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| On-Site Workers Quarters Declaration Form |

Submit this form upon completion of the on-site quarters. Please fill in all the details and send us this document in PDF format. No workers should stay in these quarters until approval has been given.

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| Company’s Name |  |
| Person-in-charge of Dormitory | Designation | Contact No | Email Address |
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**1. Details of Dormitory Operator**

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| 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 |  |
| Estimated Number of Workers at Project Peak Construction Phase | Click or tap here to enter text. | Total Occupant Load for Workers Quarter | 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).

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| Developer’s Name |  |
| Developer’s Point-of-Contact | Designation | Contact No | Email Address |
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| Developer’s consent provided**(For extension requests only)** | ☐ I declare that I have provided the letter of extension to my approved contractor/operator in Section 1, for the continued usage of the workers’ quarters, indicated in Section 2 above.[Attach proof of consent as a pdf together with your extension letter, indicating reason for extension and new end date of workers’ quarters usage.] |
| New End Date of usage of Workers Quarters**(For extension requests only)** | Click or tap to enter a date. |

**3. Details of Developer**

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| **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 Dormitory |  | Signature |
| Designation |  |
| NRIC / FIN (last 4 characters only) |  |
| Date | Click or tap to enter a date. |

**3a. General Facilities 1**

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| **General Facilities** | **Number** | **Remarks** |
| Living Space (per occupant) | - | ≥ 4.2 sqmSpace **only includes** sleeping area, en-suite dining areasEn-suite toilets, kitchen and yard spaces are excluded from the 4.2 sqm requirement **Not more than 12 occupants** in each living unit |
| Shower Points |  | ≥ 1 toilet (wash closet), bathroom (shower) and hand-wash basin: 6 residents. **Toilets must be en-suite, i.e. located within each living unit** |
| Urinals |  |
| Water Closets |  |
| Wash-Hand Basins |  |
| Electrical Points |  | 1 electrical point per worker (sleeping quarters) |
| Bed Frames & Lockers  |  | Number of bed frames and lockers provided must be equivalent to the allowed total occupant load. Double decker beds allowed. Must have 1m spacing between each bed. |

**3b. General Facilities 2**

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| **General Facilities** | **Requirement met?** | **Remarks** |
| Laundry Facilities / Services | Please Select | If Laundry Facilities is selected (i.e Washing machines); to submit photo in S/N 7a & 7b. If Laundry Services is selected; to provide proof of contract with laundry service provider. |
| Food and Waste Disposal Area | Please select | To submit photo in S/N 9. |
| Food | Please select | 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.
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| Dining area | Please select | 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
* Common cooking & dining areas not to be used during outbreak

Sinks* At least 1 sink must be available at every dining area
 |
| Feedback Channel | Please select | * All residents have downloaded FWMOMCare
* Provision of feedback channel(s) for workers’/residents to submit feedback
 |
| Isolation Facility | Please Select | **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. |
| Recreation Area (indoor) | Please select | 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.
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| Recreation Area (Outdoor) | Please Select | 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.
 |
| Other Essentials | Please select | 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. |
| Provision of potable water | Please select | * 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.
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| Staircases | Please select | * Each resident must have access to ≥ 2 exit staircases.

Each section of ≤ 120 residents to have access to 2 dedicated staircases on each floor. |
| Wi-Fi | Please Select | * 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
* To submit proof of contract with service provider; To submit document from service provider for areas with no infrastructure for Wi-fi.
 |
| Wastewater Surveillance | Please Select | * **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.
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| Ventilation | Please Select | * 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.
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**4. Security Facilities**

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| **Security Facilities** | **Requirements met?** | **Remarks** |
| Dormitory House Rules | Please Select | Applicable for all dormitories that houses 40 and above occupants. A copy must be kept on-site at all times and must be produced during inspection. |
| Security Control Room | Please Select | Applicable for all dormitory that houses 100 and above occupants and to submit photos from S/N 16 to S/N 19.* Access and entry points
* Designated FWs Pick-up/ Drop off Point
* Gantries, temperature screening and security checks
* Ensure no sale or consumption of alcohol within the premises.
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| Public Announcement System | Please Select |
| Perimeter Fencing | Please Select |
| CCTV | Please Select |
| Emergency Response Plan | Please Select | Applicable for all dormitory that houses 100 and above occupants. A copy must be kept on-site at all times and must be produced during inspection. |

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

**5. Photo of Workers’ Room (General view)**

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| Date  | Click or tap to enter a date. |
| Photograph taken by |  |

**6. Photo of Workers’ Lockers**

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| Date  | Click or tap to enter a date. |
| Photograph taken by |  |

**7a. Photo of Laundry Facilities (If Laundry Facilities is selected)**

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| Date  | Click or tap to enter a date. |
| Photograph taken by |  |

**7b. Photo of Laundry Area (If Laundry Facilities is selected)**

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| Date  | Click or tap to enter a date. |
| Photograph taken by |  |

**8. Photo of sanitary facilities**

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| Date  | Click or tap to enter a date. |
| Photograph taken by |  |

**9. Photo of Food and Waste Disposal Area**

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| Date  | Click or tap to enter a date. |
| Photograph taken by |  |

**10. Photo of cooking area. If others, please specify.**

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| Date  | Click or tap to enter a date. |
| Photograph taken by |  |

**11. Photo of common dining area. To provide a brief description on the resting area where the workers have their food if there are/ no common dining area available.**

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| Date  | Click or tap to enter a date. |
| Photograph taken by |  |

**12. Photo of Feedback Channel for Migrant Workers**

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| Date  | Click or tap to enter a date. |
| Photograph taken by |  |

**13a. Photo of Isolation Facility (General view)**

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| Date  | Click or tap to enter a date. |
| Photograph taken by |  |

**13b. Photo of Isolation Facility**

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| Date  | Click or tap to enter a date. |
| Photograph taken by |  |

**13c. Photo of Isolation Facility’s toilet**

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| Date  | Click or tap to enter a date. |
| Photograph taken by |  |

**14. Photo of Recreation Area (indoor). To provide details if unable to meet the criteria.**

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| Date  | Click or tap to enter a date. |
| Photograph taken by |  |

**15. Photo of Recreation Area (General and interior view)**

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| Date  | Click or tap to enter a date. |
| Photograph taken by |  |

**16. Photo of Security Control Room (for 100 OL and above, General view)**

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| Date  | Click or tap to enter a date. |
| Photograph taken by |  |

**17. Photo of Public Announcement System (for 100 OL and above)**

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| Date  | Click or tap to enter a date. |
| Photograph taken by |  |

\*Applicable only if dormitory houses 100 and above occupants.

**18. Photo of Perimeter Fencing (for 100 OL and above, General view)**

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| Date  | Click or tap to enter a date. |
| Photograph taken by |  |

**19. Photo of CCTV (for 100 OL and above)**

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| Date  | Click or tap to enter a date. |
| Photograph taken by |  |

\*Applicable only if dormitory houses 100 and above occupants.

**20. Photo of essential items/ services. To provide details if unable to meet the criteria.**

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| Date  | Click or tap to enter a date. |
| Photograph taken by |  |

**21. Photo of Wi-Fi**

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| Date  | Click or tap to enter a date. |
| Photograph taken by |  |

**22. Other information**

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| Date  | Click or tap to enter a date. |
| Photograph taken by |  |