**SELF ASSESSMENT COMPLIANCE CHECKLIST**

**FOR CONSTRUCTION TEMPORARY QUARTERS (CTQ) AND WORKERS’ QUARTERS ON TEMPORARY OCCUPATIONAL LICENCE (TOL) SITES**

This self-assessment compliance checklist serves to assist you in identifying gaps in your dormitory’s compliance with MOM’s requirements for CTQs and TOLs.

Please note that this checklist is not exhaustive; CTQs and TOLs operators must also comply with the statutory requirements of other government agencies.

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| **Category** |  | **Description** |
| **Living Space** |  | **1.** The workers' quarters must not be overcrowded, i.e. the number of bed spaces and the number of occupants are equal to/less than the occupancy load (OL) stipulated by a Qualified Person (QP) and declared to MOM.  **2.** Each worker is provided with a personal bed and locker.  **3.** Proper and adequate screens must be provided to ensure the living space is hidden from the public's view.  **4.** Perimeter hoarding to segregate workers' quarters from construction zone is at least 2 meters in height.  **5.** A minimum of 4.5 square meters of living space per worker. |
| **Fire Safety** |  | **6.** There are no highly flammable substances (e.g. LPGs, welding gas cylinders) found near the workers' quarters.  **7.** Adequate power points are provided. All power/electrical points in the workers’ quarters must not be overloaded.  **8.** All exits, escape routes and passageways in the quarters are free of obstruction at all times.  **9.** Adequate lights are installed in each room and corridor, such that workers can easily identify the fire safety routes and fire safety exits, in the event of a fire. |
| **Cooking Area** |  | **10.** There must be a separate designated cooking area for the workers. The cooking area must NOT be located within the workers' rooms, i.e. workers must NOT cook in their rooms. |
| **Lighting and Ventilation** |  | **11.** Adequate lights are installed for normal daily activities in all the rooms and corridors.  **12.** There is proper ventilation in the workers' rooms. Where necessary, fans or air-conditioning should be installed. |
| **Sanitary and Bathing Facilities** |  | **13.** There are adequate sanitary and bathing facilities for all the occupants housed in the dormitory. *(Note: Sanitary facilities such as 1 water closet, 1 wash basin, 1 bathroom, and 1 portable toilet must be provided for every 15 workers or less.)*  **14.** All sanitary and bathing facilities are kept clean and in proper working condition.  **15.** Proper and adequate screens must be provided to ensure the sanitary and bathing facilities are hidden from the public's view. |
| **Proper Housekeeping** |  | **16.** The workers' rooms are clean and well-maintained.   **17.** Laundry facilities or services are provided at the quarters.   **18.** There is a designated laundry area away from the workers' rooms, for workers to do their laundry.  *(Note: Drying of clothes within the workers' rooms are strongly discouraged as it often leads to poor ventilation.)* **19.** Proper food and waste disposal area is provided in the quarters. |
| **Pest Infestation** |  | **20.** There are no pests (i.e. cockroaches, flies, rodents, bed bugs) in the quarters.   **21.** There is no stagnant water that could cause mosquito breeding. |
| **Assess to**  **Wi-Fi** |  | **22.** Free Wi-Fi is provided for workers in the quarters.  *(Note: Wi-Fi requirements is not compulsory for i) small quarters (<40 workers) and ii) on-site quarters located in areas that do not have the infrastructure (i.e. cables) to allow for Wi-Fi provision.)* |
| **Sick Bay** |  | **23.** Sickbay is provided on-site. *(Note: If provision of sickbay is not feasible due to site constraints, the main contractor must have a contingency plan to isolate workers with infectious diseases.)* |
| **Feedback Channel** |  | **24.** Both the operator and the workers download the DormWatch app to provide and manage feedback. *(DormWatch is an app that allows workers to provide feedback on the housing conditions to their dormitory operators, and for the operators to self-rectify. The app tracks the dormitory's responses to these feedback and notifies MOM if an issue has not been resolved after some time.)* |

If you are unable to check any of the boxes above, you must to take immediate steps to rectify the issues.

**UPDATING RESIDENTIAL ADDRESSES OF FOREIGN WORKERS WITH MOM**

It is a legal requirement for employers to update their foreign workers’ residential addresses with MOM through the Online Foreign Workers Address Service (OFWAS), within 5 days of the worker moving to a new address. Please ensure that you do so for all your workers staying in the workers’ quarters, and remind all your sub-contractors who house their workers at your quarters to do so as well.

**FOR MORE INFORMATION, YOU CAN ASSESS 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

**Annex A**

**Examples of poorly maintained workers’ quarters**

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| --- | --- |
| Fire hazard materials and obstruction of exitC:\Users\momtyk1\Desktop\MOM Website Revamp\Photos for Website Revamp\PRP\Bad PRP\IMG_4695.JPG | OvercrowdingC:\Users\momtyk1\Desktop\MOM Website Revamp\Photos for Website Revamp\CTQ\Bad CTQ\IMG_6900.JPG |
| Poorly maintained sanitary facilitiesC:\Users\momtyk1\Desktop\MOM Website Revamp\Photos for Website Revamp\PRP\Bad PRP\IMG_4393.JPG | Pest infestationC:\Users\momtyk1\Desktop\MOM Website Revamp\Photos for Website Revamp\PRP\Bad PRP\IMG_4204.JPG |
| Overloaded electrical power pointC:\Users\momtyk1\Desktop\Overload powerpoint.jpg | Poor housekeepingC:\Users\momtyk1\Desktop\MOM Website Revamp\Photos for Website Revamp\CTQ\Bad CTQ\IMG_6879.JPG |

**Annex B**

**Examples of well-maintained workers’ quarters**

|  |  |
| --- | --- |
| Unobstructed walkway and exit | Ample living space |
| Well-maintained sanitary facilities | Well-maintained dining area |
| Correct use of power pointC:\Users\momtyk1\Desktop\Good Powerpoint photo.jpg | Good housekeeping |