

# Daycare food-service and facility-fit worksheet

Use this with a real proposed menu and floor plan. It helps define the operation for licensing, environmental health and municipal discussions; it does not determine permit status or approve a kitchen. The four descriptions below are not official risk categories.

Facility municipality/health authority: \_\_\_\_\_. Children by program and meal service: \_\_\_\_\_. Current food service: \_\_\_\_\_. Proposed change: \_\_\_\_\_.

## Choose the actual work, including mixed arrangements

| Arrangement                             | Incoming food                                                                 | On-site stages to describe                                                              | Space and equipment to locate on the plan                                                                                          |
|-----------------------------------------|-------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------|
| Parent-packed meals; centre snacks      | Identify foods needing temperature control and each snack's preparation       | Receipt / identification, appropriate storage, snack preparation, service, cleaning     | Lunch storage, snack work surface, handwashing, cleaning and clean-utensil storage                                                 |
| Same-service hot delivery               | Actual supplier, packaging, delivery time and temperature-control arrangement | Receipt, any holding or portioning, service, used-container return                      | Delivery landing, appropriate holding equipment if needed, portioning area, cleaning route                                         |
| Chilled delivery with on-site reheating | Individual packs or bulk trays, quantity, dimensions and delivery interval    | Receipt, cold storage, reheating, portioning, service, cleaning; describe any leftovers | Actual loaded storage arrangement, reheating equipment, clean work area, handwashing, dirty-return space                           |
| Cooking from raw ingredients            | Raw, frozen and ready-to-eat ingredients; separate special meals              | Storage, preparation, cooking, any cooling / reheating / holding, service, cleaning     | Separation of raw / ready-to-eat work, adequate storage and equipment, assessed ventilation / fire protection, cleaning facilities |

Mark any stage that is absent explicitly "not proposed." Do not silently omit holding because a delivery is usually on time, or omit reheating because the supplier did the original cooking. Mixed menus may need more than one row.

## Trace one meal through the room

Meal/day: \_\_\_\_\_. Incoming condition and supplier: \_\_\_\_\_. Number and external dimensions of containers: \_\_\_\_\_. Other food sharing storage: \_\_\_\_\_.

Receipt location/time \_\_\_\_ -> storage location \_\_\_\_ -> preparation/reheating location \_\_\_\_ -> portioning/holding location \_\_\_\_ -> children's eating area \_\_\_\_ -> dirty return \_\_\_\_ -> cleaning \_\_\_\_ -> clean storage \_\_\_\_.

Add the handwashing location and staff movements to the drawing. Mark where a doorway, surface or sink has two simultaneous uses. Food surfaces must not be used for diaper changing. Record the actual procedure for individual food instructions without placing children's names or medical information on a shared premises worksheet.

## Test the delivery-frequency choice

Hypothetical example: 24 children receive one individual chilled meal each. Daily delivery brings 24 meal containers; a two-day delivery brings 48 containers before first-day service. Count changes by 24 and doubles. This does not include milk, snacks, special meals or staff food. It is a count of containers, not an adequate-fridge calculation or a safe shelf-life finding.

Your calculation: \_\_\_\_ children x \_\_\_\_ meal containers per child per day x \_\_\_\_ days delivered together = \_\_\_\_ incoming meal containers. Add separately any different-size containers: \_\_\_\_\_. If numbers are unknown, leave the storage choice unresolved; do not enter zero.

Take the actual dimensions and loading arrangement to the equipment/food-safety assessment. Fitting the count into a cabinet is not proof of temperature performance, airflow or safe cooling. For regulated food premises, [Food Premises Regulation sections 14 and 19](#) address storage/display temperatures and suitable equipment. Do not use holding temperatures as cooking instructions.

## Turn the mismatch into a choice

Specific missing function: \_\_\_\_\_. Could a different acceptable delivery frequency or menu remove it? \_\_\_\_\_. If not, proposed equipment/building work: \_\_\_\_\_. Does the staffing sequence preserve required child supervision? \_\_\_\_\_.

Give the actual menu, child numbers, flow drawing, equipment list and proposed changes to the licensing officer. Record the authority's required next action: \_\_\_\_\_. Municipal building/ventilation question: \_\_\_\_\_. Landlord/strata installation permission, if applicable: \_\_\_\_\_. Do not operate the changed service before required approvals.

Current starting point: [HealthLink BC's child care food-safety guidance](#), updated June 12, 2026. Local permitting depends on the facility and service, not this worksheet's row label.