> <li>In order to prevent children from leaving the play area, the surrounding fence must be a minimum of 4 feet in height. Split-rail and barbed-wire fences are not allowed.</li> </ul>	
4	<input type="checkbox"/>	<b>Bodies of water must be inaccessible</b>	<ul style="list-style-type: none"> <li>Both man-made and natural pools of water must be fenced or covered to prevent access by children. If fenced, the barrier must be a minimum of 5 feet in height.</li> </ul>	
5	<input type="checkbox"/>	<b>Access to play area must be secure</b>	<ul style="list-style-type: none"> <li>If the play area is not immediately adjacent to the building (accessible directly from an exterior doorway), the path of travel must be safe, secure, and not in conflict with other activities on the site.</li> </ul>	
6	<input type="checkbox"/>	<b>Play area must be adequately shaded</b>	<ul style="list-style-type: none"> <li>A portion of the outdoor must be shaded from the sun and sheltered from inclement weather.</li> </ul>	
7	<input type="checkbox"/>	<b>Play equipment areas must be cushioned against falls</b>	<ul style="list-style-type: none"> <li>Materials that absorb falls include sand, wood chips, pea gravel, and rubber mats (some of these options are not acceptable in all locations). Other materials and products are also available, but require approval by Health &amp; Human Services.</li> </ul>	
8	<input type="checkbox"/>	<b>Building systems equipment must be inaccessible</b>	<ul style="list-style-type: none"> <li>Includes HVAC equipment, water heaters, fuse boxes, etc.</li> </ul>	

9	<input type="checkbox"/>	<b>Trash cans must be lidded and fire retardant</b>	<ul style="list-style-type: none"> <li>Not only prevents or contains fires, but also aids in preventing access by animals.</li> </ul>	
<b>INTERIOR SPACES</b>				
1	<input type="checkbox"/>	<b>35 square feet per child minimum</b>	<ul style="list-style-type: none"> <li>This excludes bathrooms, circulation routes, offices, isolation areas, food preparation areas, storage, and floor space occupied by shelving, furniture, or equipment, etc. It may also exclude specialty areas that are only occupied for short periods, such as computer rooms or reading rooms.</li> </ul>	
2	<input type="checkbox"/>	<b>2 exits per classroom minimum</b>	<ul style="list-style-type: none"> <li>In addition to aiding circulation, two exits per classroom is a basic requirement for fire safety.</li> <li>Circulation must be preserved during naptime—children or staff members should not have to step over cots or mats.</li> </ul>	
3	<input type="checkbox"/>	<b>Heating and cooling must be maintained at required levels</b>	<ul style="list-style-type: none"> <li>Rooms used by children should be capable of maintaining the temperature and humidity mandated by national standards. Although designated as a requirement for the HVAC system, this requirement may also affect the building envelope.</li> </ul>	
4	<input type="checkbox"/>	<b>Window screens are required</b>	<ul style="list-style-type: none"> <li>No insects or debris should enter the child care facility through open windows.</li> </ul>	
5	<input type="checkbox"/>	<b>Fireplaces and portable space heaters must be inaccessible to children</b>	<ul style="list-style-type: none"> <li>Barriers prevent children from reaching fireplaces and space heaters. A child's Interaction with these elements may pose an injury hazard and also a fire hazard for the facility itself.</li> </ul>	
6	<input type="checkbox"/>	<b>All areas of the facility must have lighting</b>	<ul style="list-style-type: none"> <li>Lighting promotes safety, increases comfort, and supports involvement in tasks or activities.</li> </ul>	
7	<input type="checkbox"/>	<b>Floor treatments must be non-skid</b>	<ul style="list-style-type: none"> <li>This includes non-skid flooring and non-slip backing on rugs.</li> </ul>	
8	<input type="checkbox"/>	<b>1 toilet and 1 sink per 15 children</b>	<ul style="list-style-type: none"> <li>15 children is the maximum number served by this ratio. Urinals may be used, but two toilets must be included for every urinal counted. Low-flow toilets are mandated by California code.</li> <li>Solid waste, such as from diapering, should be securely stored elsewhere</li> </ul>	

9	<input type="checkbox"/>	<b>1 toilet and 1 sink for other uses</b>	<ul style="list-style-type: none"> <li>The separate toilet and sink could be used by sick children, staff members, or in case of emergency.</li> </ul>	
10	<input type="checkbox"/>	<b>Faucets used by children must have temperature controls for hot water</b>	<ul style="list-style-type: none"> <li>To prevent injury, hot water faucets used by children should be restricted to 105 – 120° F or be obviously labeled otherwise.</li> </ul>	
11	<input type="checkbox"/>	<b>Drinking water must be safely and readily accessible</b>	<ul style="list-style-type: none"> <li>A non-contaminating fixture should be easily accessible from the interior and exterior spaces. If a drinking fountain is too high for children to reach, securely anchored steps or platform must be provided. Any free-standing water containers should also be secured.</li> </ul>	
12	<input type="checkbox"/>	<b>Furniture and equipment must be age appropriate</b>	<ul style="list-style-type: none"> <li>Tables, chairs, and play equipment should be scaled to the age range of children that will use the facility.</li> </ul>	
13	<input type="checkbox"/>	<b>Separate furniture for health-related uses</b>	<ul style="list-style-type: none"> <li>A separate resting area—cot, couch, or bed—available for children in ill health.</li> </ul>	
14	<input type="checkbox"/>	<b>Play equipment must be securely anchored</b>	<ul style="list-style-type: none"> <li>Equipment must be anchored to the ground unless designed specifically to be portable.</li> </ul>	
15	<input type="checkbox"/>	<b>Play equipment must be non-toxic</b>	<ul style="list-style-type: none"> <li>All materials or surfaces accessible by children should be free of toxic substances.</li> </ul>	
16	<input type="checkbox"/>	<b>Storage for belongings</b>	<ul style="list-style-type: none"> <li>Each child should have individual storage, whether permanent or portable, for their clothing, bedding, and other personal items.</li> </ul>	
17	<input type="checkbox"/>	<b>Storage for equipment</b>	<ul style="list-style-type: none"> <li>This includes play materials, teaching materials, arts and crafts supplies, and cots or mats for napping, etc.</li> </ul>	
18	<input type="checkbox"/>	<b>Locked storage for hazardous materials</b>	<ul style="list-style-type: none"> <li>Hazardous materials include any cleaning products or equipment, laundry detergents, some office supplies, and anything combustible or highly flammable, etc.</li> </ul>	

# CHILDCARE FACILITY CHECKLIST

## SECTION: BEST PRACTICES

Cities and departments may differ on the specific issues that need to be addressed once a potential property is identified. Note that, in general terms, large-scale exterior issues are addressed by the Planning Department, while the Building Department addresses smaller-scale exterior issues and interior issues governed by the Uniform Building Code (UBC).

Item	Status	Best Practice	Details	Notes
<b>EXTERIOR SPACES</b>				
1	<input type="checkbox"/>	<b>Calculate 100 SF per child</b>	<ul style="list-style-type: none"> <li>As with interior space, using a higher square footage for calculations will allow for spaces/uses not included in the minimum measure—accounts for circulation space, fencing, outdoor storage, and play equipment, none of which can intrude into the open play area. Allow for both active and quiet play.</li> </ul>	
2	<input type="checkbox"/>	<b>Landscape appropriately</b>	<ul style="list-style-type: none"> <li>Work with design professionals to select plantings that will require minimum maintenance and that will not produce fruits or other elements that could be considered a choking hazard for a small child. Similarly, when selecting play area surfaces, choose a material that cannot be considered a choking hazard or conceal sharp objects.</li> </ul>	
3	<input type="checkbox"/>	<b>Provide enough shade and shelter</b>	<ul style="list-style-type: none"> <li>Shaded area should accommodate teachers and a typically-sized group of children. Consider shading both active and quiet play areas.</li> </ul>	
4	<input type="checkbox"/>	<b>Select fencing carefully</b>	<ul style="list-style-type: none"> <li>Choose a fence that is 5 feet in height (which is above the minimum requirement), does not include spaces larger than 3 inches across, and is not easily pulled apart.</li> </ul>	
5	<input type="checkbox"/>	<b>Access to play area must be secure</b>	<ul style="list-style-type: none"> <li>Direct access to outdoor space from every classroom is preferred for security, ease of use, and incorporation of outdoor learning activities.</li> </ul>	
<b>INTERIOR SPACES</b>				
1	<input type="checkbox"/>	<b>Calculate 100 SF per child</b>	<ul style="list-style-type: none"> <li>Starting with 100 SF per child, rather than the 35 SF minimum, allows for the spaces / uses that are excluded from the Title 22 definition but which are needed for the facility to function.</li> </ul>	
2	<input type="checkbox"/>	<b>Environment should be welcoming</b>	<ul style="list-style-type: none"> <li>Include display areas for children's work. Overall, decorate and lay out the space to reduce excessive visual and auditory</li> </ul>	

			stimulation. Acoustical analysis is a good idea and may help identify areas that will benefit from sound-reducing doors, glass, and surfaces, etc.	
3	<input type="checkbox"/>	<b>Space should accommodate different functions, abilities, and a range of groups sizes</b>	<ul style="list-style-type: none"> <li>Consider parental needs such as a convenient sign in/out area, places to gather information or have discussions with staff members. Children should be able to pursue individual, small group, and large group activities. Comply with the American Disabilities Act through review by the Building Department.</li> </ul>	
4	<input type="checkbox"/>	<b>Space should accommodate easy supervision</b>	<ul style="list-style-type: none"> <li>Staff should always be able to monitor children and other adults by sight and sound without the use of devices. Include visibility panels in all doors except those leading to adult toilets.</li> </ul>	
5	<input type="checkbox"/>	<b>Include windows</b>	<ul style="list-style-type: none"> <li>Some guidelines require windows equal to 8% of the total floor area. Also, studies show that admitting daylight while reducing glare and allowing views to the outdoors have positive effects on attitude and readiness to learn.</li> </ul>	
6	<input type="checkbox"/>	<b>Design clear circulation, both for daily use and for emergencies</b>	<ul style="list-style-type: none"> <li>Children should be able to recognize clear pathways between areas that do not disturb other children's activities. This includes clearly marked entrances and exits.</li> </ul>	
7	<input type="checkbox"/>	<b>Fire safety equipment is visible and well-maintained</b>	<ul style="list-style-type: none"> <li>Emergency exits must be clearly marked. Fire extinguisher and fire alarms should be accessible to each classroom. Smoke detectors and carbon monoxide detectors should be installed in each classroom. All safety equipment should be checked and serviced routinely (at least annually).</li> </ul>	
8	<input type="checkbox"/>	<b>Heating and cooling must be maintained but incorporate some flexibility</b>	<ul style="list-style-type: none"> <li>Separate HVAC controls for each classroom are recommended, but should be discussed with the design professionals involved. Automatic controls are often preferred. Air quality is of primary importance with small children, so in addition to a good ventilation system, chose finishes that are non-toxic and/or do not off-gas noxious fumes.</li> </ul>	
9	<input type="checkbox"/>	<b>Allow for different lighting levels</b>	<ul style="list-style-type: none"> <li>In general, warm, soft light is preferable. In all cases, dual switching is useful so that light levels can be controlled for different uses—particularly napping or audio-visual activities.</li> <li>Emergency lighting should be present in all areas.</li> </ul>	

10	<input type="checkbox"/>	<b>Choose most accessible bathroom location and fixtures</b>	<ul style="list-style-type: none"> <li>Restrooms that are easily accessible from both indoors and out improve supervision and reduce tracking in of dirt from outside.</li> <li>If hand-washing fixtures are too high for children to reach, securely anchored steps should be provided, but it is better to select hand-washing sinks that are scaled for toddlers.</li> </ul>	
11	<input type="checkbox"/>	<b>Drinking water must be safely and readily accessible</b>	<ul style="list-style-type: none"> <li>Although not required, a good rule of thumb is 1 drinking fountain per 10 children.</li> </ul>	
12	<input type="checkbox"/>	<b>Furniture and equipment must be age appropriate and fit within the space</b>	<ul style="list-style-type: none"> <li>Do layouts with your design professionals to ensure that all needed furniture and equipment will fit in the space. Include a chair with a seatback and an appropriate scale for each child over 1 year old. Include one piece of napping equipment per child, remembering to allow for circulation space.</li> </ul>	
13	<input type="checkbox"/>	<b>Separate furniture for health-related issues</b>	<ul style="list-style-type: none"> <li>In addition to the need for a sick child resting area, make sure that diapering, changing areas, and laundry are located away from any food-handling areas. Situation hand-washing sinks in or easily accessible from each of these areas if they are distinct from one another.</li> </ul>	
14	<input type="checkbox"/>	<b>Select a range of play equipment</b>	<ul style="list-style-type: none"> <li>Indoor play should include performance-related equipment, as well as “sensory” materials such as play dough, paint, and blocks etc. Physical play equipment should stimulate many different motions, including climbing in, on, and over, pushing/pulling, and riding etc. Do layouts to ensure all desired equipment will fit.</li> </ul>	
15	<input type="checkbox"/>	<b>Storage of staff belongings and materials</b>	<ul style="list-style-type: none"> <li>A break room with lockers can accommodate personal belongings, office supplies, a pantry for non-perishables, and so on, and can also be used as a private work room or meeting area for staff and parents.</li> </ul>	