

Employment & Training Administration (ETA) Migrant Housing Inspection Checklist

A Handy Reference Guide to Self-Inspection

Use this checklist for housing built before April 3, 1980.

HOUSING SITE 654.404

- a. Is housing on a well-drained site, free from depressions in which water may stagnate?
- b. Is housing free of hazardous conditions such as offensive odors, flies, noise, traffic, etc.?
- c. Is the site free of debris, weeds, brush and poisonous plants?
- d. Does site provide adequate recreation space, reasonably related to size and occupancy?

WATER SUPPLY 654.405

- a. Has your water been tested this year?
- b. Is a cold water tap available within 100 feet of each living unit?
- c. Are common drinking cups used?

WASTE DISPOSAL 654.406

- a. Are facilities provided and maintained for effective disposal of excreta and liquid waste (E&LW)?
 - Is raw or treated LW discharged or permitted to accumulate on the ground surface?
- b. Are disposal facilities for E & LW connected to public sewer systems where available?
- c. Is septic tank or other LW treatment and disposal system, privies or portable toilets provided where no public sewer is available?
 - Are State Health requirements complied with?

HOUSING 654.407

- a. Is housing structurally sound, sanitary and in good repair?
- b. Is flooring smooth-finished, rigid, readily cleanable, located to prevent ground and surface water entry?
- c. Space Requirements:
 1. At least 50 square feet per person in single beds.
 2. At least 40 square feet per person using bunk beds.
- d. Is the sleeping area partitioned for families with children six years of age or younger?
 - Is the partition rigid and so installed as to provide reasonable privacy for husband and wife?
- e. Are separate sleeping accommodations provided for each sex and family member?
- f. Are adequate and separate arrangements provided for hanging clothing and storing personal effects for each person or family?
- g. Is there a minimum ceiling height of 7 feet for at least half of the floor area in each living unit?
- h. Does window or skylight area, including windows in doors, equal at least 10 percent of usable floor area?

SCREENING 654.408

- a. Are all outside openings protected with appropriate screening?
- b. Are all screen doors tight-fitting, in good repair and equipped with self-closing devices?

HEATING 654.409

- a. Are living quarters provided with properly installed operable heating equipment to maintain 68° F?
- b. Are stoves and other sources of heat using combustible fuel installed and so vented to prevent hazards and a dangerous connection of gases?
 - Are portable heaters other than electric provided?
 - Is there an 18-inch fireproof, protective base perimeter of metal or concrete slab provided under coal, wood or kerosene stoves?

- c. If within 18 inches of a coal, wood or kerosene stove, is the wall or ceiling fireproofed?
- d. Is there a fuel cutoff on automatically controlled heating systems when the flame or ignition is interrupted, or when a predetermined pressure or safe temperature is installed?

ELECTRICITY AND LIGHTING 654.410

- a. Is electricity provided in all housing sites?
- b. Does each room have a ceiling or wall light?
 - Does each room have a wall outlet?
- c. Does site have adequate outside lighting for yard area and pathways to common-use facilities?
- d. Are wiring and lighting fixtures installed and maintained in safe condition?

TOILETS 654.411

- a. Are toilets constructed, located and maintained so as to prevent any nuisance or public health hazard?
- b. Are water closets or privy seats for each sex in the ratio of at least one such unit for each 15 occupants?
 - Is there at least one unit for each sex in common use facilities?
- c. Are urinals, which may be substituted for men's toilets in the ratio of one urinal or 24 inches of trough-type urinal for one toilet seat up to a maximum of one-third requirements, constructed of nonabsorbent materials?
- d. Except for family units, are separate toilet accommodations provided for men and women?
 - If located in the same building, are toilet facilities for men and women separated by a solid wall from floor to roof or ceiling?
 - Are toilets distinctly marked "men" and "women" in English and in the native language of the persons expected to occupy the building?
- e. Where common use toilet facilities are provided, is an adequate and accessible supply of toilet tissue, with holders, furnished?
- f. Are common use toilets and privies well lighted, ventilated, clean and sanitary?
- g. Are toilet facilities located within 200 feet from any living unit?

- h. Are privies located no closer than 50 feet from any living unit or food preparation and service facility?
- i. Are privy structures and pits fly tight?
 - Do privy pits have adequate capacity for the required seats?

BATHING, LAUNDRY AND HAND WASHING 654.412

- a. Are bathing and hand washing facilities with hot and cold water under pressure provided within 200 feet of each living unit?
- b. Is there a minimum of one showerhead per 15 persons?
 - Are showerheads spaced at least 3 feet apart?
 - Is there a minimum of 9 square feet of floor space per unit?
 - Is dry and adequate dressing space provided?
 - Are shower floors constructed of nonabsorbent, nonskid materials sloped to properly constructed floor drains?
 - Except for family units, are separate shower facilities provided for each sex?
 - When located in the same building, are shower facilities for both sexes separated by a nonabsorbent, solid, floor-to-ceiling wall?
 - Are showers plainly marked “ men” or “ women” in English and in the native language of the persons expected to occupy the housing?
- c. Are wash basins or equivalent units provided in a ratio of 1 per 15 persons?
- d. Are laundry facilities for all occupants supplied with hot and cold water under pressure?
 - Are laundry trays or tubs provided in the ratio of 1 per 25 persons?
 - In lieu of laundry trays, are mechanical washers provided in the ratio of 1 per 50 persons (although a minimum of 1 laundry tray per 100 persons shall be provided in addition to the mechanical washers)?

COOKING AND EATING FACILITIES 654.413

- a. When workers or their families are permitted or required to cook in their individual unit, is a space provided and equipped for cooking and eating?

- Is such a place provided with:
 1. A cookstove or hot plate with a minimum of two burners?
 2. Adequate food storage shelves?
 - A counter for food preparation?
 3. Mechanical refrigeration to at least 45° F?
 4. Adequate table and chairs?
 5. Adequate lighting and ventilation?

- b. When workers or their families are permitted or required to cook and eat in a common facility, is a room or building separate from the sleeping facility provided?
 - Is such a room provided with:
 1. Stoves or hot plates in a ratio of 2 burners to 10 persons, or two families?
 2. Adequate food storage shelves?
 3. Mechanical refrigeration to at least 45° F?
 4. Adequate table and chairs?
 5. Adequate sinks with hot and cold water under pressure?
 6. Adequate lighting and ventilation?
 7. Nonabsorbent, easily cleaned floor materials?

- c. When central mess facilities are provided, are kitchen and mess hall in proper condition to the housing capacity?
 - Are central mess facilities separate from the sleeping quarters?
 - Are central mess facilities, operation, etc., in accordance with applicable State codes?

- d. Is the wall surface adjacent to food preparation and cooking areas of nonabsorbent, easily-cleaned materials and fire resistant?

GARBAGE AND OTHER REFUSE 654.414

- a. Are durable, fly tight, clean containers in good condition and of a minimum of 20 gallons capacity provided adjacent to each housing unit?

- Are such containers provided in a ratio of at least 1 per 15 persons?
- b. Is refuse collected at least twice a week?

INSECT AND RODENT CONTROL 654.415

- a. Are housing and facilities free of insects, rodents and other vermin?

SLEEPING FACILITIES 654.416

- a. Are sleeping facilities provided for each person, consisting of comfortable beds, cots or bunks, provided with clean mattresses?
- b. Is bedding clean and sanitary?
- c. Are triple deck bunks provided?
- d. Is there at least 17 inches between upper and lower bunks where double bunks are used?
- Is there at least 36 inches between the upper bunk mattress and the ceiling?
- e. Are double occupancy beds provided only in family accommodations?

FIRE, SAFETY AND FIRST AID 654.417

- a. Are all buildings in which people eat or sleep constructed and maintained in accordance with applicable State or local fire and safety laws?
- b. In housing units for families of less than ten persons, and of one story construction, are there two means of fire escape provided?
- If one of the two required escapes is a readily accessible window, does it open to a space of not less than 24 x 24 inches?
- c. In sleeping quarters intended for use by 10 or more persons, central dining facilities, and common assembly rooms, are there at least two doors remotely separated so as to provide alternate means of escape to the outside or an interior hall?
- d. Are sleeping quarters and common assembly rooms on the second story constructed with a stairway, and a permanent, affixed exterior ladder or a second stairway?
- e. Do sleeping and common assembly rooms located above the second story comply with State and local fire and building codes relative to multiple story dwellings?
- f. Are fire extinguishers readily accessible, within 100 feet of each housing unit?

- g. Are first aid facilities readily accessible at all times?
- h. Except for current household needs, are flammable or volatile liquids or materials stored in or adjacent to rooms used as living quarters?
- l. Are agricultural pesticides or toxic chemicals stored in the housing area?

OTHER COMMENTS: