

# MAINE DEPARTMENT OF LABOR HOUSING STANDARDS INSPECTION FORM

Revised 09.10.2024

Employer Name:	MJL Job Order #:	Inspection Date:     /     /
	FLAG Clearance Order #:	
Employer Address:	Contact Name/Title:	
	Contact Phone:	
	Contact Email:	

## PRE-OCCUPANCY HOUSING INFORMATION

Inspector Name:	Date of Need:     /     /	Year Housing Built:
	# of Requested Workers:	Have Renovations/ Additions been made to Housing Unit(s)?  <input type="radio"/> Yes <input type="radio"/> No  If Yes, What Year: _____ If yes, provide details: _____
Housing Location:	# of Buildings:     # of Beds:	
	Authorized Occupancy (check all that apply): <input type="radio"/> Single <input type="radio"/> Family <input type="radio"/> Multi Use <input type="radio"/> Rent / Hotel / Motel <input type="radio"/> Mobile	
Water System <input type="radio"/> Private <input type="radio"/> Public <input type="radio"/> Potable		Does the housing have any approved variances to the ETA housing standard?  <input type="radio"/> Yes <input type="radio"/> No  If yes, describe specific variance details, date of approval and citation of the regulation: _____
Sewer System <input type="radio"/> Private <input type="radio"/> Public		
Is Heat and Hot Water Currently On?  <input type="radio"/> Yes <input type="radio"/> No If no, please indicate why: _____	Was a Water Test Conducted in the Last 12 Months with a Copy of the Test Provided?  <input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A	

**Based on the provided information, this pre-occupancy housing inspection is being conducted under the:**

☐ ETA Regulations (20 CFR Part 654 Subpart E)     ☐ OSHA Regulations (29 CFR 1910.142)

ETA - Housing completed or under construction prior to April 3, 1980 or was under a signed contract prior to March 4, 1980.

OSHA - Housing construction completed or under a signed contract for construction on April 3, 1980 or subsequent.

	# of Smoke Detectors
	# of CO Detectors
	# of Fire Extinguishers
	# of Filled First Aid Kits
	<b>FOLLOW UP IS REQUIRED</b>

**Deficiencies:**

**Follow Up Completed on** \_\_\_\_/\_\_\_\_/\_\_\_\_.     **Signature:** \_\_\_\_\_

HOUSING SITE		Compliant		
ETA 20 CFR 654.404		OSHA 29 CFR 1910.142		
		Yes	No	N/A
1.	LOCAL - Is there a certificate of occupancy for each housing unit? <input type="checkbox"/> Employer Self Attestation			
2.	LOCAL - Are required labor posters current and posted in common areas in English and native languages of the persons expected to gather within these facilities?			
3.	OSHA - Have all heating, cooking and water heating equipment been installed in accordance with State/local ordinances, codes and regulations governing such regulations? <input type="checkbox"/> Employer Self Attestation			
4.	Is the housing site well drained and free from depressions in which water could stagnate?			
5.	OSHA - Is the site at least 200 feet from swamps, pools, sink holds or other surface conditions unless quiescent water surfaces can be subjected to mosquito control measures?			
6.	OSHA - Has the site been graded, ditched and rendered free from depressions and located so the drainage from and through the camp will not endanger any domestic or public water supply?			
7.	OSHA - Is the site, where food is prepared and served and where sleeping quarters are located, at least 500 feet from any area where livestock is kept?			
8.	Is the site located where the disposal of sewage is provided in a manner which neither creates nor is likely to create a nuisance, or hazard to health?			
9.	Is the housing free of conditions that create or are likely to create offensive odors, flies, noise, traffic, or similar hazards?			
10.	Are the grounds within the site free from debris, noxious plants (poison ivy, etc.) and uncontrolled weeds or brush?			
11.	Does the housing site provide a space for recreation reasonably related to the size of the facility and the type of occupancy?			
Additional Notes:				

EXCRETA AND LIQUID WASTE DISPOSAL		Compliant		
ETA - 20 CFR 654.406		OSHA 29 CFR 1910.142		
		Yes	No	N/A
1.	Are facilities provided and maintained for effective disposal of excreta and liquid waste?			
2.	Are facilities set up so that raw or treated liquid waste is not discharged onto or allowed to accumulate on the ground surface?			
3.	Where public sewer systems are available, are facilities for disposal of excreta and liquid wastes connected to the system?			
4.	If there are no public sewers, subsurface septic tank-seepage system, or other type of liquid waste treatment and disposal systems, are privies or portable toilets available?			
5.	Are all requirements of the State of Health Authority complied with?			
Additional Notes:				

GARBAGE AND OTHER REFUSE		Compliant								
ETA - 20 CFR 654.414		OSHA 29 CFR 1910.142								
		Yes	No	N/A						
1.	Are durable, fly and rodent-tight, clean containers in good condition with a minimum capacity of 20 gallons placed adjacent to each housing unit for garbage storage and other refuse?									
2.	2. Are these containers provided in a minimum ratio of 1 per 15 persons?									
3.	OSHA - For family shelters, is there at least one container placed and located within 100 feet of each shelter on a wooden, metal or concrete stand?									
4.	3. Are provisions made for collection of refuse at least twice a week or more often if necessary, such as when full?									
5.	4. Is the disposal of refuse, which includes garbage, in accordance with State and local law?									
INSECT AND RODENT CONTROL		Compliant								
ETA - 20 CFR 654.415		OSHA 29 CFR 1910.142								
		Yes	No	N/A						
1.	Are housing and facilities free of insects, bed bugs, rodents, and other vermin?									
2.	OSHA - Have effective measures been taken to prevent infestation by and harborage of animal, insect vectors or pests?									
Additional Notes:										
WATER SUPPLY		Compliant								
ETA - 20 CFR 654.405		OSHA 29 CFR 1910.142								
		Yes	No	N/A						
1.	Is there a adequate and convenient supply of water that meets the standards of the State Health Authority?									
2.	OSHA - Can the water supply deliver 35 gallons per person per day to the site at a peak rate of 2.5 times the average hourly demand and supply water to all fixtures simultaneously?									
3.	*OSHA - If 1 and 2 are not met, is 4.5 gallons of potable water, per day, per person, for cooking and drinking, delivered on a regular basis. Standard must still be met.									
4.	Is there a cold water tap or hydrant provided within 100 feet of each individual living unit <i>if water is not provided in the unit</i> ?									
<p><i>Indicate the distance of the cold water tap from the individual unit:</i></p> <table border="1"> <thead> <tr> <th>Location of the Tap</th> <th>Feet</th> <th>Inches</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> </tr> </tbody> </table>					Location of the Tap	Feet	Inches			
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5.	If water is not provided to the unit, if there adequate drainage facilities provided around the tap(s) for overflow and spillage?									
6.	OSHA - If water under pressure is available, is there one or more drinking fountain provided for each 100 occupants or fraction thereof?									
7.	Are there sufficient drinking cups for all residents? (Common drinking cups are not permitted)									
Additional Notes:										

HOUSING		Compliant		
ETA - 20 CFR 654.407 (a-h)		OSHA 29 CFR 1910.142		
		Yes	No	N/A
1.	Is housing structurally sound, in good repair, in sanitary condition, and providing protection to the occupants against the elements?			
2.	Is flooring constructed of rigid materials, smoothly finished, readily cleanable, and located in a way that prevents the entrance of ground and surface water?			
3.	OSHA - Are wooden floors elevated not less than 1 foot above the ground level at all points?			
4.	Are the following space requirements provided? A. For sleeping purposes only in family units and in dormitory accommodations using single beds, not less than 50 square feet of floor space per occupant. B. For sleeping purposes only in family units and in dormitory accommodations using double bunk beds only, not less than 40 square feet per occupant. C. For combined cooking, eating, and sleeping purposes, not less than 60 square feet of floor space per occupant.			

	Name of Room	Name of Room	Name of Room	Name of Room	Name of Room
Square Footage of Room					
Ceiling Height - Minimum/Maximum					
# of Windows Open to Outdoors					
Total Window Area of Room					
% of Openable Area for Windows					

**For Sleep Rooms Only:**

Number of Single Beds					
Number of Bunk Beds					
Number of Double Occupancy Beds					
Maximum Number of Occupants					

**Floor and window area calculations for different shapes:**

Rectangles = Length x Width	Circle = 3.14159 x radius squared
Triangles = 1/2 length x height (from peak of triangle to wall used for length measurement)	(radius is 1/2 the distance from the outermost part of the circle to the opposite side)

Example: If a room is 12' wide by 10' long, that equals 120 square feet. The minimum window size must be 12 square feet (10% of the 120' floor area). A 3'x4' window would provide the required 12 square feet.

HOUSING - CONTINUED		Compliant		
ETA - 20 CFR 654.407 (a-h) OSHA 29 CFR 1910.142		Yes	No	N/A
5.	If housing is used for families with one or more children over 6 years of age, is there a room or partitioned sleeping area for the husband and wife, with a partition made of rigid material and installed to provide reasonable privacy?			
6.	Are separate sleeping accommodations provided for each sex or each family?			
7.	Are there adequate and separate arrangements for hanging clothing and storing personal effects for each person or each family?			
8.	OSHA - In rooms where workers cook, live and sleep, is there at least 100 square feet per person provided, with sanitary facilities for storing and preparing food?			
9.	Is at least one-half of the floor area in each living unit under a ceiling of a minimum height of 7 feet (no floor space may be counted towards minimum requirements where the ceiling height is less than 5 feet)?			
10.	Does each habitable room (not including partitioned areas) have at least one window or daylight opening directly to the out-doors?			
11.	Does the minimum total window or skylight area in each habitable room (including windows in doors) equal at least 10% of the usable floor area?			
12.	Does the total openable area for windows or direct daylight openings equal at least 45% of the minimum window or skylight area required (except where comparably adequate ventilation is supplied by mechanical or some other method)?			
Additional Notes:				
SLEEPING FACILITIES		Compliant		
ETA - 20 CFR 654.416 a-d OSHA 29 CFR 1910.142		Yes	No	N/A
1.	Are sleeping facilities consisting of comfortable beds, cots, or bunks (with clean mattresses and bed bug free) provided for each person?			
2.	Is all bedding provided by the housing operator clean and sanitary?			
3.	Are there any triple deck bunks? This is not allowed.			
4.	OSHA - Are beds spaced at least 36 inches apart, both laterally and end to end and elevated at least 12 inches from the floor?			
5.	If there are any <b>double occupancy</b> (2 people share) beds, are they only provided in family accommodations?			
6.	For <b>bunk beds</b> : Is the space between the top of the lower mattresses and bottom of the upper bunk a minimum of 27 inches?			
7.	For <b>bunk beds</b> : Is the distance between the top of the upper mattress and the ceiling a minimum of 36 inches?			
Additional Notes:				

HEATING		Compliant										
ETA - 20 CFR 654.409		OSHA 29 CFR 1910.142										
		Yes	No	N/A								
1.	Are living quarters and service rooms provided with properly installed, operable heating equipment capable of maintaining a temperature of at least 68° F? (if during the period of normal occupancy the temperature in such quarters falls below 68° F)											
	<table border="1"> <thead> <tr> <th>Description of Heating Equipment (Type)</th> <th>Maximum Heating Temperature</th> <th>Description of Heating Equipment (Type)</th> <th>Maximum Heating Temperature</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Description of Heating Equipment (Type)	Maximum Heating Temperature	Description of Heating Equipment (Type)	Maximum Heating Temperature							
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2.	Are any stoves or other sources of heat utilizing combustible fuel installed and vented in such a manner that prevents fire hazards or a dangerous concentration of gases? (No portable heaters other than those operated by electricity may be provided)											
3.	If a solid or liquid fuel stove is in a room with a wooden or other combustible floor, is a concrete slab, insulated metal sheet, or other fireproof material on the floor under each stove extending at least 18 inches beyond perimeter of the base of the stove?											
4.	Is any wall or ceiling within 18 inches of a solid or liquid fuel stove or stovepipe made of fireproof materials?											
5.	Is there a vented metal collar installed around any stovepipe or vent passing through a wall, ceiling, floor, or roof?											
6.	When a heating system had automatic controls, are the controls of the type which cut off the fuel supply upon the failure or interruption of the flame or ignition, or whenever a predetermined safe temperature or pressure is exceeded?											
Additional Notes:												

ELECTRICITY AND LIGHTING		Compliant		
ETA - 20 CFR 654.410		OSHA 29 CFR 1910.142		
		Yes	No	N/A
1.	Are all housing sites provided with electrical service?			
2.	Does each habitable room and all common rooms/areas (laundry rooms, toilets, privies, hallways, stairways, etc.) have adequate ceiling or wall-type light fixtures? OSHA requires at least one ceiling type fixture in each habitable room.			
3.	Is there at least one working wall-type electrical convenience outlet provided in each individual living room?			
	OSHA - Are light levels in toilet and storage areas at least 20 foot candles 30 inches from the floor?			
	OSHA - Are light levels in other rooms, including kitchen and living rooms, at least 30 foot candles 30 inches from the floor?			
4.	Is adequate lighting provided for the yard area and pathways to common use facilities?			
5.	Is all wiring and lighting fixtures installed and maintained in safe condition?			
Additional Notes:				

TOILETS		Compliant		
ETA - 20 CFR 654.411		OSHA 29 CFR 1910.142		
		Yes	No	N/A
1.	Are toilets constructed, located, and maintained so as to prevent any nuisance or public health hazard?			
2.	OSHA - For water closets (room containing a flush toilet) constructed on or after August 31, 1971, are they located in a toilet room?			
	OSHA - Are toilet rooms located to be accessible without any individual passing through any sleeping room?			
	OSHA - Are there any fixtures, water closets, chemical toilets or urinals located in rooms used for other purposes other than toilet purposes?			
	OSHA - Does the toilet room(s) have a window not less than 6 square feet in area opening directly to the outside area or otherwise satisfactorily ventilated?			
3.	Is there at least one water closet or privy seat for every 15 occupants, with a minimum of each one unit for each sex?			

Number of Occupants		Number of Toilets/Privies		Urinals	
Men	Women	Men	Woman	Number of	Measurements

4.	If urinals are substituted for men's toilets, is there one urinal or 24 inches of trough-type urinal for every one toilet seat? (Only up to a maximum of one-third of the required toilet seats.)			
5.	OSHA - Are urinals at least 15 inches from the wall, with the wall constructed of materials impervious to moisture and where water under pressure is available, provided with an adequate water flush?			
6.	OSHA - for trough urinals in privies, do they freely drain into a pit or vault and does the construction of the drain exclude flies and rodents?			
7.	Except for individual family units, are separate toilet accommodations provided for men and women?			
8.	If toilet facilities for men and women are in the same building, are they separated by a solid wall from floor to ceiling and distinctly marked "men" and "women" in English and the native language of the persons expected to occupy the housing?			
9.	Where common use facilities are provided, is an adequate and accessible supply of toilet tissue, with holders, available?			
10.	Are common use toilets and privies well lighted and ventilated all hours of the day, as well as clean and sanitary? OSHA requires daily cleaning.			
11.	Are toilet facilities located within 200 feet of each living unit?			
12.	ETA - Are all privies located at least 50 feet from any living unit or any facility where food is prepared or served?			
13.	OSHA - Are all privies located at least 100 feet from any sleeping, dining room, lunch area or kitchen.			
14.	Are all privy structures and pits fly tight with adequate capacity for the required seats?			

Additional Notes:

BATHING, LAUNDRY, AND HAND WASHING		Compliant		
ETA - 20 CFR 654.412 (a-d)		OSHA 29 CFR 1910.142		
		Yes	No	N/A
1.	Are the bathing and hand washing facilities, supplied with hot and cold water under pressure, provided for the use of all occupants?			
2.	Are the facilities clean, sanitary, and located withing 200 of each living unit?			
3.	OSHA - For all service buildings, can it maintain a temperature of at least 70 degrees during cold weather?			

Number of Occupants	Square Footage of Bathing Area	Number of Showerheads	Number of Lavatories	Number of Laundry Trays/Tubs	Number of Washers

4.	ETA - Is there a minimum of 1 showerhead per 15 persons?			
5.	OSHA - Is there a minimum of 1 showerhead per 10 persons?			
6.	Are all showerheads spaced at least 3 feet apart, with a minimum of 9 square feet of floor space per unit?			
7.	Is there adequate, dry dressing space provided in common use facilities?			
8.	Are shower floors constructed of nonabsorbent, nonskid materials and sloped to properly constructed floor drains?			
9.	OSHA - Are there floor drains in all shower baths, shower rooms or laundry rooms, with curbed junctions and coved floors to remove waste water and facilitate cleaning?			
10.	OSHA - Are the walls and partitions of shower rooms smooth and impervious to the height of the splash?			
11.	Except in individual family units, are separate shower facilities provided for each sex?			
12.	When common use shower facilities are used for both sexes in the same building, are they separated by a solid, non absorbent wall extending from floor to ceiling or roof, and are they plainly marked by gender in English and in the native language of the persons expected to occupy the housing?			
13.	ETA - Are the lavatories or equivalent units provided in a ration of 1 per 15 persons?			
14.	OSHA - Are there handwashing basins set at a ration of 1 per family shelter or per 6 persons in a shared facility?			
15.	Are laundry facilities, supplies with hot and cold water under pressure, provided for the use of occupants?			
16.	ETA - Are laundry trays or tubs provided to the ratio of eat least 1 per 25 people? (Mechanical washer may be provided in the ratio of 1 per 50 persons in lieu of laundry trays, although a minimum of 1 laundry tray per 100 persons must be provided in addition to the mechanical washers.)			



17.	OSHA - Are laundry trays or tubs provided for every 30 persons and a slop sink in each building used for laundry, handwashing and bathing?			
18	OSHA - Are facilities for drying clothes provided?			
19.	Was all electronic laundry, bathing and hand washing stations turned on and tested to ensure good working condition?			
Additional Notes:				

COOKING AND EATING FACILITIES		Compliant		
ETA - 20 CFR 654.413		OSHA 29 CFR 1910.142		
		Yes	No	N/A
1.	When central mess facilities are provided, is the kitchen and mess hall in proper proportion to the capacity of the housing and separate from the sleeping quarters?			
2.	Are the physical facilities, equipment, and operation in accordance with provisions of applicable State Codes? <input type="checkbox"/> Employer Self Attestation			
3.	Is the wall surface adjacent to all food preparation and cooking areas made of nonabsorbent, easily cleaned, fire-resistant material?			
4.	When workers or their families are permitted/required to cook in their <b>individual unit</b> , is a space provided and equipped for cooking and eating and contain the following:			
	A. A cook stove or hot plate with a minimum of two burners.			
	B. Adequate food storage sleeves and counter for food preparation.			
	C. Provisions for mechanical refrigeration of food at a temperature not more than 48° F.			
	D. A table and chairs or equivalent seating and eating arrangements, all commensurate with the capacity of the unit.			
	E. Adequate lighting and ventilation.			
5.	When workers or their families are permitted/required to cook and eat in a <b>common facility</b> , is a room or building separate from the sleeping facilities provided for cooking and eating and contain the following:			
	A. Stoves or hot plates, with a minimum equivalent of two burners, in a ratio of 1 stove or hot plate to 10 persons, or 1 stove or hotplate to 2 families.			
	B. Adequate food storage shelves and a counter for food preparation.			
	C. Mechanical refrigeration for food at a temperature not more than 45 ° F.			
	D. Tables and chairs or equivalent seating adequate for the intended use of the facility.			
	E. Adequate sinks with hot or cold water under pressure.			
	F. Adequate lighting and ventilation.			
	G. Floors made of nonabsorbent, easily cleaned materials.			
6.	Was all electronic kitchen, cooking and refrigeration equipment turned on and tested to ensure good working condition?			
Additional Notes:				

CONSTRUCTION AND OPERATION OF KITCHENS, DINING HALLS AND FEEDING FACILITIES		Compliant		
OSHA - SECTION I		OSHA 29 CFR 1910.142		
		Yes	No	N/A
1.	In camps where central dining or multiple family feeding operations are permitted or provided, does the food handling facilities comply with the requirements of the Food Service Sanitation Ordinance and Code", Part V of the Food Service Sanitation Manual, US Public, Health Service Publication 934 (1965), specified in section 1910.6?			
2.	Has the kitchen and dining hall that provides food handling been constructed to be adequate in size and separate from the sleeping quarters of any of the workers or their families with no direct opening from any living or sleeping quarters?			
3.	Does any person employed or who works in the preparation, cooking, servings, or other handling of food, foodstuffs, or materials used therein, in any kitchen or dining room operated in connection with a camp or regularly used by persons living in a camp, have any communicable disease?			

SCREENING		Compliant		
ETA - 20 CFR 654.408		OSHA 29 CFR 1910.142		
		Yes	No	N/A
1.	Are all outside openings protected with screening of not less than 16 mesh?			
2.	Are all screen doors tight fitting, in good repair, and equipped with self closing devices?			
3.	NOTE: If air conditioners are used, well-fitted screens still need to be provided and in good repair.			
Additional Notes:				

FIRE, SAFETY AND FIRST AID		Compliant		
ETA - 20 CFR 654.417		OSHA 29 CFR 1910.142		
		Yes	No	N/A
1.	Are all buildings in which people sleep or eat constructed and maintained in accordance with applicable State or local fire and hazard safety laws?			
2.	In family housing and housing units for less than 10 persons of one story, are two means of escape provided? (one of the two required means of escape may be a readily accessible window with an openable space of not less than 24x24 inches.)			
3.	Do all sleeping quarters intended for use by 10 or more persons, central dining, facilities, and common assembly rooms have at least two doors remotely separated so as to provide alternate means of escape to the outside or to an interior hall?			
4.	Do all sleeping quarters and common assembly rooms on the second story have a stairway and a permanent, affixed exterior ladder or a second stairway?			
5.	Do all sleeping and common assembly rooms located above the second story comply with the State and local fire and building codes relative to multiple story buildings, including a secondary egress?			
6.	Is fire extinguishing equipment provided in a readily accessible place not located more than 100 feet from each housing unit?			
7.	Does the fire extinguishing equipment provide protection equal to 2.5 gallons store pressure or 5 Gallon pump-type water extinguisher?			

