

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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| New Factory Converted Dormitory Declaration Form |

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| --- | --- |
| 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)**

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Position | Contact No | Email Address |
|  |  |  |  |
|  |  |  |  |

**3. Details of Person in Charge of 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. | |
| Name of Director NRIC / FIN  (last 4 characters only) |  |
| Company Name |  |

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

|  |  |
| --- | --- |
| Liveable space per occupant | ≥ 6 sqm (sleeping quarters space only, excluding toilets) |
| Only single beds allowed | ≥ 1m apart |
| Occupancy per Unit | ≤ 10 pax  Total floor area per unit of 10 pax ≥ 60 sqm (bedroom space) |
| Occupancy per floor (For multi-storey buildings with rooms) | ≤ 300 pax; separated in sections of ≤ 100 pax   * No inter-mixing across each section of 100 pax – physical structures (e.g. walls, partitions) and dedicated stairways/lifts recommended |
| Occupancy per FCD | 300 pax   * 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 |
| Ventilation | Natural ventilation   * If natural ventilation is inadequate for daily living, adequate mechanical ventilation must be provided. * Each room (including toilet and kitchen) to have properly-positioned windows that enable adequate natural ventilation   Alternative if dormitory is unable to comply with the above:  If air-con is used to lower ambient temperature and remove CO2 concentration, install MERV14 to filter and introduce as much fresh air as possible. |
| Other Essentials | Minimally   * 1 x Fan per room * 1 x 13A power point / pax * Lightings at 100 lux level per room * Free Wi-Fi or free data SIM cards * Potable water   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. |
| Sick Bay and Isolation Facility | * Peacetime: 1% of total dorm bed capacity * First 0.5%: 1-bedder rooms with en-suite toilet/shower * Next 0.5%: 2-bedder^ rooms with en-suite toilet/shower * Pandemic-time: Additional 1.5% of total dorm bed capacity (can be converted from existing common spaces in the dormitories) * 2-bedder^ rooms with designated toilet/shower\*   ^For 2-bedder rooms:   * Beds must be at least 1m apart with 1.8m high partition between beds   \*For designated toilet/shower:   * To be provided near the sick bay for exclusive use of ≤ 5 occupants of the sick bay. * To cater additional forced ventilation to increase air change for these designated toilet & shower facilities * To wipe down after every use and carry out professional cleaning every two hourly for these designated toilet & shower facilities |
| Toilets and Sanitation | * En-suite Toilets: 2 toilets, 2 bathrooms, 2 sinks per 10 FWs per room * Alternative measure if dormitory is unable to meet requirement: Designated common toilets (i.e. 20 toilets, 20 bathrooms and 20 sinks) for dedicated use by the same section of 100 FWs. Where possible, to make plans to shift to en-suite toilets in 3-4 months’ time |
| 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 | * Sufficient refuse bins or chutes to be placed on each floor to collect the daily refuse generated from each floor * Frequency of waste removal should be daily |
| 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. |
| Drain Design | * Able to be left uncovered |
| 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 | If a cooking area is provided, it must be a separate designated cooking area for the workers. En-suite cooking facilities are disallowed.  Common Cooking Area   * 1 cook stove for every 5 bed spaces * Every 2 stoves for designated use by 10 occupants from the same room * Max 20 stoves per cooking area; each cooking area to be kept separate   Possible mitigating measure if dormitory is unable to meet requirement:   * Provide catered food |
| Dining Area | Common Dining Area   * 1 seat for every 5 bed spaces * Max 20 seats per dining area; each dining area to be kept separate, for designated use by the same unit of 100 FWs * Common cooking & dining areas not to be used during outbreak. Meals to be served in room.   Sinks   * Sinks must be available at every cooking and dining area |
| Laundry Facilities | * Provision of laundry facilities or services. * Provision of sufficient and convenient laundry hanging facilities. * Laundry and clothes drying facilities to be segregated to reduce inter-mixing to no more than 100 FWs per floor * No hanging of wet laundry within sleeping quarters. * Consider drying rack outside window for existing multi-storey buildings * Possible mitigating measure if dormitory is unable to comply with requirement: Movable or similar drying racks with solid base to hang/dry clothes. (solid base to prevent rack from toppling) |
| 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) | * At least one indoor area (50sqm) – as per prevailing URA DC Guidelines * Recreation area not to be used during outbreak to avoid inter-mixing and infection risk   Alternative if dormitory is unable to meet requirement for recreational areas:   * Available open space (field) near dorm |
| Wi-Fi | * Provision of free Wi-Fi * Possible mitigating measure if dormitory is unable to meet requirement for free Wi-Fi: Operator to offer free data SIM cards |
| 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   Applicable to CTQs and TOLs >100 FWs only:   * Provision of Ops room * Provision of perimeter fencing * Provision of public announcement system * Provision of CCTV |
| Feedback Channel | * All residents to download DormWatch * Operator is to download DormWatch App via Apple’s App Store or Google’s Play Store and apply for admin rights via https://go.gov.sg/Dormwatch-account. Please submit the acknowledgement page during the submission for your final clearance approval letter and your Dormwatch account will be processed after you have received the final clearance approval letter. 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