

# NEW AGRICULTURAL MIGRANT LABOR CAMP PRE-LICENSE CHECKLIST

Camp Name _____	ALC # _____	New Unit # _____	Documentation required: <input type="checkbox"/> OEPA PTI letter sewage system, or connection / std <input type="checkbox"/> OEPA water well license, water system connection / std <input type="checkbox"/> Water sample lab report safe <input type="checkbox"/> Privy pump out / chemical toilet contract <input type="checkbox"/> Solid waste hauling contract <input type="checkbox"/> Electrical inspector/contractor safety report
Address _____	SAMPLE	Usable Area (sq ft) _____	
County _____			
# housing units _____	total capacity _____	Occupied now? _____	
# & type of units _____	Pre April 2, 1985? _____	# _____	
Operator _____	phone # _____	Owner _____	
Address _____		Phone # _____	

- 3701-33-02**  application received  
 ombudsman poster displayed
- 3701-33-03**  plans required new building or extensive alterations
- 3701-33-04** Housing Site  
 Adequately drained  
 ≥ 200 ft from offensive odors/hazards  
 ≥ 10 ft between buildings  
 Grounds free of debris, uncontrolled weeds  
 Suitable recreation space 5% or 1500 sq ft  
 Roads & walks graded, paved or graveled
- 3701-33-05** Water Supply  safe M/O  
 Cold water tap in unit or ≤ 100 ft of unit
- 37-01-33-06** Excreta & Liquid Waste Disposal  
 SS not a nuisance, /OEPA, maintained  
 Dishwater drain ≥ 100' to well, ≤ 200' hsg  
 Privies properly built, clean, ≥ 100' to well
- 3701-33-07** Housing  
 Habitable, structurally sound, adequate size, easily cleaned, rodent proof, & watertight, good repair and sanitary condition  
 Flooring rigid, smooth, easily cleaned  
 Walls substantial construction, smooth, no cracks or holes, painted or wall covering  
 Units numbered consecutively, ≥ 3" high  
 Usable space: new combined use 100 sf / occ  
  
 Sleeping ≥ 50 sf per person  
 pre'85 combined 60 sf, <6 yr 30 sf, <2yr 0 sf  
 Personal storage area [floor to ceiling]:  
 12" x 36" w/ shelf /occupant \_\_\_\_\_  
 36" clothes rod or hooks /occupant \_\_\_\_\_  
 Ceiling height ≥ 7 ft, [trailers 24CFR§3280]  
 Window each room, ≥ 10% usable floor area opens ≥ 45%  
 Trailer after 4/2/85 ground anchors tiedowns per manufacturer or per ANSI std A225.1 ex diagonal ties ≤ 11 ft apart & ≤ 2 ft ea. end
- 3701-33-08** Screening  
 16 mesh screens on all outside openings  
 Doors tight fitting, self-closing, open outward
- 3701-33-09** Heating  
 Equipment req ≥ 68°F, except June July Aug  
 No un-vented portable space heaters allowed  
 Furnace or heater meets USDA sizing charts  
 Mfr/model \_\_\_\_\_  
 Btu/Watts \_\_\_\_\_  
 Installed/ vented per manufacturer or code  
 Automatic safety shutoff on electric heater or on heating systems w/ automatic controls
- 3701-33-10** Electricity and Lighting  
 Electric to all housing, light common use area  
 Pre 4-2-85: 2 outlets or ceiling light & outlet  
 New: outlets ≤ 12 feet, & wall or ceiling light  
 GFCI outlets w/ in ≤ 6 ft of water sinks  
 ≥ 0.3 fc light in yard area  
 Safe wiring letter from inspector or contractor other than installer

- 3701-33-11** Toilet Facilities  
 Facilities built & maintained: not a nuisance  
 One toilet or privy seat /15 occupants, may substitute urinal for ≤ 1/3 seats  
 New common use facility:  
 1 urinal/25, with floor impervious 15"  
 Separated male/female facilities  
 Bi-lingual signs or symbols ¶ / ¶  
 Tissue & holders by grower or occupants  
 Room for toilet use only, no laundry sinks  
 Light & ventilation provided  
 Self-closing doors & screened openings/vents  
 Located ≤ 200 ft to housing & ≥ 50 ft from food prep or housing unit
- 3701-33-12** Bathing, Laundry & Hand washing  
 Hot & cold water under pressure  
 Bathing/handwashing ≤ 200 ft to housing unit  
 Showerhead ratio 1:10 each sex # \_\_\_\_\_  
 [pre-existing 4-2-85: one/15 occupants]  
 Built ≥ 3 ft apart, ≥ 9 sq ft area or pre-fab  
 Floors non-skid, coved, sloped to drain  
 Solid wall separate facilities for each sex  
 Bi-lingual signs or symbols ¶ / ¶  
 Common facility: one lavatory / each sex  
 Lavatory ratio 1:6 occupants, or 1/family unit [pre-existing 4-2-85: one/15 occupants]  
 Adequate hot water heater[s] Mfr/model# \_\_\_\_\_  
 capacity gal \_\_\_\_\_ BTU input \_\_\_\_\_  
 recovery gph \_\_\_\_\_ 1st hr rating gph \_\_\_\_\_
- Laundry  
 Double-sided laundry tub only 1/25 people  
 Single laundry tub w/ mechanical washer [1/100 occupants] [1/50 occupants]  
 Floor impervious & sloped to drain  
 Adequate drying facilities
- 3701-33-13** Cooking and Eating Facilities  
 Wall adjacent to food preparation & cooking: cleanable & impervious to moisture  
 Wall at stove fire-resistant  
 Cookstove # of burners \_\_\_\_\_  
 ≥ 6 sq ft food storage shelves  
 ≥ 2.5 sq ft food preparation counter  
 Refrigeration ambient temperature \_\_\_\_\_  
 Floor cleanable & impervious to moisture  
 Dining table & chairs # \_\_\_\_\_
- 3701-33-14** Garbage and Other Refuse  
 Adequate containers for each unit or bulk container ≤ 100 feet  
 Collected ≥ once/week, to licensed landfill  
 Bulk wastes removed
- 3701-33-15** Insect and Rodent Control  
 Prevent infestation, control measures
- 3701-33-16** Sleeping Facilities  
 Bed for each occupant, [one family double]  
 # Beds \_\_\_\_\_, sturdy bedframe  
 Mattress & bedding clean & sanitary  
 Bunk beds ≥ 27" / 36", no triple bunks

- 3701-33-17** Fire, Safety and First Aid  
 2 means of escape for units <10 & 1 story  
 Size of opening if egress window \_\_\_\_\_  
 2 exit doors if ≥ 10 sleeping room, central dining, or assembly rooms  
 2<sup>nd</sup> floor sleeping & assembly rooms: inside stairway & exterior stairs [or metal ladder]  
 4A 60BC fire extinguisher available ≤ 75 ft from units  
 2A 10BC fire extinguisher, if in each unit  
 First aid kit accessible, thirty 1" wide bandages, twenty-five 4"x4" sterile pads, two 3" roller gauze & bar of soap  
 Post emergency medical address & phone # at license and ombudsman poster location  
 No flammable liquids in or adjacent to habitable rooms  
 No agricultural pesticides nor toxic chemicals stored or mixed in the camp  
 Fuel lines & tanks installed, secured & maintained safe
- 3701-33-18** Camp Operator's Responsibilities  
 Post current license & ombudsman poster  
 Inspect camp & abate any nuisances  
 When vacated: make camp clean & sanitary  
 Report to local Health Commissioner names & Addresses of any communicable disease cases
- 3701-33-19** Camp Occupant's Responsibilities  
 Keep premises clean and sanitary  
 May not alter, modify, move units, facilities or contents without permission

**NOTES**  
 Items checked are acceptable  
 X Items debited need correction  
 NA Items not applicable

**REMARKS**  
 See attached HEA 5410 form(s) for details  
 Work inspected this date - ACCEPTABLE  
 Camp recommended for licensure  
 Work inspected this date is incomplete  
 RE-INSPECTION REQUIRED  
 ON \_\_\_\_\_  
 DATE \_\_\_\_\_

\_\_\_\_\_  
 /s/ Sanitarian & date

\_\_\_\_\_  
 /s/ Owner/Operator & date