

## Residential Facility Plans Review Questionnaire

1. Applying for licensure for:
  - **Louisiana Dept. of Health-Health Standards Section:**
    - Adult Day Care
    - Adult Day Health Care
    - Adult Residential Facility
    - Assisted Living Facility
    - Group Home
    - Community Home
  - **Louisiana Dept. of Child and Family Services:**
    - Child Residential Facility
    - Child Transitional Living Facility
  
2. Name of facility: \_\_\_\_\_
  
3. Physical address: \_\_\_\_\_
  
4. Telephone number of facility: \_\_\_\_\_
  
5. Mailing address (if different from physical address):  
\_\_\_\_\_  
\_\_\_\_\_
  
6. Owner of business: \_\_\_\_\_  
(If corporation, partnership, LLC, or LLP; provide copy of the page of articles of organization or incorporation naming agent with agent's contact information)
  
7. If partnership, list partner name (s):  
\_\_\_\_\_  
\_\_\_\_\_
  
8. Contact person for facility:  
Name: \_\_\_\_\_ Phone #: (\_\_\_\_\_) \_\_\_\_\_  
  
Cell phone #: (\_\_\_\_\_) \_\_\_\_\_ Email address: \_\_\_\_\_  
\*Used for inspection reporting, boil water advisories, and other pertinent information.
  
9. Owner of the real property (land and building):  
Name: \_\_\_\_\_ Phone #: (\_\_\_\_\_) \_\_\_\_\_
  
10. Check all that apply and complete blank as necessary:
  - New construction
  - Existing building; year constructed \_\_\_\_\_

- Existing building-occupancy classification will remain the same
- Change of existing business ownership only
- Change of real property ownership
- Renovation/remodel of existing facility
- Addition to existing facility

11. How many clients will reside at the facility? \_\_\_\_\_

(Residential facilities housing six residents or less may provide plumbing fixtures as a single family residence. Chapter 1, §105. C.5.c.)

12. Is this facility connected to a public water system?

- Yes, name of public water system: \_\_\_\_\_
- No; must submit water well plans.

13. Is this facility connected to a public sewer system?

- Yes, name of system: \_\_\_\_\_
- No; must submit sewage system plans.

### Louisiana Administrative Code, Title 51, Part XXI.

**The following code requirements are specific for residential facilities. The completed questionnaire must be signed and dated by the prospective facility owner or designated agent.**

14. Is hot and cold running water provided for hand washing and bathing?  **Yes**  **No**

(“Where such water will be in direct contact with children, the temperature shall not exceed 120°F utilizing an approved temperature control device as required under LAC 51:XIV.623.”)

15. Will toilet training chairs (“potties”) be used?  **Yes**  **No**

(“Toilet training chairs shall be of a type which is easily cleaned and sanitized.” If such chairs are used a utility/mop sink shall be dedicated for the sole purpose of cleaning and sanitizing toilet training chairs. Chapter 1, §105.D.)

16. Will children less than two years of age be cared for at the facility?  **Yes**  **No**

(If yes, “Shielded light fixtures or shatterproof bulbs shall be utilized... in areas designated for children less than two years of age.” Chapter 1, §105.G.)

17. Which of the following will be used in the facility?  **beds**  **cribs**  **both beds and cribs**

(H.1. “Each bed in every residential facility shall be separated, vertically and horizontally, by at least 28 inches. In day care centers, cribs, cots, and mats used for napping shall be separated by at least 18 inches with a head to foot arrangement so that no two children’s heads are adjacent.” If cribs are used in the facility, H.2. “Cribs shall meet current federal safety standards, and industry voluntary standards. Spaces between slats shall be no more than 2 3/8 inches. Mattresses shall be of standard size so that they fit the crib frame without gaps of more than ½ inch. Cribs shall not be used with the drop side down. There shall be no corner post extensions over 1/16 inch or cutouts in the headboards.”

H.3. “Stacked cribs shall not be used.” Chapter 1, §105.H.)

18. Will food be stored, prepared, and/or served at the facility?  **Yes**  **No**

NOTE: Please provide details in the Retail Food Plans Review Questionnaire.

(Food preparation, storage and handling shall meet all the requirements of Part XXIII of Title 51. Refer to code for exceptions. “Children shall be excluded by a suitable barrier from the food preparation area.” Chapter 1, §105.I.1.,2.,3.)

19. Will food be brought into the facility by the parent/client?  **Yes**  **No**

(“...food brought into the facility by the client shall have a label showing client’s name and the identity of food. Perishable food shall be refrigerated at 41°F or below. Thermometers shall be provided in each refrigerator. All

foods shall be protected against contamination.” Chapter 1, §105.I.4.)

20. Will milk be served?  **Yes**  **No**  
 (“Only Grade A-pasteurized milk shall be served and dispensed at day care centers...” “The serving of reconstituted milk is prohibited except in making instant desserts, whipped products, or for cooking and baking purposes, as stated in Part XXIII, §1707.” Chapter 1, §105.J.)
21. Is outdoor play area enclosed with a fence or natural barrier at least 4 feet in height and the bottom edge no more than 3 ½ inches off the ground?  **Yes**  **No**  **N/A** (Chapter 5, §501.A.)
22. Are there at least two exits from the outdoor play area with at least one remote from the building?  
 **Yes**  **No**  
(Chapter 5, §501.A.)
23. Are gates equipped with self-closing and positive self-latching closure mechanisms positioned high enough or of a type that cannot be opened by small children?  **Yes**  **No**  
(Chapter 5, §501.A.)
24. Are openings in the fence no greater than 3 ½ inches to prevent entrapment?  **Yes**  **No**  
 (“The fence shall be constructed to discourage climbing, at least equivalent to a chain link fence.”  
Chapter 5, §501.A.1.)
25. Are outdoor areas free of excessive dust, weeds, brush, high grass, debris, and standing water?  
 **Yes**  **No**  
(Chapter 5, §501.B.)
26. Will playground equipment have play surfaces 4 feet or higher from the ground?  
 **Yes**  **No**  
 (“All pieces of playground equipment with play surfaces 4 feet or higher from the ground shall have an appropriate energy absorptive surface such as wood chips at a depth of 8-10 inches or rubber mats manufactured for such use meeting A.S.T.M. Standard F-355, under the all zone of the equipment.”  
Chapter 5, §501. D.)
27. Will sandboxes be in use on the playground?  **Yes**  **No**  
 (“Sandboxes shall be constructed to permit drainage, and shall be covered when not in use and be kept free from cat or other animal excrement.” Chapter 5, §501. E.)
28. Are swimming and/or wading pools provided for use at the facility?  **Yes**  **No**  
(Chapter 7, §701.  
A. Outdoor swimming pools associated with children's activities shall be rendered safe and free of hazards.  
B. Water in swimming and wading pools used by children shall be maintained between pH 7.2 and pH 8.2. The water shall be disinfected by available free chlorine greater than 0.4 parts per million or an equivalent disinfectant as approved by the state health officer. Swimming pools shall be maintained in a clean condition and the chlorine level and pH level shall be tested in accordance with Part XXIV of this Code. Wading pools shall be tested every two hours during use periods and cleaned daily. The results of these tests will be posted in a log for review by the state health officer.  
C. Water temperature shall be maintained at no less than 82°F and no more than 93°F while in use.)
29. Are all water hazards (swimming and wading pools-in-ground and above-ground, ditches, quarries, canals, excavations, fish ponds, or other bodies of water) enclosed by a fence at least 5 feet in height and within 3 ½ inches of the ground with no openings of greater than 3 ½ inches?  **Yes**  **No**  **N/A**

30. A floor plan is required (hand-drawn or professionally drafted). Label all equipment and fixtures. Please provide the finish schedule for walls, ceilings, and floors.

31. A copy of the plans review approval letter from the State Fire Marshal will be provided upon receipt of the letter.

Applicant's Initials \_\_\_\_\_

\_\_\_\_\_  
Date of signature: \_\_\_\_\_

Signature of person preparing this questionnaire

\_\_\_\_\_  
Printed name and title of person preparing this questionnaire

***Contacts and important information:***

State Sanitarian located in the Parish you wish to operate: <http://ldh.la.gov/index.cfm/page/394>

It is recommended that you obtain a copy of Louisiana Administrative Code, Title 51, Public Health-Sanitary Code, Part XXI. Day Care Centers and Residential Facilities at <http://www.doa.la.gov/Pages/osr/lac/books.aspx>

(Effective January 1, 2016, due to Legislative Act 836 of 2014, the Louisiana Department of Health no longer has authority over sizing of grease traps or interceptors, or restroom fixture counts. This responsibility now lies with the local Certified Building Official, CBO, for your geographical location. Contact your local town, city, or parish office for plumbing information, review, and permitting. Information for the CBO is available at 225-922-0817 or at this site: <https://lasfm.louisiana.gov/searchLSUCCC.aspx>

**PLEASE BE AWARE THAT OTHER AGENCIES WILL NEED TO BE CONTACTED. THESE AGENCIES INCLUDE, BUT ARE NOT LIMITED TO, THE LOUISIANA STATE FIRE MARSHAL AND THE LOCAL CERTIFIED BUILDING OFFICIAL (CBO).**

