

# Appendix B:

## ECEC Design Checklist



# Design Review Process for ECEC facilities

For Early Childhood Education and Care (ECEC) facilities the site plans, floor plans and landscape plans must be reviewed by the department during Concept Design phase and prior to tender. An 'as constructed' set of drawings will be required prior to practical completion for submission to the Education Standards Board for approval. This approval is required before the new or upgraded facility can be occupied. This process will be managed by the department's project officer in collaboration with Preschools and Early Childhood Services (in the Schools and Preschools Division).

Provide the following information on the drawings to be reviewed:

- site plan:
  - location of all buildings (including entries and exits)
  - structures
  - outdoor play areas
  - shaded areas
  - boundary fencing and gates
  - stormwater detention
  - bin enclosure
  - include a schedule of the unencumbered outdoor play space calculation with a list of encumbrances that have been factored into the calculation and space per child (*this should not be less than the amount allocated for in the Area Schedule*).
- floor plans:
  - all walls, doors, fixtures and fittings
  - acoustic engineer report for learning and play areas
  - toilet and handwashing facilities
  - nappy change bench and bath
  - food preparation areas and room names in line with the Planning Standards
  - include a schedule for the unencumbered indoor play space calculation with a list of encumbrances that have been factored into the calculation and space per child. Clearly identify the encumbrances to door openings and circulation (*this should not be less than the amount allocated for in the Area Schedule*)
  - a Schedule of Natural Light which identifies the amount of natural light provided to all rooms identified in [Part 3a: Generic Functional Briefs](#) must be completed and provided to the department as part of the ESB approvals process, the schedule is to include:
    - room name
    - floor area (m<sup>2</sup>)
    - combined total of light transmitting area of windows and roof lights (m<sup>2</sup>)
    - total light transmitting area as a percentage of floor area
    - calculations must be provided in accordance with [NCC Part F6D3](#)
  - elevations:
    - site levels
    - access to entry and exit points
    - doors, windows and sill heights

- materials
  - ramps, stairs, balustrades and barriers to prevent falls.
- landscape plans - detailed site plan of the outdoor learning environment including:
  - irrigation systems
  - sheds/storage
  - shade structures
  - play equipment
  - nature play elements
  - impact surfacing to play equipment
  - site contours and levels
  - extent of hard and soft landscaping.

Stakeholder Consultation – the department’s Preschools and Early Childhood Services (in the Schools and Preschools Division) must be consulted during the concept design stage and final site plans prior to any building works being undertaken.

**This is not an exhaustive checklist.** The [Generic Functional Briefs \(Part 3a\)](#) and [Technical Standards \(Part 4\)](#) should be used to check the specified requirements for all functional units.

**Documents to be provided:**

<ul style="list-style-type: none"> <li>Unencumbered <u>indoor</u> play space calculation</li> </ul> <p>Include a list of encumbrances that have been factored into the calculation and clearly identify encumbrances to door openings and circulation (the area should not be less than the amount allocated in the Area Schedule).</p>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Unencumbered <u>outdoor</u> play space calculation</li> </ul> <p>Include a list of encumbrances that have been factored into the calculation (the area should not be less than the amount allocated in the Area Schedule).</p>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Natural Light Schedule</li> </ul> <p>Include room name, floor area (m<sup>2</sup>), combined total of light transmitting area of windows and roof lights (m<sup>2</sup>), and total light transmitting area as a percentage of floor area.</p> <p>Calculations must be provided in accordance with <a href="#">NCC Part F6D3</a>.</p>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Site plan</li> </ul> <p>Include location of all buildings including entries and exits, structures, outdoor play areas, shaded areas, boundary fencing and gates, and bin enclosure.</p>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Floor plan</li> </ul> <p>Include all walls, doors, fixtures and fittings, toilet and handwashing facilities, nappy change bench and bath, food preparation areas and room names in line with the Planning Standards, elevations (including site levels, access to entry and exit points, doors, windows and sill heights, materials, and ramps, stairs, balustrades and barriers to prevent falls).</p>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Acoustic engineer report for learning and play areas</li> </ul>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Landscape plans</li> </ul> <p>Include irrigation systems, sheds/storage, shade structures, play equipment, nature play elements, impact surfacing to play equipment, site contours and levels, extent of hard and soft landscaping.</p>	<input type="checkbox"/>

**Design elements:**

**Doors**

Door hardware fitted at 1500mm high with swipe card access on doors leading to areas that are not to be freely accessed by children (staff toilets, staff rooms, offices, consultation rooms, cleaner’s rooms and store rooms)	<input type="checkbox"/>
Self-closing and self-latching mechanisms (including a slow close using a cushioning device) fitted to doors leading from any secured children’s space	<input type="checkbox"/>
Doors leading to and from indoor/outdoor space(s) flush at ground level and free of trip hazards for inclusive access	<input type="checkbox"/>
Doors leading to outdoor learning space(s) securable in open position (flush against adjacent walls)	<input type="checkbox"/>
Finger guards are fitted to all door hinges (both sides) accessible to children	<input type="checkbox"/>

Entrance flooring mats provided to the inside of all external doors (including those with resilient flooring and doors between indoor and outdoor learning and play spaces – does not include children’s toilets)	<input type="checkbox"/>
Operable walls / sliding doors – staff controlled and hold close function (no bi-fold doors permitted)	<input type="checkbox"/>
<b>Windows</b>	
Where operable windows are provided do they have removable insect screens included	<input type="checkbox"/>
Observation windows to be provided to nappy change, children's toilet area, retreat/quiet space/rest area (1200mm above floor level), and sleep rooms (900mm above floor level) to allow effective supervision by staff	<input type="checkbox"/>
<b>Fencing and gates</b>	
Is the perimeter fencing compliant with department standards	<input type="checkbox"/>
Ensure there are no finger, arm, or leg entrapments in any feature fencing or screens used in the outdoor play area	<input type="checkbox"/>
Ensure any internal fencing/gates to separate children's outdoor learning and play spaces (for example between the preschool and inclusive preschool program) are 900mm high	<input type="checkbox"/>
Ensure any internal fencing/gates to separate children's outdoor learning and play space from the outdoor community meeting and play space match adjoining safety (1500mm) or perimeter fencing (1800mm)	<input type="checkbox"/>
All gates must be self-closing with self-locking mechanisms	<input type="checkbox"/>
Is there a double gate (in the perimeter fencing) to the Outdoor Learning Environment that provides access for emergency vehicles and delivery of landscaping materials	<input type="checkbox"/>
<b>Kitchen</b>	
Gates securing kitchens to have childproof mechanisms - no sprung hinges and no finger entrapments (if required, ensure finger guards are fitted)	<input type="checkbox"/>
Kitchens and kitchenettes are designed in such a way that children do not have free access to stoves/ovens, appliances, hot water, dishwashers, utensils (an island bench with side gates is recommended)	<input type="checkbox"/>
Is it easily accessible to both the Long Day Care and Preschool indoor learning and play spaces	<input type="checkbox"/>
<b>Children’s amenities</b>	
Privacy doors (1200mm high) to be provided to cubicles in children’s toilets, including ambulant toilet (ensure finger guards are fitted to hinges on both sides of the door)	<input type="checkbox"/>
Is the children’s bathroom designed to facilitate effective supervision	<input type="checkbox"/>
Is suitable ventilation provided (mechanical/operable windows)	<input type="checkbox"/>
Do children have direct access from the indoor learning and play area	<input type="checkbox"/>
Do children have direct access from the outdoor learning and play area	<input type="checkbox"/>
<b>Nappy change bench</b>	
Grab rails for children’s use when climbing stairs to nappy change bench	<input type="checkbox"/>
Access stairs with non-slip tread (able to be locked away and inaccessible by children)	<input type="checkbox"/>

Obscured from public view (privacy and dignity of child)	<input type="checkbox"/>
Ability to observe staff member undertaking the changing (such as an internal window)	<input type="checkbox"/>
Line of sight for staff member over indoor learning and play space (supervision)	<input type="checkbox"/>
Adequate space to access change bench (1m in front)	<input type="checkbox"/>
Adult handwashing facilities (900mm high) in close proximity (within 1m)	<input type="checkbox"/>
Is suitable ventilation provided (mechanical/operable windows)	<input type="checkbox"/>
Nappy disposal bin inaccessible to children	<input type="checkbox"/>
Is it directly accessible to both the Long Day Care and Preschool indoor learning and play spaces	<input type="checkbox"/>
<b>Hot Water</b>	
<b>43°C (AS 3500) in the following areas only:</b>	
Kitchen sink(s)	<input type="checkbox"/>
Adult hand basins and showers	<input type="checkbox"/>
Shower within children's fully accessible toilet	<input type="checkbox"/>
Nappy change bath	<input type="checkbox"/>
Staff materials clean-up sink (inaccessible to children)	<input type="checkbox"/>
Bottle preparation sink (if provided)	<input type="checkbox"/>
<b>60-65°C (via mixer taps) in the following areas only:</b>	
Staff centre sinks (inaccessible to children)	<input type="checkbox"/>
Cleaner and laundry sinks/troughs (inaccessible to children)	<input type="checkbox"/>
Washing machine outlets	<input type="checkbox"/>
<b>Indoor Learning and Play</b>	
Is the area designed so children can be adequately supervised (access to toilets, kitchen, outdoor learning and play space, sleep/rest spaces)	<input type="checkbox"/>
Has the area been designed to be accessible for all children, including those with a physical disability (adequate space to manoeuvre wheelchairs and other mobility aids)	<input type="checkbox"/>
Are the designed acoustics comfortable for and conducive to learning	<input type="checkbox"/>
Ensure varying indoor floor surfaces don't create trip hazards	<input type="checkbox"/>
Has the space been effectively designed to adapt quickly to support different activities	<input type="checkbox"/>
Is there adequate natural light and ventilation	<input type="checkbox"/>
Are the unencumbered area requirements met	<input type="checkbox"/>
Has ease of access to stored items for children and staff been considered in these space(s)	<input type="checkbox"/>
If there are multiple services provided, have the separation and integration of their spaces been considered in the design layout	<input type="checkbox"/>

Outdoor Learning and Play	
Is the area designed so children can be adequately supervised (access to side and rear of sheds is inaccessible)	<input type="checkbox"/>
Has the area been designed to be accessible for all children, including those with a physical disability (adequate space to manoeuvre wheelchairs and other mobility aids)	<input type="checkbox"/>
Is the area designed to provide adequate shade either by effective plantings or suitable shade structure(s) (at least one other area as well as the sand area cover) and positioned to maximise afternoon shade	<input type="checkbox"/>
Sand area shade cover to be solid construction with support poles recessed under the roof structure to prevent climbing (must extend over the whole sand area)	<input type="checkbox"/>
Are there flat grassed areas that can be used for large group gatherings, games and activities (free from mounds, boulders)	<input type="checkbox"/>
Any required retainer walls cannot be climbed by children	<input type="checkbox"/>
No trip hazards (including no rocks/boulders in under 24 months and inclusive outdoor learning areas)	<input type="checkbox"/>
No fall hazards	<input type="checkbox"/>
No head, limb or finger entrapment hazards (including stormwater grates/drains and fencing)	<input type="checkbox"/>
No choking hazards	<input type="checkbox"/>
No sharp corners or edges (rocks, timber, branches at or below head height)	<input type="checkbox"/>
Have suitable impact-absorbing surfaces and fall-zones been provided for all play equipment (including any sensory swings installed under verandah areas)	<input type="checkbox"/>
Has ease of access to stored items been considered in the design of the space(s)	<input type="checkbox"/>
If there are multiple services provided, have the separation and integration of their spaces been considered in the design layout	<input type="checkbox"/>

## Revision record

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