

|  |
| --- |
| On-Site Workers Quarters Application Form |

Submit this form **before** the construction of any new on-site quarters. Refer to Annexes below for the type of temporary foreign workers’ dormitory and their respective lists of requirements for each type of on-site quarters.

Please fill in all the details and send us the application in PDF format.

|  |  |  |  |
| --- | --- | --- | --- |
| Company Name | Click or tap here to enter text. | | |
| Person in-charge of Project | Designation | Contact No. | Email Address |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |

**1. Main-Contractor**

|  |  |  |  |
| --- | --- | --- | --- |
| Type of On-Site Quarters | Please select | | |
| Workplace number1 | Click or tap here to enter text. | | |
| BCA Permit/Project number | Click or tap here to enter text. | | |
| Nature of Project | Please select | If others, please specify |  |
| Landowner’s consent obtained | I declare that I have obtained the landowner’s consent to build a temporary workers’ quarters here. [Attach proof of consent as a pdf together with your application] | | |
| [For Industrial projects only]  NEA’s No-objection letter on siting2 obtained | I declare that I have obtained NEA’s No-objection to build a temporary workers’ quarters here. [Attach No-Objection letter as a pdf together with your application] | | |
| Estimated Number of Workers at Project Peak Construction Phase | Click or tap here to enter text. | Total Occupant Load for Workers Quarters | Click or tap here to enter text. |
| MK / TS | Please Select  Please select | Lot / Plot | Click or tap here to enter text. |
| Address | Click or tap here to enter text. | | |
| Type of Workers Quarters | Please select | | |
| Start Date of usage of Workers Quarters | Click or tap to enter a date. | | |
| End Date of usage of Workers Quarters | Click or tap to enter a date. | | |

**2. Location of on-site quarters**

1Applicable only for CTQ On-Site Quarters. You may create a workplace number through this [link](https://service2.mom.gov.sg/iosh/SPCP-SignIn.aspx?module=CWP).

2Refer to NEA’s website for [application for new dormitories at industrial area](https://www.nea.gov.sg/our-services/development-control/application-for-workers-dormitory).

|  |  |
| --- | --- |
| **Undertaking** | |
| 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. | |
| Person-in-charge of Project | Click or tap here to enter text. |
| Designation | Click or tap here to enter text. |
| NRIC / FIN  (last 4 characters only) | Click or tap here to enter text. |
| Date | Click or tap to enter a date. |

|  |
| --- |
| Worksite Location |

Please use Onemap ([www.onemap.sg](http://www.onemap.sg)), and insert the screenshot of the map showing the location of the workers’ quarters entrance and exit points within this space.

You are advised to locate the entrance and exit points of your workers’ quarters away from residential areas, or to ensure that there are mitigating measures in place to minimise traffic and dis-amenity issues to nearby residential areas.

|  |  |  |
| --- | --- | --- |
| Name & Designation |  | Signature |
| NRIC / FIN  (last 4 characters only) |  |
| Date |  |

**Annex 1: Requirements for On-site Temporary Quarters**

|  |  |
| --- | --- |
| **Type of Construction Quarters** | **Conditions to be Met** |
| CTQ: Standalone temporary quarters or TOL land and,  CTQ: Uncompleted Permanent Building | Annex A |

**Annex A: Design Specifications for CTQ: Standalone temporary quarters** **or TOL land**

|  |  |
| --- | --- |
| 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 |
| Ventilation | * Ventilation should be 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 purifier) 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 | **For IPAs approved before 18 September 2021**   * **≥ 1% of total bed spaces (peace-time)**   To elaborate:  First 0.1%: Maximum 2 single-deck beds per room\* with en-suite toilet/shower.  Next 0.9%: Double-deck beds per room\* with en-suite toilet/shower# preferred.   * **+ ≥ 1.5% of total bed spaces (to be activated during public health outbreaks, convertible from existing spaces)**   **For IPAs approved on or after 18 September 2021**   * **≥ 1% of total bed spaces (peace-time)**   To elaborate:  First 0.5%: Only 1 single-deck bed per room with en-suite toilet/shower.  Next 0.5%: Maximum 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, 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 * 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   Applicable to CTQs and TOLs >100 FWs only:   * Provision of Ops room * Provision of perimeter fencing * Provision of public announcement system * Provision of CCTV |
| 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 are to download FWMOMCare: <https://www.mom.gov.sg/eservices/fwmomcare> * Provision of feedback channel(s) for workers’/residents to submit feedback |

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

https://www.mom.gov.sg/eservices/services/safe-dorm

Safe@Dorm



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