



## How to complete the Property Checklist

This voluntary checklist collects information about how the property for your potential child care center was used in the past and what is currently near the property. We can use this information to help identify whether harmful substances may be present at this potential location and provide guidance on actions you can take, if needed, to best protect the children you will care for.

The questions cover the four key elements for environmentally safe child care locations. Please answer the questions on the Property Checklist to the best of your ability. The following people may be useful in completing this checklist:

- Current property owner
- Local health department. You can find your local health department information at <https://www.ncdhhs.gov/divisions/public-health/county-health-departments>
- City/county planner or zoning office
- City/county engineer or building department

**You may complete the checklist online at:** <https://epi.dph.ncdhhs.gov/oeep/programs/csp.html>

**Completed checklists may be e-mailed to:** [nchace@dhhs.nc.gov](mailto:nchace@dhhs.nc.gov).

**Or you may print a copy of the form and mail it to:**

Occupational & Environmental Epidemiology Branch  
ATTN: Choose Safe Places  
1912 Mail Service Center  
Raleigh, NC 27699-1912

You are welcome to submit photos with your checklist to [nchace@dhhs.nc.gov](mailto:nchace@dhhs.nc.gov) to help document your observations or questions. If you have questions about completing this checklist, please contact the Occupational & Environmental Epidemiology Branch at (919) 707-5900 or [nchace@dhhs.nc.gov](mailto:nchace@dhhs.nc.gov). If you have questions about the child care licensing process, please visit <https://ncchildcare.ncdhhs.gov> or contact the Division of Child Development and Early Education at (919) 814-6300.

**Disclaimer:** Responses to this checklist are provided as general guidance only and to increase overall safety awareness. This information is not intended to constitute legal or medical advice and you should use it at your own risk. The North Carolina Department of Health and Human Services (NCDHHS) accepts no responsibility or liability for damages arising from use of this information. If a more thorough investigation of the property is warranted, the user should seek the advice of appropriate professionals.

## PROPERTY CHECKLIST For Child Care Providers

### Applicant Contact Information

Applicant Name

E-mail Address

Applicant Address (road, city, state, zip)

### Property Information

Address of the proposed child care center (road, city, state, zip)

Name of business currently on property (if applicable)

Years of current business operation

From:

To:

Name of current property owner

Was the building constructed prior to 1978?       Yes       No       I'm not sure

#### How was the property used previously? (check all that apply or include any other known information)

<i>Commercial or Retails Shops</i>	<i>Industry or Manufacturing</i>	<i>Outdoor</i>
<input type="checkbox"/> Dry Cleaner <input type="checkbox"/> Gas Station <input type="checkbox"/> Auto Repair Shop <input type="checkbox"/> Hair or Nail Salon <input type="checkbox"/> Funeral Home <input type="checkbox"/> Shooting Range <input type="checkbox"/> Other:	<input type="checkbox"/> Metal Facility <input type="checkbox"/> Recycling Facility <input type="checkbox"/> Paper Mill <input type="checkbox"/> Wood Treatment <input type="checkbox"/> Other:	<input type="checkbox"/> Agriculture <input type="checkbox"/> Landfill <input type="checkbox"/> Other:

Additional Comments:

Is there an old septic tank or well covering on the property?       Yes       No       I'm not sure

### Presence of Naturally Occurring Harmful Substances

Has the property been tested for radon?       Yes       No       I'm not sure

## Drinking Water Supply

Check how the property gets drinking water (check all that apply):

- Public Water (i.e. municipal or city water)       Private Well       I'm not sure

Check the material(s) used for plumbing on the property:

- Plastic or PVC       Copper       Galvanized Steel       Lead       I'm not sure

Has the drinking water ever been tested for chemicals (e.g. lead, hardness)?       Yes       No       I'm not sure

If the water has been tested, provide more information about when and what it was tested for and what levels were found:

## What is located nearby? (check all that apply or include any other known information)

Check what you see on or immediately next to the proposed child care center:

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Dry Cleaner        | <input type="checkbox"/> Recycling Facility                          | <input type="checkbox"/> Drum barrels   |
| <input type="checkbox"/> Hair or Nail Salon | <input type="checkbox"/> Old cars or tires                           | <input type="checkbox"/> Landfill   |
| <input type="checkbox"/> Gas Station        | <input type="checkbox"/> Scrap metal, such as old machinery or pipes | <input type="checkbox"/> Major Infrastructure (for example, high voltage power lines, railroad tracks, major highway) |
| <input type="checkbox"/> Other:             |  |   |

If you are unsure, you may use the space below to provide what you know about what is on or next to the proposed child care center or you may send a drawing of the area around your proposed child care center to [nchace@dhhs.nc.gov](mailto:nchace@dhhs.nc.gov).