

Refer to Annex below for the lists of requirements for factory converted dormitory. Do note that MOM will only support applications for the following types of Factory Converted Dormitories (FCDs):

* Ancillary FCDs: House workers employed by the owner or lessee of the factory and/or workers who work on-site at the factory or workers who work at the same worksite.
* Single employer operated secondary FCDs: House workers employed by the same employer and/or workers of the employer’s sub-contractors. The employer is not the owner or lessee of the factory and the workers do not work on-site at the factory.

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| Factory Converted Dormitory Declaration Form Increase in Gross Floor Area |

|  |  |
| --- | --- |
| Name/Company Name |  |
| Identity/Company Registration No |  |
| Contact No & Email |  |

**1. Landlord (Lessor/ Building Main tenant or owner)**

|  |  |
| --- | --- |
| Name/Company Name |  |
| Identity/Company Registration No |  |
| Dormitory Address |  |
| Contact No & Email |  |
| Proposed Occupancy Load |  |

**2. Operator (Company that will be running the dormitory)**

|  |  |
| --- | --- |
| Number of residents residing in proposed expanded area |  |

**3. Occupancy Load**

\* Please note that residents residing in the new expanded area will be subjected to the latest FCD requirements as spelled out in the following Annex.

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| --- | --- | --- | --- |
| **Facilities (Total)** | **Number (a)** | **Total No. of current occupants (b) (<300)** | **Ratio per worker (b/a)   Current occupants / Facilities (1:6)** |
| Ensuite toilets (1 : 6) |  |  |  |
| Shower Points |  |  |
| Water Closets (toilet bowls) |  |  |
| Sinks (hand wash basin) |  |  |
| Dining seats |  |  |
| Electrical Points |  |  |
| Bed Frames |  |  |
| Portable water (either water dispenser or water kettle) 1:24 |  |  |
| Cooking area for workers (Yes/No) |  | | |
| ≤ 12 residents per unit (room) (Yes/No) |  | | |
| Each resident must have access to ≥ 2 exit staircases (Yes/No) |  | | |
| Number of Isolation rooms/beds |  | | |
| Number of en-suite toilets in isolation facility |  | | |

**4. Declaration of Facilities for workers in expanded area**

**5. Declaration of delineation between dormitory and workspace (Please tick the option)**

|  |  |
| --- | --- |
| Residents are able to access their rest areas and all dormitory facilities without the need to enter their workplace(s). |  |
| Residents are **not** able to access their rest areas and dormitory facilities without the need to enter their workplace(s) .  Please specify reason(s) and which are the areas in the FCD that the workers need to enter the workplace(s) : |  |

|  |  |
| --- | --- |
| **Undertaking (Please tick the box)** | |
| I declare that the information provided above is true and correct to the best of my knowledge and beliefs. I understand that it is an offence **under** Section 22(1)(d) of the Employment of Foreign Manpower Act (EFMA), to provide false information to the Ministry of Manpower. I also understand that offenders will be subjected to a fine of up to $20,000, and/or 24 months’ jail. | |
| Name of Director NRIC / FIN  (last 4 characters only) |  |
| Company Name |  |
| Date |  |

**Annex: Requirements for Factory Converted Dormitory (FCD)**

|  |  |
| --- | --- |
| Liveable space per occupant | * ≥ 4.2 sqm/resident (includes sleeping area, en-suite dining areas and circulation space, but excludes en-suite toilets, kitchens and yard spaces) * Dormitories are required to be designed with the flexibility to de-densify during pandemics, e.g. to de-densify to 10 residents per room. This de-densification is to be effected during pandemics, where required. |
| Bed type and spacing | * Double-decker beds allowed; beds to be spaced ≥ 1m apart |
| Occupancy per unit | * ≤ 12 residents |
| Occupancy per floor (For multi-storey buildings with rooms) | * ≤ 240 residents; capable of being divided into self-contained sections of ≤ 120 residents, to limit inter-mixing across sections during disease outbreaks |
| Occupancy per FCD | * 300 residents * Appeals for a higher permissible occupancy will be assessed on a case-by-case basis. Employers should provide the following information when making an appeal: * Why there is a need for a higher permissible occupancy; * Whether alternative types of housing have been considered; * What mitigating measures will be implemented to ensure workers’ security and the provision of adequate on-site amenities |
| Delineation between dormitory and work place | * Operators should ensure that residents are able to access their rest areas and all dormitory facilities without the need to enter via or through their workplace(s). |
| Ventilation | * Ventilation should meet BCA’s prevailing requirements * Adequate number of fans to provide sufficient air circulation in every room housing 12 MWs or fewer, as well as in common areas, isolation facilities, and amenities spaces   + Fans to be reasonably spaced out throughout each room * Mechanical ventilation and/or other air cleaning measures (e.g. exhaust fans and HEPA air purifiers) must be provided when NV is inadequate for daily living activities, when required. * If Air Conditioning and Mechanical Ventilation (ACMV) is used:   + For dormitories with **a base ventilation mode of natural ventilation**, it is a requirement to install a filter of at least MERV14 rating.   + For dormitories with **a base ventilation mode of ACMV**, it is a requirement to install (i) a filter of at least MERV14 rating; (ii) a system to introduce fresh air in the room, for outdoor air circulation, and (iii) a pre-cool unit to cool and de-humidify the fresh air before it is introduced into the room. |
| Other Essentials | * Minimally * 1 x 13A power point per resident in sleeping quarters * Lightings at 100 lux level per room * Dormitory operators should ensure that residents' basic and essential needs can be met within the dormitory. Operators may consider providing delivery of essential items or services to the site (e.g. groceries and barber services) or encourage your workers to adopt e-services (i.e. remittance services).      * No sale and consumption of alcohol on-site. |
| Isolation Facility | * **≥ 1% of total bed spaces (peace-time)** * To elaborate: * First 0.5%: 1 single-deck bed per room with en-suite toilet/shower. * Next 0.5%: 2 single-deck beds per room\* with en-suite toilet/shower. * **+ ≥ 1.5% of total bed spaces (to be activated during public health outbreaks, convertible from existing spaces)** * To elaborate: * + ≥ 1.5%: 2 single-deck beds per room\* with en-suite/designated toilet/shower#.   \* For 2-bedder rooms, beds are at least 1m apart with partition of 1.8m high between beds.  # If en-suite toilet/shower not possible, to provide designated toilet/shower of up to 1: 5 residents near isolation facility for exclusive use of the isolation facility residents. |
| Toilets and Sanitation | * ≥ 1 en-suite toilet (wash closet), bathroom (shower) and hand-wash basin: 6 residents. * Toilets shall be designed with natural ventilation (that meets BCA’s requirements) to ensure good air flow and ventilation. Each toilet area should be equipped with at least 1 exhaust fan. * In the event that waiver is granted for communal toilets to be used and facilities cannot be assigned by each room of ≤ 12 residents, dormitories operating >3 years are required to: * Install sensor-activated self-closing delayed action taps (SCDATs) for hand-wash basins, hands-free flushes, contactless doors etc. * You are encouraged to install contactless doors and hands-free accesses. Toilets in communal areas are encouraged to be designed with a main entrance maze which blocks the view, yet allows for hands-free access (either without doors, or doors can be held open during operational hours). |
| Vector Control | * Ensure no pests (i.e. cockroaches, flies, rodents, bed bugs) in the quarters. * Ensure there is no stagnant water that could cause mosquito breeding. |
| Waste Disposal | * Refuse chute to be provided for buildings taller than 4 storeys; access to hopper to be provided for every floor. * Daily waste removal is encouraged. |
| Refuse Bin Point and Refuse Bin Centre | * Refuse Output * The refuse output for FW dormitories is estimated as follows:  |  |  | | --- | --- | | **Spaces within Workers Dormitory** | **Refuse Output based on gross floor area (GFA)** | | Workers’ dormitory^ | 10 litres/day per 100m2 of GFA | | Kitchen, dining area and/or canteen within workers dormitory | 200 litres/day per 100m2 of GFA |   *^Dormitories dedicated for isolation purposes can expect waste output to increase up to threefold. Additional bins should be provided in such dormitories where necessary.*   * Refuse Bin Point and Refuse Bin Centre * Where the daily refuse output is less than 1,000 litres and a bin point is required, washing points and water taps are not required and the bin point need not be connected to the sewer. * A bin centre should be provided when the amount of refuse output exceeds 1,000 litres/day and a compactor/container should be required when amount of refuse output exceeds 4,000 litres/day. * Sufficient refuse bins or compactor/container capacity to be provided for 2-days’ refuse output. * Reference should be made to Code of Practice on Environmental Health (COPEH) for the design of the bin centre. |
| Provision of potable water | * Provide adequate water (including potable water) per 24 residents or per dormitory room, for example: * 1 hot / normal water dispenser : 24 residents per floor, where each dispenser should be separately located such that it is sited near and conveniently for the usage of the 24 residents * At least 2 water kettles for the designated use of one dormitory room of 12 residents. |
| Drain Design | * Able to be left uncovered. |
| Sheltered space outside room to store shoes | * Sufficient sheltered space and/or sheltered shoe rack outside room for storage of shoes. |
| Staircases | * Each resident must have access to ≥ 2 exit staircases. * Each section of ≤ 120 residents to have access to 2 dedicated staircases on each floor. |
| Roof Design | * Avoid designs that allow water to stagnate and are difficult to access for inspection and treatment – i.e. roofs should have no roof gutters and are designed to allow free fall of rainwater. * Adopt designs that mitigate roosting of birds, e.g. inclined ledges or ledges with width not exceeding 4cm. * Incline ledges according to material used: * Smooth materials (tinplate, glass, plastics) > 25 deg; * Medium rough materials (wood concrete) > 35 deg; * Rough materials (sandstone, rough concrete) > 50 deg * Avoid creating open crevices or spaces large enough for birds to roost and nest. If openings are needed, they should not exceed 2cm in width and 2.5cm in height. Square openings should not exceed 3cm x 3cm. |
| Cooking | * You may choose from 1 or more of the following options: * En-suite kitchen: Minimum 1 cook stove to 6 residents and minimum 1 kitchen sink to 12 residents, with food preparation area to be provided near each sink. * Common cooking area: Minimum 1 cook stove to 6 residents and minimum 1 kitchen sink to 12 residents, with food preparation area to be provided near each sink. Each cooking area to be used by one section of ≤ 120 residents, to reduce intermixing between sections of residents. * On-site cookhouse. * Outsourced catered meals. |
| Dining Area | * Common Dining Area * 1 seat for every 6 bed spaces * Max 24 seats per dining area * Each dining area to be used by one section of ≤ 120 residents, to minimise intermixing between sections of residents * Access to be common cooking & dining areas to be controlled during outbreak to minimise interactions across residents in different rooms and sections * Sinks * At least 1 sink must be available at every dining area |
| Laundry Facilities | * Provision of sufficient laundry facilities/services * Ensure sufficient, convenient and sheltered laundry hanging facilities * No hanging of wet laundry within sleeping quarters * Explore drying rack outside window for existing multi-storey buildings * Laundry and clothes drying facilities to be used by one section of ≤ 120 residents, to reduce intermixing between sections of residents * Movable or similar drying racks with solid base to hang/dry clothes (solid base to prevent rack from toppling) can be used, if they can be (i) designated for one section of ≤ 120 residents, and (ii) placed under sheltered area |
| Smoking Corner | * Provision of designated smoking area of sufficient size with proper bin for disposal and subsequent collection. (To take note of Fire Safety) * At least one smoking corner per block in the dorm |
| Recreation Area (indoor) | To comply with URA’s Amenity Provision Guidelines:   * 50-300 residents: Min. 50 sqm * 301-500 residents: Min. 75 sqm * 501-999 residents: Min. 100 sqm * Indoor recreation facilities include reading room, board games room, internet room, multi-purpose room, TV rooms etc * Access to recreation area to be controlled during outbreak to minimise interaction between residents in different rooms or sections |
| Recreation Area (Outdoor) | To comply with URA’s Amenity Provision Guidelines:   * 50-300 residents: ≥ 100 sqm * 301-500 residents: ≥ 150 sqm * 501-999 residents: ≥ 250 sqm * Outdoor recreational facilities include games court, socialising area and open area with turfing. * Access to recreation area to be controlled during outbreak to minimise interaction between residents in different rooms or sections |
| Commercial Amenities | To comply with URA’s Amenity Provision Guidelines:   * ≤ 100 residents: No commercial quantum allowed * 101-300 residents: Max. 75 sqm * 301-500 residents: Min.: 50 sqm; Max.: 75 sqm * 501-5,000 residents: Min.: 0.10 sqm per resident; Max.: 0.30 sqm per resident * Access to commercial amenities to be controlled during outbreak to minimise interaction between residents in different rooms or sections. |
| Wi-Fi | * Provision of free Wi-Fi in sleeping areas and common areas. * Wi-Fi must have unlimited data per user, and the access speed should not be lower than the recommended typical access speed per user for Wireless@SG. |
| Security | * Access and entry points - Use Dormwatch to register workers’ movement in/out of dormitory * Designated FWs’ Pick-up/ Drop off Point - To consult LTA * Gantries, temperature screening and security checks * Ensure no sale or consumption of alcohol within the premises |
| Wastewater Surveillance | * **For dormitories with ≥ 500 beds, segregation of sanitary lines** to serve blocks and groups of blocks, including: * Separate sanitary line for isolation facilities * Separate sanitary line for around 1,000 residents * For dormitories with ≥ 500 beds, minimum of 1 inspection chamber (IC) (refer below for specifications) receiving sewage from sanitary lines for every ~1,000 residents (to round up or down to the nearest 1,000) with no mixing from other sanitary line or blocks to facilitate sampling. Minimum of 1 power point per IC for the installation of autosamplers. * Location of ICs to be away from main roads and pedestrian walkways * **For dormitories with =>500 beds, minimum 1 autosampler with 1 shelter per 1,000 residents to be provided, when required.** * **Specifications for inspection chambers for autosamplers deployment:** * Attachments to secure and guide autosampler tubings (technical drawings should be submitted to PUB for comments, registration and record) * A customised cover is required for deployment of autosamplers. The cover should have a hole to allow insertion of autosampler tubings into the chamber, and a crossbar to secure the customised cover and to prevent unauthorised removal and tampered with. The area surrounding the manhole and autosampler shall be properly barricaded for safety. |
| Feedback Channel | * All residents to download DormWatch * If CTQ/TOLQ has a standard postal code address, operator is to download DormWatch via [this link](https://form.gov.sg/forms/mom/5bc5852802026b000f0b04cf) and apply for admin rights at [DormWatch@mom.gov.sg](mailto:DormWatch@mom.gov.sg). You may refer to the How-To guide for more details. |

**FOR MORE INFORMATION, YOU CAN ACCESS THE FOLLOWING URL:**



Android users iPhone users

DormWatch



Housing Requirements for FW

https://www.mom.gov.sg/housing

Updating the residential addresses of FW

http://www.mom.gov.sg/eservices/services/

ofwas

Work Pass Conditions

http://www.mom.gov.sg/Documents/services-

forms/passes/WPSPassConditions.pdf