

## LABOUR ACCOMMODATION CHECKLIST

| Design Requirements  | Yes | No | N/A |
|--|-----|----|-----|
| 1. Are beds spaced at least 36 cm apart, and do bunk beds have 48 cm clearance (without triple bunks)?   |     |    |     |
| 2. Is there at least one operational toilet and one shower per 8 people?   |     |    |     |
| 3. Do rooms have a minimum height of 7 ft (2.13 m)?  |     |    |     |
| 4. Is at least one urinal operational per 25 workers?  |     |    |     |
| 5. Are toilets and showers located outside sleeping areas and within 100 ft (30.48 m)?   |     |    |     |
| 6. Is there at least one handwashing basin per 8 people?   |     |    |     |
| 7. Does the dining hall seat one-third of the residents (1.4 m <sup>2</sup> per person) and include a washbasin, water cooler, soap, and tissue? |     |    |     |
| 8. Do bathroom windows cover at least 10% of the floor area, and are 50% of them openable?   |     |    |     |
| 9. Is the smoking area located at least 20 ft (6.096 m) away from the facility?  |     |    |     |
| 10. Is weekend transportation provided, unless accommodation is within 2 km of public transport?   |     |    |     |
| 11. Are alarm sirens installed in occupied units at intervals not exceeding 75 m?  |     |    |     |
| 12. Are 5 AMP electrical outlets installed near every bed and one additional outlet per room for appliances?                                     |     |    |     |
| 13. Are wall plugs installed along corridors at intervals of 15 m?   |     |    |     |
| 14. Are all electrical supply and wiring systems installed in accordance with Electricity and Water Authority requirements?                      |     |    |     |
| 15. Are submission and approval regulations of the Electricity and Water Authority followed?   |     |    |     |
| 16. Are power substations with step-down transformers and switchboards installed?  |     |    |     |
| 17. Is a fully equipped electrical room provided on the ground floor of each occupied unit?  |     |    |     |
| 18. Are switchboards and engine control devices available in electrical rooms?   |     |    |     |
| 19. Are power distribution panels installed on all floors?   |     |    |     |
| 20. Are isolating switches provided for each lighting and electrical circuit?  |     |    |     |
| 21. Are separate isolating switches installed for ventilation and air conditioning in control rooms, kitchens, and service areas?                |     |    |     |
| 22. Are main air conditioning units connected to a three-phase system with individual disconnect switches at unit locations?                     |     |    |     |
| 23. Are rooms with gas extinguishing systems insulated to maintain extinguishing concentration for at least 10 minutes?                          |     |    |     |

| Accommodation Management  | Yes | No | N/A |
|---|-----|----|-----|
| 24. Is a full-time camp boss present?   |     |    |     |
| 25. Is a tenants database maintained?   |     |    |     |
| 26. Are introductory training programs provided for new residents?                                  |     |    |     |
| 27. Are periodic emergency evacuation training sessions organized and conducted?                    |     |    |     |
| 28. Are inspection activities and correctional actions managed effectively with records maintained? |     |    |     |
| 29. Are maintenance activities carried out as per the required standards?                           |     |    |     |
| 30. Are house rules posted in languages understood by the residents?                                |     |    |     |
| 31. Is smoking prohibited near entrances or fresh air intakes?                                      |     |    |     |

| Outdoor Layout  | Yes | No | N/A |
|---|-----|----|-----|
| 32. Is clear access provided for emergency and service vehicles?                |     |    |     |
| 33. Are instruction signs and safe waiting areas provided at bus pickup points? |     |    |     |
| 34. Are assembly points provided and clearly marked?                            |     |    |     |

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| Corridor Area  | Yes | No | N/A |
|--|-----|----|-----|
| 35. Do corridor lighting levels meet MOHRE standards (100 lux)?      |     |    |     |
| 36. Is the corridor area kept clean and dry on a regular basis?      |     |    |     |
| 37. Are smoke detectors in proper working condition?                 |     |    |     |
| 38. Are waste bins properly covered in corridor areas?               |     |    |     |
| 39. Are relevant safety and warning signs in place in the corridors? |     |    |     |
| 40. Are external evacuation routes and assembly points identified?   |     |    |     |

| Room & Space Standards  | Yes | No | N/A |
|---|-----|----|-----|
| 41. Are no more than 10 workers accommodated per room?                                |     |    |     |
| 42. Are cooking, laundry, and smoking prohibited in bedrooms?                         |     |    |     |
| 43. Does each worker have a bed, a 2-meter lockable wardrobe, and a side table?       |     |    |     |
| 44. Is there a shoe rack outside each room for all occupants?                         |     |    |     |
| 45. Are the lux levels in rooms appropriate for their function (100 lux in bedrooms)? |     |    |     |
| 46. Is central or individual air conditioning provided in all rooms?                  |     |    |     |
| 47. Is indoor humidity maintained between 30% and 60%?                                |     |    |     |

| Sanitary Facilities (Toilets/Bathrooms)   | Yes | No | N/A |
|---|-----|----|-----|
| 48. Is proper hygiene in bathrooms maintained?  |     |    |     |
| 49. Are mirrors, towel and clothes hooks, soap dispensers, and toilet paper available and free from damage? |     |    |     |
| 50. Is cold and hot water available with mixing taps?   |     |    |     |
| 51. Are adequate lighting levels maintained at 150 lux in toilets and bathrooms?                            |     |    |     |
| 52. Is a daily cleaning log maintained?   |     |    |     |
| 53. Are exhaust and air replacement systems installed in bathrooms?   |     |    |     |

| Kitchen Area   | Yes | No | N/A |
|--|-----|----|-----|
| 54. Are the LPG installations subject to quarterly inspection and maintenance by RAK Civil Defense approved third party? |     |    |     |
| 55. Are clearly identified gas shut-off valves and emergency shut-off valves provided?                                   |     |    |     |
| 56. Are gas detectors and smoke detectors in proper working condition?   |     |    |     |
| 57. Are fire blankets provided in the kitchen area?  |     |    |     |
| 58. Is the kitchen area clean and tidy?  |     |    |     |
| 59. Are appropriate fire extinguishers provided and regularly inspected?   |     |    |     |
| 60. Are external evacuation routes and assembly points clearly identified?   |     |    |     |
| 61. Is there a proper dishwashing facility available?  |     |    |     |
| 62. Is the kitchen floor free from grease and trip hazards?  |     |    |     |
| 63. Are kitchens managed by a licensed food service company?   |     |    |     |
| 64. Is adequate ventilation provided in the kitchen?   |     |    |     |
| 65. Are proper hand wash facilities with signage available?  |     |    |     |
| 66. Is adequate illumination provided in the kitchen (150 lux)?  |     |    |     |
| 67. Are emergency lights in working condition in the kitchen area?   |     |    |     |
| 68. Is there a sufficient pest control program in place?   |     |    |     |
| 69. Are waste bins provided inside the kitchen?  |     |    |     |
| 70. Are fly catchers provided in the kitchen?  |     |    |     |

## LABOUR ACCOMMODATION CHECKLIST

| Dining Hall Area  | Yes | No | N/A |
|---|-----|----|-----|
| 71. Is the dining hall provided with wire mesh self-closing doors to prevent the entry of flying insects?             |     |    |     |
| 72. Are there sufficient tables, chairs, lighting, and hand wash basin facilities according to the number of workers? |     |    |     |
| 73. Is the dining hall area kept clean and dry on a regular basis?  |     |    |     |
| 74. Are fly catchers provided for insect control in the dining hall?  |     |    |     |
| 75. Are adequate ventilation or exhaust fans provided in the dining hall?   |     |    |     |
| 76. Are the electrical appliances in good condition?  |     |    |     |
| 77. Are there sufficient AC units or fans provided?   |     |    |     |
| 78. Are external evacuation routes and assembly points identified?  |     |    |     |
| 79. Are relevant safety and warning signs in place?   |     |    |     |
| 80. Are proper waste handling systems and bins available?   |     |    |     |

| Camp Welfare Facilities  | Yes | No | N/A |
|--|-----|----|-----|
| 81. Are laundry facilities provided?   |     |    |     |
| 82. If not outsourced, are laundry services provided according to an announced schedule?   |     |    |     |
| 83. If not outsourced, is a person appointed to be in charge of laundry services?  |     |    |     |
| 84. Are communal laundry facilities located on the ground floor of the residential unit?   |     |    |     |
| 85. Are communal laundry facilities designed according to the technical specifications of the competent local authority?             |     |    |     |
| 86. Do communal laundry facilities have hot and cold water, ventilation, air conditioning, drainage system, and sufficient lighting? |     |    |     |
| 87. Is a prayer room available in the camp?  |     |    |     |
| 88. Is lighting in the camp welfare areas maintained at 100 lux?   |     |    |     |
| 89. Is a sufficient drinking water facility provided and well maintained?  |     |    |     |
| 90. Are external evacuation routes and assembly points identified in the camp?   |     |    |     |
| 91. Is vehicle parking provided in the camp?   |     |    |     |
| 92. Are the floors and walls tiled and well maintained?  |     |    |     |
| 93. Is there a workers' rest hall with comfortable seating and a TV located within the mess hall?                                    |     |    |     |

| Medical Services  | Yes | No | N/A |
|---|-----|----|-----|
| 94. Is a first aid room available in each unit with trained first aiders, equipment, and a medicine box?  |     |    |     |
| 95. Is an isolation room available?   |     |    |     |
| 96. Do residential compounds have a 24/7 medical clinic with a doctor and nurse available?  |     |    |     |
| 97. Does the clinic include a consulting and treatment room, convalescence room, medical records room, and a room for equipment, bandages, and drugs? |     |    |     |
| 98. Is adequate lighting provided in first aid rooms (300 lux)?   |     |    |     |
| 99. Are first aid kits adequately stocked according to the number of workers?   |     |    |     |
| 100. Are first aiders trained and do they have valid certificates?  |     |    |     |
| 101. Are the contact details of first aiders clearly displayed?   |     |    |     |
| 102. Is an emergency vehicle provided in the camp?  |     |    |     |

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| Staircase Area   | Yes | No | N/A |
|--|-----|----|-----|
| 103. Are relevant safety and warning signs in place in the staircase area? |     |    |     |
| 104. Are the staircase steps in good condition?                            |     |    |     |
| 105. Are the handrails in good condition?                                  |     |    |     |
| 106. Is the staircase area kept clean and dry on a regular basis?          |     |    |     |
| 107. Is adequate illumination provided in staircases (300 lux)?            |     |    |     |

| Waste Management & Pest Control   | Yes | No | N/A |
|---|-----|----|-----|
| 108. Are sufficient sealed bins placed on a non-soil base such as metal or concrete?          |     |    |     |
| 109. Is waste collected and disposed of on a daily basis?                                     |     |    |     |
| 110. Is a valid waste contract maintained with a licensed waste management company?           |     |    |     |
| 111. Does a licensed pest control company perform regular treatments with reports maintained? |     |    |     |
| 112. Is there no rodent or insect activity observed?  |     |    |     |
| 113. Are there any signs of waste accumulation?   |     |    |     |

| Transportation Safety (For Company Vehicles)   | Yes | No | N/A |
|--|-----|----|-----|
| 114. Is transportation to and from the nearest public transportation point provided if the nearest transportation point is more than 2km from accommodation? |     |    |     |
| 115. Is air-conditioned transport provided?  |     |    |     |
| 116. Are emergency exits, at least 6 hammers and a first aid kit present in the vehicle?   |     |    |     |
| 117. Is the vehicle marked with the company name, company number, a no smoking sign, and a "frequent stop" sticker?  |     |    |     |
| 118. Is the vehicle inspected annually by a competent authority?   |     |    |     |
| 119. Is the vehicle equipped with suitable exterior lighting to indicate its dimensions?   |     |    |     |
| 120. Is the maximum passenger capacity clearly stated, with one seat provided per passenger along with seat belt installed?                                  |     |    |     |
| 121. Are two fire extinguishers (minimum 5 kg each) provided—one at the front and one at the rear of the vehicle?  |     |    |     |
| 122. Are passenger drop-off points located near destinations to avoid crossing main roads unless pedestrian lanes are available?                             |     |    |     |

| Fire Safety & Emergency Systems   | Yes | No | N/A |
|---|-----|----|-----|
| 123. Does building has a valid safety certificate from RAK Civil Defence?                           |     |    |     |
| 124. Are fire extinguishers, hose reels, alarms, and sprinklers installed and maintained?           |     |    |     |
| 125. Is the fire pump inspected by a third party and marked with a valid sticker?                   |     |    |     |
| 126. Is the fire hose reel inspected quarterly by a third party?                                    |     |    |     |
| 127. Are fire drills conducted and properly documented?   |     |    |     |
| 128. Are emergency lights functional at exits?  |     |    |     |
| 129. Is a fire emergency evacuation Map available in public area?                                   |     |    |     |
| 130. Are backup batteries provided to support emergency systems for at least 12 hours of operation? |     |    |     |
| 131. Is a public announcement system installed in each residential unit?                            |     |    |     |
| 132. Do alarm sirens provide a minimum sound intensity of 75 dB throughout the unit?                |     |    |     |
| 133. Is the security system integrated with the public announcement system?                         |     |    |     |
| 134. Is the fire alarm panel operational?   |     |    |     |
| 135. Is the fire pump set maintained to operate in auto mode?                                       |     |    |     |