

## Regulation DD-39.0: Staff Accommodation

### 39.1 Segregated Staff Accommodation

- 39.1.1 Accommodation and Cooking shall not be permitted in the Industrial, Trading, Commercial building/Facility.
- 39.1.2 A compound wall / secured / guarded fencing shall be provided.
- 39.1.3 Provision of a separate garbage skip / waste disposal / collection area should be provided for the accommodation area
- 39.1.4 Drainage networks should be totally separated form the industrial drainage networks
- 39.1.5 No cooking is allowed in the accommodation premises, apart from tea/coffee/heating provisions.
- 39.1.6 Adequate area for Sports and Recreation facilities such as TV Room, Room for Indoor games, Gymnasium and Outdoor sports volley ball and badminton/basket ball etc. should be provided.
- 39.1.7 Isolation ward/room with separate sanitary facilities away from the accommodation area for keeping employees infected with infectious diseases should be provided.

### 39.2 General Requirements

- 39.2.1 Normally 3 sq. meters per person bedroom space is to be allotted.
- 39.2.2 Adequate sanitary facilities as per item 3.3 including water closets, wash hand basins with running hot & cold water, liquid soap dispenser & hand dryer devices are to be provided in every accommodation conveniently placed in sufficient numbers and separate for each sex.
- 39.2.3 Scale of Provision of Sanitary Facilities

#### 39.2.3.1 MALE

Where no urinals are provided:

- 39.2.3.1.1 1WC and 1 wash basin for every 10 (Upto 100 men)
- 39.2.3.1.2 1WC and 1 wash basin for every 20 (Over 100 men)

Where urinals are provided:

- 39.2.3.1.3 1 WC for every 25 (Up to 100 men)
- 39.2.3.1.4 1 Urinal and 1 wash basin for every 10 (Up to 100 men)
- 39.2.3.1.5 1 WC for every 40 (over 100 men)
- 39.2.3.1.6 1 Urinal and 1 wash basin for every 20 (over 100 men)

39.2.3.2 FEMALE

Where no urinals are provided:

39.2.3.2.1 1 WC and 1 wash basin for every 10 (Up to 100 women)

39.2.3.2.2 1 WC and 1 wash basin for every 20 (Over100 women)

39.2.4 Toilet rooms should be well-lit, ventilated and should have self-closing and tight-fitting doors. European type water closet apartments should always be provided with supply of toilet paper and Asiatic type water closet apartments should be fitted with water tap at approximately 1 foot from floor level on the user's left hand side. All toilet rooms and fixtures should be kept in good repair and in a sanitary condition. The use of common toilets in case both sexes are employed is strictly prohibited.

39.2.5 Mess, pantry and toilet walls to be tiled glazed ceramic tiles up to a minimum height of 2 meters from the floor level

39.2.6 The Flooring for the above shall be tiled with unglazed ceramic tiles. Floors shall be impervious to moisture and capable of being cleaned by washing down.

39.2.7 At points where pipe works/vent/services, etc. pass into buildings, maximum care should be taken to ensure that rodent cannot gain access.

39.2.8 Pre- Construction termite treatment is recommended for companies constructing their own buildings.

39.2.9 Ventilation should be sufficient in order to eliminate disagreeable odorous and atmospheric conditions dangerous to health.

39.2.10 All fans stacks and other overall to ventilation should be kept clean and in and repair.

39.2.11 The roof, ceiling walls, windows, doors and floor of such accommodation are kept clean in good repair.

39.2.12 Ceiling of all rooms shall be constructed as to prevent the accumulation of dirt, condensation and mould development and can be easily cleaned.

39.2.13 Lighting in all rooms should be adequate.

39.2.14 Adequate filtered cold drinking water facilities should be provided within a convenient distance from the work area. (Number of taps will be decided by the Authority accordingly).

39.2.15 All fresh water tanks must be kept in good condition, maintained properly and cleaned regularly. All external water taps should be fitted with proper drainage system.

39.2.16 Eating facilities: There should be provision of proper mess hall for the employees.

39.2.17 Cooking inside the room is strictly prohibited.

- 39.2.18 All infectious diseases, food poisoning and accident cases (if any) are to be reported to EHS Dept.
- 39.2.19 A/C Condensed water and rain water drainage must be connected with soak away or proper drainage system.
- 39.2.20 The lessee must provide proper sewage drainage system and it should be maintained in proper conditions.
- 39.2.21 All putrescent refuse must be collected in plastic dust bins with inner bags and covering lids before being disposed of in the skip.
- 39.2.22 Animals: No pet animals, birds or live stock are allowed to be kept or fed in the accommodation area without prior permission.
- 39.2.23 It is the responsibility of the client to report to the Pest Control Unit in case of any pest infestation in accommodation.
- 39.2.24 Suitable provision for drainage collection/treatment/disposal etc. should be provided for the sanitary drainage in compliance with Authority requirements.