



**LABOR HOUSING INSPECTION CHECKLIST**  
 Oregon Occupational Safety & Health Division (Oregon OSHA)  
 1750 NW Naito Parkway, Suite 112, Portland, OR 97209-2533  
 503-229-5910

Camp name		Operator		
Address	City	State	ZIP	Area code/tele- phone
Number of occupants: Present	Maximum	Number of units		Registration date
<b>OAR 437-004-1120</b>				
	<b>N</b>	<b>Y</b>	<b>Comments</b>	
<b>REGISTRATION</b>				
Registration posted/language of occupants (5)(b)(D)				
<b>SITE</b>				
Grounds substantially free of wastewater, sewage, etc. (6)(a)				
Grass, weeds, and brush cut back to 30 feet from housing (6)(b)				
Adequate drainage, no flooding (6)(c)				
Wastewater and food waste disposed of adequately under hydrants (6)(d)				
Prevention of mosquitoes, flies, and rodents in immediate housing area (6)(h)				
Housing and facilities maintained (6)(e)				
Toxic materials stored appropriately (6)(f)				
No empty pesticide containers present (6)(g)				
No livestock operations within 500' of housing area (6)(i) (Exceptions)				
Electricity provided (6)(j)				
Extension cords, if used, have circuit breaker/fuse protection (6)(k)				
Built or remodeled before Dec. 15, 1989: has ceiling or wall light fixture and at least one wall outlet Built or remodeled after Dec. 15, 1989: complies with code in effect (6)(l)				
A wall or ceiling light in toilet room, lavatory, shower or bathing room, laundry room, hallways, stairways, common eating area, or other dark areas (6)(m)				
Privies have inside lights or adequate light from outside (6)(n)				
Adequate lighting in corridors and halls for safe walking at night (6)(o)				
Street numbers easily visible from roadway (6)(p)				
Lowest point of wooden floors at least 12 inches above grade (6)(q)				

**OAR 437-004-1120**

	<b>N</b>	<b>Y</b>	<b>Comments</b>
<b>WATER SUPPLY</b>			
At least 15 psi water pressure (see rule) <b>(7)(a)(A)</b>			
Pre-occupancy bacteriological analysis done <b>(7)(b)</b>			
Potable water – at least 35 gallons per occupant per day <b>(7)(c)</b> Water located within 100 feet of living area <b>(7)(e)</b>			
Water supply protected from contamination <b>(7)(d)</b>			
No common use of cups, dippers, or utensils <b>(7)(i)</b>			
Drinking fountain for each 100 occupants, working and clean <b>(7)(e)</b>			
“Unsafe for Drinking” <i>sign</i> posted near accessible nonpotable water and/or sources <b>(7)(f)</b>			
No containers that require dipping or pouring <b>(7)(h)</b>			
No cross-connections between potable and nonpotable water <b>(7)(j)</b>			
<b>BATHING, HAND WASHING, LAUNDRY, AND TOILET FACILITIES</b>			
Adequate hot and cold water provided <b>(8)(a)</b>			
Floor and walls have readily cleanable finish and are impervious to moisture <b>(8)(b)</b>			
Bathing facilities used by both sexes are separated by solid, nonabsorbent wall, extending floor to ceiling <b>(12)(h)</b>			
Common-use facilities clean, sanitary, and operating properly <b>(8)(c)</b>			
Buildings have heating system capable of maintaining 68 degrees during use <b>(8)(d)</b>			
Drains provided in showers - Floor sloped and nonslip <b>(9)(a)</b>			
One shower per 10 occupants or fraction thereof for each sex <b>(9)(b)</b> <i>Effective 4/1/2009</i>			
Common use bathing facilities used for both sexes have floor to ceiling privacy walls <b>(9)(c)</b>			
Bathing facilities marked “Men” and “Women” in English and native language or pictures <b>(9)(d)</b>			
One hand-washing basin with hot and cold water per 6 occupants <b>(10)(a)</b> <i>Effective 4/1/2009</i>			
No single, common towel. Disposal container provided if paper towels used <b>(10)(b)</b>			
Laundry and drying available <b>(11)(a &amp; b)</b> <i>Effective 4/1/2009</i>			
Laundry trays in housing area: one per 30 occupants <b>(11)(a &amp; b)</b>			
Drains to remove waste water <b>(11)(c)</b>			
Toilet facilities within 200 feet of living area <b>(12)(a)</b>			
Toilets in rooms built for that purpose <b>(12)(b)</b>			

**OAR 437-004-1120**

	<b>N</b>	<b>Y</b>	<b>Comments</b>
<b>BATHING, HAND WASHING, LAUNDRY, AND TOILET FACILITIES, Continued</b>			
Usable, unobstructed path or walkway from living area to central toilet facilities: free of weeds, debris, holes, and standing water <b>(12)(c)</b>			
One toilet per 15 occupants or fraction thereof for each gender <b>(12)(d)</b>			
Urinal substituted for toilet ratio 1 in 3 <b>(12)(d)(A)</b>			
Urinals constructed of nonabsorbent, noncorrosive material with smooth, cleanable finish <b>(12)(d)(B)</b>			
Common use toilet facilities cleaned at least daily <b>(12)(e)</b>			
Toilets marked “Men” and “Women” in English and native language or with pictures/symbols <b>(12)(f)</b>			
Toilets ventilated according to Oregon building code <b>(12)(g)</b>			
Common use toilet facilities used for both sexes have floor to ceiling privacy walls <b>(12)(h)</b>			
Privacy partitions between individual toilets; may be less than height of room walls <b>(12)(i)</b>			
Top of partition not less than 6 feet from floor, bottom not more than 1 foot, extends at least 18 inches beyond toilet seat <b>(12)(i)(A)</b>			
Door or curtain provided for privacy <b>(12)(i)(B)</b>			
Common use toilet facilities provided with toilet paper and holder/dispenser. Covers provided on required disposal container <b>(12)(j)</b>			
Location and construction of privies conforms to DEQ <b>(13)(a)</b>			
Privies at least 100 feet from living area and where food is prepared and served <b>(13)(b)</b>			
Adequate lighting for portable toilets and privies <b>(13)(c)</b>			
When in use, serviced at least weekly and cleaned daily <b>(13)(d)</b>			
<b>SEWAGE DISPOSAL AND PLUMBING</b>			
Sewage lines connected to community sewer system or septic tank <b>(14)(a)</b>			
Plumbing complies with DEQ and Oregon building code <b>(14)(b)</b>			
<b>GARBAGE AND REFUSE DISPOSAL</b>			
Containers clean, and in good repair <b>(15)(a)</b>			
One 30-gallon container per 15 occupants <b>(15)(b)</b>			
Empty bins & dumpsters weekly during peak use but before they become a health hazard or the lid doesn't close fully <b>(15)(c)</b>			
Empty common use cans and portable containers into dumpsters or bins when full or twice weekly. No garbage on ground <b>(15)(d)</b>			
Containers covered, garbage storage area kept clean, to control flies and rodents <b>(15)(e)</b>			
No burning of food, garbage, or wet refuse <b>(15)(f)</b>			

**OAR 437-004-1120**

	N	Y	Comments
<b>LIVING AREAS</b>			
Safe, in good repair, and stable on foundations; protected from elements, ground and surface water, rodents, and insects <b>(16)(a)</b>			
Walls and roof tight and solid; floors rigid and durable, with smooth, cleanable finish in good repair <b>(16)(b)</b>			
For living areas without permanent heating, supply free portable heaters capable of keeping 68° F <b>(16)(c)</b>			
Electric portable heaters with working safety devices only <b>(16)(c)(A)-(D)</b>			
Solid-fuel or gas-fired permanent heaters meet these requirements <b>(16)(d)</b> : <b>(A)</b> Stoves vented <b>(i)</b> Installed before Dec. 15, 1989: Fire-resistant flooring extends 18 inches beyond perimeter of stove base <b>(ii)</b> Installed after Dec. 15, 1989: Meets Oregon building code or manufacturer's instructions			
Fire-resistant material on wall/ceiling within 18 inches; vented metal collar around stovepipe <b>(16)(d)(B)</b>			
Overheating control installed <b>(16)(d)(C)</b>			
Gas appliances installed to comply with Oregon building code and manufacturer's instructions <b>(16)(d)(D)</b>			
Stoves and heaters do not block escape from a sleeping place <b>(16)(d)(E)</b>			
16-mesh screens on all windows and doors screen doors tight-fitting, self-closing, and in good repair <b>(16)(e)</b>			
Beds, bunks or cots, and suitable storage provided for each occupant or family unit <b>(16)(f)</b>			
Sleeping surface at least 12 inches off floor <b>(16)(f)(A)(iv)</b>			
Box and/or mattress cannot sit on floor <b>(16)(f)(A)(iii)</b>			
Furnished mattresses or pads are in good repair and free of vermin and animal parasites <b>(16)(g)</b>			
Beds, bunks, or cots spaced for rapid evacuation <b>(16)(h)</b>			
<b>NOTE: Do not count children 2 years old and younger when calculating square footage requirements in paragraphs (i), (j), and (k).</b>			
In living areas built after Aug. 1, 1975, where workers cook, live, and sleep, provide at least 100 square feet per occupant <b>(16)(i)</b>			
In living areas built before Aug. 1, 1975, where workers cook, live and sleep, provide at least 60 square feet per occupant <b>(16)(j)</b>			
Each sleeping room without double bunk beds must have at least 50 square feet of floor space per employee. Where there are double bunk beds, provide 40 square feet per occupant. Do not use triple bunks <b>(16)(k)</b>  NOTE: When a sleeping room is part of a living area, the square footage of the sleeping rooms counts as part of the living area requirement.			
At least 1/2 required floor space must have 7' ceiling <b>(16)(m)</b>			

**OAR 437-004-1120**

	N	Y	Comments
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**LIVING AREAS, Continued**

Separate, private sleeping areas for unrelated persons of each sex <b>(16)(o)</b>			
Windows or skylights equal to 10% of required floor space; at least half of these must open to outside except where mechanical ventilation is used <b>(16)(p)</b> <i>Effective 4/1/2009</i>			
Before occupancy, area is clean and free of rodents, insects, and parasites <b>(16)(q)</b>			

**FIRE PROTECTION**

All fires are in equipment designed for that use; open fires not within 25 feet of structures <b>(17)(a)</b>			
Working smoke detector installed at time of initial occupancy <b>(17)(b)</b>			
Fire-extinguishing equipment or hose located within 50 feet of housing, equal to 2A:10BC rating <b>(17)(c)</b>			
Living areas with more than one room built before Dec. 15, 1989, have exit window that can be opened to at least 24-by-24 inches and lower edge of window is less than 48 inches above floor <b>(17)(d)(A) and (B)</b>			
Living areas built on or after Dec. 15, 1989, comply with rules of Oregon Building Codes Division, with exit windows having net openings of at least 5.7 square feet <b>(17)(e)(A)</b>			
Second story has two exits when occupied by 10 or more; complies with Oregon State Building Code <b>(17)(f)</b>			
Floors above the second-story and basement occupants have two separate exits <b>(17)(g)</b>			

**DINING HALLS, COMMON USE KITCHENS, AND PRIVATE KITCHENS**

Dining halls, common use kitchens and private kitchens have:			
Gas or electric refrigerator that maintains 41° F <b>18(a)(A), 19(a)(A) or 20(a)(A)</b>			
At least 2 burners for each 10 persons or fraction thereof or 2 families <b>(18)(a)(B), (19)(a)(B) or (20)(a)(B)</b>			
Gas or electric hot plate or wood stove at least 18 inches from wall (labeled or listed appliances are exempt) <b>(18)(a)(B)(i), (19)(a)(B)(i) or (20)(a)(B)(i)</b>			
LPG (propane) tanks not in occupied building, connected with approved lines <b>(18)(a)(C), (19)(a)(C) or (20)(a)(C)</b>			
Food storage shelves, food preparation areas, food contact surfaces and floors in food preparation areas finished with smooth, cleanable, nonabsorbent material <b>(18)(a)(D), (19)(a)(D) or (20)(a)(D)</b>			
Table with chairs to accommodate number of occupants who sleep in the building <b>(18)(a)(E), (19)(a)(E) or (20)(a)(E)</b>			
Refrigerator, stove, or hot plate in working order <b>(18)(b), (19)(b) or (20)(a)(F)</b>			

**OAR 437-004-1120**

	N	Y	Comments
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**DINING HALLS, COMMON USE KITCHENS, AND PRIVATE KITCHENS, Continued**

Clean the facilities and equipment before each occupancy <b>(18)(c), (19)(c), (20)(b)</b>			
Heating equipment to keep at least 68 degrees during use <b>(18)(f), (19)(f)</b>			
Dining halls and common kitchens separate from sleeping quarters with no direct opening <b>(18)(d), (19)(d)</b>			
Doors and windows screened for common use and dining hall facilities <b>(18)(g), (19)(h)</b>			

**FIRST AID**

**OAR 437-004-1120 (21) or 437-004-1305**

Appropriate supplies provided and available <b>1305(2)(a)</b>			
Supplies protected from contamination and clearly marked <b>1305(2)(b)</b>			
Timely emergency medical services available <b>1305(3)</b>			
Emergency medical plan developed <b>1305(4)(a)</b> : <b>(A)</b> Potential injury determination <b>(B)</b> Local EMS response determination <b>(C)</b> Qualified first-aid person on site, if required			
Emergency plans posted where employees gather <b>1305(4)(b)(c)</b>			
If local response is adequate, emergency phone number and instructions for action posted <b>1305(4)(b)</b>			
If local response <i>not</i> adequate, plan includes <b>1305(4)(c)</b> : <b>(A)</b> Name, location, and phone numbers of authorized first-aid providers <b>(B)</b> Special communication instructions <b>(C)</b> Transportation to nearest suitable facility <b>(D)</b> Employee training on emergency plan responsibilities			