

**Migrant Farmworker Housing**  
Health Professions & Facilities  
PO Box 47852  
Olympia WA 98504-7852  
360-236-4700

## Temporary Worker Housing Inspection Checklist

Facility Name: \_\_\_\_\_

Facility Location: \_\_\_\_\_

This checklist is a tool for you as you prepare for an inspection of your temporary worker housing (TWH) facilities.

**Instructions:**

1. If the answer is "Yes," put a check in the "Y" (Yes) column.
2. If the answer is "No," put a check in the "N" (No) column:
  - Describe how you will correct the problem;
  - Enter the date you need to make the correction by.
3. If a question does not apply to your facility, put a check in the "NA" (Not Applicable) column.

Number of Occupants Expected: \_\_\_\_\_ Number of Units: \_\_\_\_\_

Seasonal Operating Dates: \_\_\_\_\_

Items of Inspection	Y	N	NA	How will you correct?	Date?
<b>WAC 246-358-025 (Operating License)</b>					
Completed and submitted the application form?					
Provided proof that the water system is current with all water tests?					
Changed ownership within the last year?					
<b>WAC 246-358-045 (Temporary Worker Housing sites)</b>					
(1)(a) Does the site adequately drain from and through the housing that does not endanger any domestic or public water supply?					
(b) Is the site free from periodic flooding and depressions in which water may become a nuisance?					
(c) Is the housing at least two hundred feet from a swamp, pool, sink hole, or other surface collection of water unless there is a mosquito prevention program for those area?					
(d) Is the housing large enough to prevent overcrowding of necessary structures? The principal housing area for sleeping and for food preparation and eating must be at least five hundred feet from where livestock are kept.					
(e) Are the grounds and open areas surrounding the shelters clean and in sanitary condition?					
(2) Do you have a camp management plan? (Operators must develop and implement a housing management plan, and submit the plan to DOH.)					
(a) Do you inform the occupants of the rules, in a language the occupant understands by providing individual copies of the rules to each occupant or by posting the rules in the housing area?					
(b) Do you restrict the number of occupants in the housing to the capacity approved by the Department of Health?					

Items of Inspection	Y	N	NA	How will you correct?	Date?
<b>WAC 246-358-055 (Water Supply)</b>					
(1)(a) Is your water system a Group A? (Supplies fifteen or more connections or serves twenty-five or more people at least sixty days per year. Or you receive water from an approved Group A public water system.)					
(b) Is your water system a Group B? (This water system supplies less than fifteen connections and does not serve twenty-five or more people at least sixty days per year.)					
(2) Do you provide a convenient hot and cold water supply for drinking, cooking, bathing, and laundry purposes?					
(3) Is the water pressure system at least 15 pounds per square inch?					
(4) If water is not supplied to each dwelling unit – is cold, potable, running water provided within one hundred feet of each dwelling unit?					
(5) If water is not available in each individual dwelling unit, do you provide one or more drinking fountains for each 100 people? The use of common drinking cups or containers dipped into a water source is prohibited.					
(6) When the water is unsafe for drinking purposes and accessible to occupants, do you post a “Do Not Drink” – “Do Not Use for Washing”, and “Do Not use for Preparing Food” signs – printed in English and in the native language for the occupants?					
<b>WAC 246-358-065 (Sewage Disposal)</b>					
(2)(a) Are you on an approved public sewer system?					
(b) Are you on an approved on-site sewage system?					
<b>WAC 246-358-070 (Electricity and lighting)</b>					
(1) Is electricity supplied to all dwelling units, kitchens, showers/bathrooms, common areas, and laundry facilities?					
(2) Has all the electrical wiring installations been approved by Labor and Industries?					
(3) Does each room have a light fixture – with at least 1 ceiling and floor or wall type outlet?					
(4) Does the laundry, shower/bathroom, toilet rooms, rooms where people gather have at least 1 ceiling or wall type fixture?					
(5) Is the lighting adequate to carry on normal daily activities?					
(6) Does the lighting provide for safe walking to handwashing sinks and toilets?					
<b>WAC 246-358-075 (Building requirements and maintenance)</b>					
(2) Is each unit and are spaces used for shelter identified with a number?					
(3) Are all buildings maintained in good repair and in sanitary condition?					
(4) Are all exits free from any blocking hazards?					
(5) Are ceiling heights at least seven feet for each room?					
(6) Are you providing at least seventy square feet of floor space for the 1 <sup>st</sup> occupant and at least fifty square feet of floor space for each additional occupant in each dwelling unit?					
(7) Are you providing at least fifty square feet of floor space for each occupant in each sleeping unit?					
(8) Are the floors in good repair and tightly constructed?					

Items of Inspection	Y	N	NA	How will you correct?	Date?
(9) If the flooring is wooden, are they at least 1 foot above ground level?					
(10)(a) Do the habitable rooms have windows that open to the outside for ventilation?					
(b) Do the habitable rooms have mechanical ventilation?					
(11) Do all exterior openings have 16-mesh screens? And Do all screen doors have self closing devices?					
(12) Is all heating, cooking, and water heating equipment maintained in a safe condition?					
(13) During cold weather, do you provide adequate heating equipment in habitable rooms, including the bathrooms?					
<b>WAC 246-358-090 (Laundry facilities)</b>					
(1) Do the laundry facilities have at least one laundry tray or tub or washing machine for every 30 occupants?					
(2) Do you provide adequate facilities for drying clothes?					
(3) Do the laundry facilities have a floor that is sloped and coved with nonslip cleanable material with drains?					
(4) Are the laundry facilities clean and in sanitary condition?					
<b>WAC 246-358-095 (Handwashing and bathing facilities)</b>					
(1) Do you provide 1 hand wash sink for each family housing unit, or 1 hand wash sink for every 6 occupants in centralized facilities?					
(2) Do you provide 1 shower head for each family housing unit or 1 shower head for every 10 occupants in centralized facilities?					
(3) Do you provide 1 utility sink in each building used for centralized laundry, hand washing, or bathing?					
(4) Do you provide coved floors with nonslip cleanable material with drains?					
(5) Are the shower room walls smooth and nonabsorbent and are at least four feet. If you use partitions they must be smooth, nonabsorbent and at least four feet.					
(6) Do you provide all showers, baths, or shower rooms with floor drains to remove wastewater?					
(7) Do you provide cleanable, nonabsorbent garbage containers?					
(8) Are centralized bathing and handwashing facilities maintained in a clean and sanitary condition, and cleaned at least daily?					
(9) Are occupants of family dwelling units asked to maintain bathing and handwashing facilities in a clean and sanitary condition?					
(10) Do you provide shower facilities that are private from the opposite sex and the public?					
(11) Are showers and bathing facilities available when needed?					
<b>WAC 246-358-100 (Toilet Facilities)</b>					
(1) Do you provide water flush toilets unless chemical toilets or pit privies are specifically approved by the Department of Health or Health Officer?					
(a) Do you prevent flush toilets, chemical toilets, and urinals from being located in any sleeping room, dining room, cooking or food handling facility?					
(b) When Chemical toilets are approved, are they: (i) At least 50 feet away from any dwelling or food handling facility?					

Items of Inspection	Y	N	NA	How will you correct?	Date?
(ii) Maintained by a licensed waste disposal company?					
(iii) In compliance with local ordinances?					
(c) When Urinals are provided, are they: (i) 1 urinal or two linear feet of urinal trough per 25 men? (ii) Floors and walls surrounding urinal extended out 15 inches on all sides and made of materials that don't absorb moisture? (iii) Urinal has an adequate water pressure to flush? (iv) Urinal troughs are prohibited in pit privies?					
(d) When Pit privies are approved, are they: (i) Located at least 100 feet away from sleeping rooms, dining rooms, cooking or food handling facilities? (ii) Constructed to keep out insects and rodents?					
(2)(a) Centralized toilet facilities, do you provide: (i) 1 toilet per 15 people? (ii) 1 hand wash sink per 6 people? (iii) A window that opens to the outside or ventilation? (iv) All windows with 16 mesh screens?					
(b) Bathrooms within 200 feet of the door of each sleeping room? (ii) So that no person has to pass through a sleeping room to enter a bathroom.					
(c) Toilets maintained in a clean and sanitary condition and cleaned at least daily?					
(d) Bathroom compartment supplied with toilet paper?					
(e) When the bathrooms are shared for both men and women: (i) Separate bathrooms for each sex with 1 toilet per 15 people (ii) Bathrooms with each men and women's room identified with signs printed in English and the native language of the people occupying the camp or easily understood pictures or symbols? (iii) Bathrooms separated by solid walls or partitions extended from floor to the roof or ceiling for each sex located in the same building?					
(3) Individual/family unit dwelling toilet facilities, do you provide: (a) 1 toilet for each individual family or 15 persons?					
(b) 1 hand wash sink for each 6 persons? And the sink is in the toilet room or immediately adjacent?					
(c) A window that opens directly to the outside or is satisfactorily ventilated?					
(d) All outside openings with 16 mesh screens?					
(e) Toilet facilities cleaned prior to occupancy and request that occupants maintain the facilities in a clean sanitary condition?					
<b>WAC 246-358-125 (Cooking and Food-Handling Facilities)</b>					
(1) If cooking facilities are located in a dwelling unit, do you provide: (a) An operable cook stove or hot plate with at least one cooking surface for every 2 occupants?					
(b) A sink with hot and cold running potable water?					
(c) At least 2 cubic feet of dry food storage space per occupant?					
(d) Nonabsorbent, cleanable food preparation counters off of the floor?					
(e) Mechanical refrigeration conveniently located and able to maintain a temperature of 45 degrees fahrenheit or below and at least 2 cubic feet of storage space per occupant?					

Items of Inspection	Y	N	NA	How will you correct?	Date?
(f) Fire-resistant, nonabsorbent, nonasbestos, and easily cleanable wall coverings adjacent to cooking areas?					
(h) Adequate ventilation for cooking facilities?					
(2) In common food-handling facilities, do you provide:					
(a) A room or building, adequate in size, separate from any sleeping quarters?					
(b) No direct openings to living or sleeping areas from the common food-handling facility?					
(c) An operable cook stove or hot plate with at least one cooking surface for every four occupants, or four cooking surfaces for every two families?					
(d) Sinks with hot and cold running potable water under pressure?					
(e) At least two (2) cubic feet of dry food storage space per occupant?					
(f) Nonabsorbent, easily cleanable food preparation counters situated off the floor?					
(g) Mechanical refrigeration conveniently located and able to maintain a temperature of forty-five degrees Fahrenheit or below, with at least two (2) cubic feet of storage space per occupant?					
(h) Fire-resistant, nonabsorbent, nonasbestos, and easily cleanable wall coverings adjacent to cooking areas?					
(i) Nonabsorbent, easily cleanable floors?					
(j) Adequate ventilation for cooking facilities?					
(3) Do you ensure that centralized dining hall facilities comply with chapter 246-215 WAC, Food service?					
<b>WAC 246-358-135 (Cots, Beds, Bedding, and Personal Storage)</b>					
Do you:					
(1) Provide beds, cots, or bunks furnished with clean mattresses in good condition for the maximum occupancy approved by the department of health or health officer for operator-supplied housing?					
(2) Maintain bedding, if provided by the operator, in a clean and sanitary condition?					
(3) Provide sufficient clearance between each bed or bunk and the floor or provide a commercially available cot, bed or bunk?					
(4) Allow space to separate beds laterally and end to end by at least thirty-six inches when single beds are used?					
(5) Meet the following requirements when bunk beds are used:					
(a) Allow space to separate beds laterally and end to end by at least forty-eight inches?					
(b) Maintain a minimum space of twenty-seven inches between the upper and lower bunks?					
(c) Prohibit triple bunks?					
(6) Provide storage facilities for clothing and personal articles in each room used for sleeping?					
<b>WAC 246-358-145 First Aid and Safety</b>					
Do you:					
(1) Comply with chapters 15.58 and 17.21 RCW, chapter 16-228 WAC, chapter 296-307 WAC, Parts I and J, and pesticide label instructions when using pesticides in and around the housing?					

Items of Inspection	Y	N	NA	How will you correct?	Date?
(2) Prohibit, in the housing area, the use, storage, and mixing of flammable, volatile, or toxic substances other than those intended for household use?					
(3) Provide readily accessible first-aid equipment?					
(4) Ensure that a first aid qualified person is readily accessible to administer first aid at all times?					
(5) Store or remove unused refrigerator units to prevent access by children?					
<b>WAC 246-358-155 Refuse Disposal</b>					
Do you:					
(1) Comply with local sanitation codes for removing and disposing of refuse from housing areas?					
(2) Protect against rodent harborage, insect breeding, and other health hazards while storing, collecting, transporting, and disposing of refuse?					
(3) Store refuse in fly-tight, rodent-tight, impervious, and cleanable or single-use containers?					
(4) Keep refuse containers clean?					
(5) Provide a container on a wooden, metal, or concrete stand within one hundred feet of each dwelling unit?					
(6) Empty refuse containers at least twice each week, and when full?					
<b>WAC 246-358-165 (Insect and Rodent Control)</b>					
Do you take effective measures to prevent and control insect and rodent infestation?					
<b>WAC 246-358-175 (Disease Prevention and Control)</b>					
Do you:					
(1) Report immediately to the local health officer the name and address of any occupant known to have or suspected of having a communicable disease?					
(2) Report immediately to the local health officer: (a) Suspected food poisoning? (b) Unusual prevalence of fever, diarrhea, sore throat, vomiting, or jaundice? (c) Productive cough, or when weight loss is a prominent symptom among occupants?					
(3) Prohibit any individual with a communicable disease from preparing, cooking, serving, or handling food, foodstuffs, or materials in dining halls?					