



Nota Teknikal Industri (ITN)

PERKARA	NOTIS PENERBITAN – GARISPANDUAN REKABENTUK MINIMA BAGI DOMITORI PEKERJA, TEMPAT TINGGAL PEKERJA SEMENTARA DAN BUKAN DOMITORI (BANGUNAN KEDIAMAN) DI NEGARA BRUNEI DARUSSALAM		
DIKELUARKAN OLEH	KAWALAN KEMAJUAN		
TARIKH DIKELUARKAN	09 MEI 2022	TARIKH MANSUH	-
NO PINDAAN	01		

TUJUAN:

Nota Teknikal Industri ini berfungsi sebagai notis maklumat kepada semua pihak berkepentingan mengenai Edisi Pertama Garispanduan Rekabentuk Minima Domitori Pekerja, Tempat Tinggal Pekerja Sementara dan Bukan Domitori (Bangunan Kediaman) di Negara Brunei Darussalam.

Edisi pertama ini mula dideraf semasa gelombang kedua pandemik COVID-19 dan memperkenalkan kaedah-kaedah yang perlu diambil dalam mengurangkan penularan wabak dan keperluan mandatori dalam menghadkan interaksi antara penghuni domitori, meningkatkan peredaran udara dan pengudaraan bersih serta penyediaan kemudahan pengasingan penghuni yang tidak sihat. Garispanduan ini memberi tumpuan utama kepada domitori dan bukan domitori bagi pekerja buruh mahir, pekerja buruh separuh mahir dan pekerja tidak mahir dalam industri pembinaan. Ianya juga boleh digunakan sebagai penanda aras bagi sektor industri lain.

Garispanduan ini berfungsi sebagai bahan rujukan dan akan di reviu dari masa kesemasa bersama pihak-pihak berkepentingan mengikut keperluan industri. Sebarang cadangan pindaan akan direkodkan dan mana-mana permohonan pengecualian juga boleh dipertimbangkan tertakluk kepada ketetapan awatankuasa atau pihak berkuasa yang bertanggungjawab dalam menilai garispanduan ini dengan syarat tidak menjejaskan keperluan kesihatan yang berkuatkuasa dan aspek keselamatan penghuni/pekerja.

Adalah diperingatkan bahawa garispanduan ini adalah hak milik ABCi dan tidak dibenarkan untuk membuat sebarang perubahan ke atasnya atau membuat sebarang salinan kepada penerbitan ini tanpa kebenaran bertulis daripada pihak Autoriti terlebih dahulu.

Bagi keterangan lanjut, sila hubungi

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- TAMAT -



Industry Technical Note (ITN)

TOPIC	PUBLICATION NOTICE – RECOMMENDED MINIMUM DESIGN GUIDELINES FOR WORKERS DORMITORIES, TEMPORARY WORKERS’ QUARTERS AND NON-DORMITORY ACCOMMODATION (RESIDENTIAL PROPERTIES) IN NEGARA BRUNEI DARUSSALAM		
ISSUED BY	DEVELOPMENT CONTROL		
ISSUE DATE	09 MAY 2022	EXPIRY DATE	-
REVISION NO	01		

PURPOSE:

This Industry Technical Note (ITN) serves as a notice to inform all relevant stakeholders that the Authority on Building Control and Construction Industry (ABCi), Ministry of Development hereby launches its 1st Edition of the Recommended Minimum Design Guidelines for Workers Dormitories, Temporary Workers’ Quarters and Non-Dormitory Accommodation (Residential Properties) in Negara Brunei Darussalam.

The first edition of the Recommended Design Guidelines for Workers Dormitories and Temporary Workers’ Quarters and Non-Dormitory Accommodation (Residential Properties) in Brunei Darussalam began amidst the second wave of the COVID-19 pandemic. These guidelines focus primarily on dormitories and non-dormitories for skilled, semi-skilled and unskilled labourers in the construction industry but may be used as a benchmark for other industries.

As Brunei Darussalam prepares for containment, more mandatory requirements have been introduced to reduce the spread of diseases by preventing outbreaks and limiting interactions between residents, improving air circulation and ventilation and by providing the facilities to be able to isolate unwell residents immediately.

This Guideline serves as a recommendation and is subject to periodical review according to the current needs and concerns of the industry. Suggestions of amendments will be recorded and in due course brought to the notice of the committees concerned. Applications for waivers may be considered by the competent authority provided health and safety requirements are not compromised.

Further clarifications, please contact

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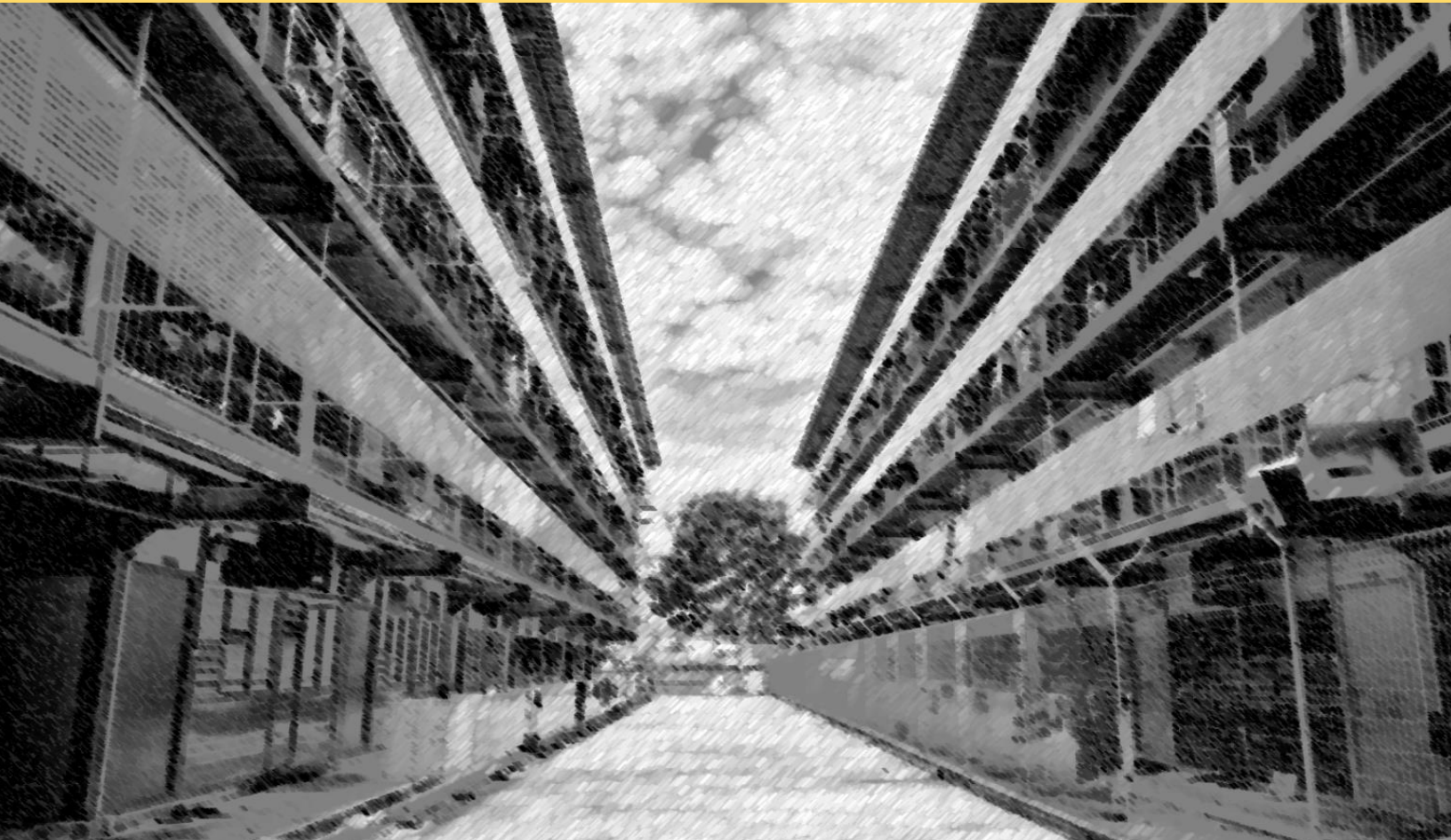
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BUILDING GUIDELINES AND REQUIREMENTS

MINISTRY OF DEVELOPMENT
NEGARA BRUNEI DARUSSALAM

RECOMMENDED MINIMUM DESIGN GUIDELINES FOR WORKERS DORMITORIES, TEMPORARY WORKERS' QUARTERS AND NON-DORMITORY ACCOMMODATION (RESIDENTIAL PROPERTIES) IN NEGARA BRUNEI DARUSSALAM

April 2022



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INTRODUCTION

The first edition of the Recommended Design Guidelines for Workers Dormitories and Temporary Workers' Quarters and Non-Dormitory Accommodation (Residential Properties) in Brunei Darussalam began amidst the second wave of the COVID-19 pandemic. These guidelines focus primarily on dormitories and non-dormitories for skilled, semi-skilled and unskilled labourers in the construction industry but may be used as a benchmark for other industries.

As Brunei Darussalam prepares for containment, more mandatory requirements have been introduced to reduce the spread of diseases by preventing outbreaks and limiting interactions between residents, improving air circulation and ventilation and by providing the facilities to be able to isolate unwell residents immediately.

This Guideline serves as a recommendation and are subject to periodical review according to the current needs and concerns of the industry. Suggestions of amendments will be recorded and in due course brought to the notice of the committees concerned. Applications for waivers may be considered by the competent authority provided health and safety requirements are not compromised.

Committee

Authority on Building Control and Construction Industry (ABCI), Ministry of Development
Department of Town and Country Planning (DTCP), Ministry of Development
Department of Technical Services, Public Works Department, Ministry of Development

Department of Labour, Ministry of Home Affairs
Brunei Fire and Rescue Department, Ministry of Home Affairs

Department of Environmental Health Services, Ministry of Health

1.1 Purpose

The purpose of these guidelines is to ensure that skilled, semi-skilled and unskilled workers are provided with an adequate standard of living which meets International Labour Organisation (ILO) standards through the provisions of site and development planning, internal building space design and layout, health, social and recreational requirements.

Ensuring good standards in living facilities is important in order to avoid safety hazards and to protect workers from diseases and/or illness resulting from humidity, bad/stagnant water (or lack of water), cold, spread of fungus, proliferation of insects or rodents, as well as to maintain a good level of morale.

These guidelines specifically address, but are not limited to, the following development requirements:

- Individual, communal and recreational spaces
- Safety and security
- Sanitary and laundry facilities
- Catering facilities and portable water
- Healthcare, first aid and medical services
- Religious facilities
- Emergency and fire safety facilities
- Transportation

1.2 Definitions

For the purpose of these guidelines:

“Accommodation Operator” means the company or organization authorized to establish, operate and manage a centralised worker’s dormitory and the services provided for one or more employers but does not include an employer who provides accommodations for his own employees.

“Habitable Space” means an area or room used for normal domestic activities (such as sleeping quarters, indoor recreational facilities, kitchens and dining rooms), but excluding toilet and bath facilities, laundries, water closets, refrigerated and grocery storage facilities.

“Dormitory” refers to any permanent or temporary building or structures used to house workers off-site (excluding private residences).

“Rented houses” refers to existing permanent private residential building structures.

“Residential units” refers to existing residential units located in on the top floor of commercial building.

“Site” means an identifiable area within a defined boundary.

“Sleeping Quarters” means a habitable room which contains one or more beds and which is predominantly used for sleeping.

“Temporary Workers’ Quarters” means temporary building or structures constructed of short-lived materials intended for the occupation of workers at approved site(s).

NOTE: The term period for a temporary building or structure is as per definition in the Building Control Order, 2014.

DEVELOPMENT PROCESS

2.1 Submission to the Authority

The Developer of a proposed workers' Dormitory shall engage a Qualified Person(s) to obtain all the necessary approvals and ensure the design meets the minimum requirements set out in these guidelines and other respective planning guidelines and standards in place for respective development.

The submission process for the following development is as outlined below:-



The appointed Qualified Person (QP) shall design the planning and infrastructure requirements as required by the Department of Town and Country Planning (DTCP) and the infrastructure departments under the Public Works Department (PWD) such as Department of Road (DOR), Department of Drainage and Sewerage (DDS), Department of Water Services (DWS) and under the Ministry of Energy, Department of Electrical Services (DES) respectively for submission to the Planning Authority, Department of Town and Country Planning for Planning Permission.

Once Planning Permission has been granted, the QP shall then design and prepare the building plans for Building Approval. The plans must satisfy the requirements of the Brunei Fire and Rescue Department (BFRD), Unified National Network (UNN) and the Authority on Building Control and Construction Industry (ABCI).

Upon Building Approval and prior to construction, Form C – Permit to Carry Out Building Works must be obtained.

Upon 80% of completion, the QP may start carrying out any tests that may be required in order to obtain the Occupation Permit. Water test shall be required. Sewerage Inspection may be required should there be any connection works to the Government sewer line.

Upon completion, the QP shall request an inspection from BFRD. Upon the issuance of a Fire Certificate, the QP may apply for an Occupation Permit (OP).

NOTE: Should earthworks be required, a separate application must be submitted and must obtain an Occupation Permit (OP) prior to the construction of the building.

WORKERS' DOMITORY [PURPOSE BUILT DOMITORY]

3.1 GENERAL REQUIREMENTS: Site and Planning

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| 3.1.1 | Maximum Building Height | As per Department of Town and Country Planning Guideline and Standard for respective development. |
| 3.1.2 | Minimum building setbacks | As per Department of Town and Country Planning Guideline and Standard for respective development. |
| 3.1.3 | Separation Between Buildings | <ul style="list-style-type: none">a. All buildings will be separated from one another by a minimum of 10 metres in accordance with current planning guidelines.b. Adequate space will be provided for maintenance and service access around all buildings and facilities in accordance with the requirements of all utility and service providers.c. Adequate space will be made for firefighting access around all buildings and facilities in accordance with the provisions and requirements of BFRD regulations. |
| 3.1.4 | Site Coverage | As per Department of Town and Country Planning Guideline and Standard for respective development. |
| 3.1.5 | Boundary Fencing | <ul style="list-style-type: none">a. Minimum height is 2.5 metres.b. Front, rear and side boundary fencing to be constructed to be transparent or semi-transparent. |
| 3.1.6 | Building Location | <p>For Dormitories:
Building shall be designed by a <i>Qualified Person</i> and follow the existing development process as required in BCO, 2014 incorporating planning guidelines and required building setback from boundary.</p> <p>For Temporary Workers' Quarters on site:
Every building/structure is located on a base of compacted gravel base.</p> |
| 3.1.7 | Building Orientation | Every building is designed and orientated to ensure adequate natural daylight into habitable rooms, indoor communal open space and recreational areas. |
| 3.1.8 | Car Parking | Minimum of 1 car parking space per 5 accommodation operator's employees working within the dormitory facility. |

3.1.9 Bus Parking and Boarding

- a. Bus parking to be in a designated area outside and adjoining to the dormitory facility site.
- b. Parked buses to be a minimum of 40 metres from any dormitory accommodation building.
- c. Designated bus pick-up and drop-off points are to be situated so as to minimize the walking distance for workers.
- d. Minimum of 1 bus bay/parking space per 50 persons (taking into account 2-3 daily split shifts).
- e. Minimum parking dimensions for bus – 12 metres in length, 3.8 metres in width, and 3.8 metres minimum headroom.
- f. Boarding bays to be a minimum of 20 metres in length plus 5 metres each for incoming and outgoing tapers.

3.1.10 Site Access and Traffic Management

- a. One main entrance for access and a separate main exit point to ensure site security and efficient traffic management.
- b. Site access must be designed and constructed to ensure safe entry and exit by vehicles and the safety and convenience of pedestrians.
- c. Road Design shall be in accordance with MOD Design Guidance Documents and General Specifications.
- d. Access by service vehicles will be via the main entrance points to ensure site security and efficient traffic management, and sufficient parking will be provided near the main facilities requiring deliveries and/or services.

3.1.11 Internal Roads and Entrances Facility

- a. Maximum width of 20 metres for internal roads.
- b. All internal roads and car parks must be sealed with concrete pavers or bitumen and be maintained in good condition.
- c. Internal access by buses within the site is restricted to designated set-down and pick-up points near dormitory residential accommodation building and temporary workers' quarters entrances.
- d. Road Design shall be in accordance with MOD Design Guidance Documents and General Specifications.
- e. Service delivery areas will be screened/fenced where adjacent to residential accommodation buildings.

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| 3.1.12 Outdoor Internal Footpaths and Accessways | <ul style="list-style-type: none"> a. Outdoor internal footpaths and access ways must be designed to provide safe and convenient pedestrian and cyclist movement. b. Footpaths must connect residential accommodation buildings to bus drop off points and pick-up locations, on-site communal open space areas, and recreational and social facilities. c. Road Design shall be in accordance with MOD Design Guidance Documents and General Specifications. d. Footpaths must be a minimum width of 2 metres. |
| 3.1.13 Protection from Elements | Any habitable room that opens directly to the outside must be covered by a roof/awning with a minimum width of 1.5 metres or veranda with a minimum width of 1.5 metres. |
| 3.1.14 Communal Space | Communal open space areas will have a minimum dimension of 10 metres. |
| 3.1.15 Accommodation Facility Site Information | <p>At each entrance to the dormitory or accommodation facility, signage must be clearly displayed in Jawi, Malay and English with the following information clearly stated:</p> <ul style="list-style-type: none"> a. Name and contact telephone number of the Accommodation Operator; b. Name and contact telephone number of the “Accommodation Supervisor”; and c. The capacity of the accommodation and the current number of occupants. |

3.2 Building Materials

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| 3.2.1 Internal and External Materials | <p>Must satisfy building standards and meet other minimum standards as stipulated in Building Guidelines and Requirements, 2017, including:</p> <ul style="list-style-type: none"> a. Durability of external without requiring major repair or reconstruction. b. Structural soundness sufficient to satisfy the intended building loading. |
| 3.2.2 Prohibited Materials | As per Sixth Schedule (regulation 42), Building Control Regulations, 2014. |

3.3 Sleeping Quarters

The standards of the rooms or dormitory facilities are important to allow workers to rest properly and to maintain good standards of hygiene. Overcrowding should be avoided particularly. This also has an impact on workers' productivity and reduces work related accidents.

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| 3.3.1 | Minimum Area | 6.0 sqm per person |
| 3.3.2 | Minimum Ceiling Height | Finished Floor Level to Ceiling height should be no less than 2.6m |
| 3.3.3 | Shared Sleeping Arrangements | <ul style="list-style-type: none">a. 1 person per single bed only.b. No bed-sharing permitted between work shifts.c. Separate residential accommodation of the sexes. |
| 3.3.4 | Maximum Person per Sleeping Quarter | Maximum of 10 person allowed per room regardless if size may allow for more |
| 3.3.5 | Minimum space between adjacent beds within a sleeping quarter | Minimum of 1.5 metres spacing between beds to allow sufficient walkway space and also to prevent any accidents. |
| 3.3.6 | Bed Type | Single tier beds are preferred. Double tier beds are allowed upon approval from authority. Triple decker beds are not allowed. |
| 3.3.7 | Bed Standard | <ul style="list-style-type: none">a. Bed to consist of solid, durable and fire-resistant construction.b. Mattress to be durable and impervious to moisture.c. Bed to be a minimum of 0.9 metre by 1.9 metres and a minimum height of 300 mm from bottom of mattress to the floor.d. Each worker is to be provided with a comfortable mattress, pillow, cover and clean bedding.e. Bedding and bedframe materials should be designed to deter vermin. |
| 3.3.8 | Personal Storage Space | 1 personal storage unit per person for clothing and personal items, which is: <ul style="list-style-type: none">a. Lockable.b. Minimum dimensions of 2 metres (height) by 800 mm (width) by 600 mm (depth).c. 1 linear metre of open shelf space per person.d. Any soiled clothing shall not be kept inside the bedroom. |

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| 3.3.9 | Windows | <ul style="list-style-type: none"> a. Minimum 1 window (clear glass) per habitable room. b. Minimum one half of each window must be able to be opened for ventilation purposes. c. Minimum window area greater than 5% of floor area, subject to a minimum width of 1.2 metres and minimum area of 1.2 sq metres. |
| 3.3.10 | Ventilation | <ul style="list-style-type: none"> a. Mechanical air conditioning is preferred for all habitable rooms. Adequate ventilation should be provided according to the size of the room. b. Air filters and/or air humidifiers are recommended and may be used if necessary. |
| 3.3.11 | Electrical Power Points | <ul style="list-style-type: none"> a. 1 double power point conveniently located per bed and 1 additional double power point per habitable room. b. 1 bedside light for each resident per habitable room. |
| 3.3.12 | Cleaning Facilities
(Equipment Washing Bay) | Access to water tap to be available near the entrance of the sleeping quarters to allow rinsing of shoes and equipment. |

3.4 Sanitation Facilities

It is essential to allow workers to maintain a good standard of personal hygiene but also to prevent contamination and the spread of diseases which may result from inadequate sanitary facilities. Toilet arrangements are essential to avoid any contamination and prevent the spread of infectious diseases.

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| 3.4.1 | En-suite Facilities | Each sleeping quarter shall provide en-suite facilities with 1 water closet, 1 shower and 1 wash basin for every 5 persons |
| 3.4.2 | Ventilation | <ul style="list-style-type: none"> a. Mechanical ventilation will be provided for all toilet and bathing spaces b. Separate facilities provided for male and female residents. c. Adequate ventilation and lighting should be provided. |

3.5 Utilities and Services

- 3.5.1 Infrastructure Clearance Distances Clearance between power and other utilities will be maintained within the minimum spacing requirements in accordance with utility provider standards.
- 3.5.2 Diesel Generators Where diesel generators are to be used, the following must be incorporated:
- a. Generators will be designated as restricted areas and fenced off with appropriate security features and access controls.
 - b. Safety signage must be clearly displayed in Malay and English, and will be erected including telephone number for requesting access.
 - c. Accommodation units are to be kept at a minimum of 50 metres from the diesel generator installation.
- 3.5.3 Power Supply
- a. On site power supply infrastructure will be adequately sized considering 100% connected load plus future projected loads.
 - b. An alternative and/or back-up power supply will be provided for all essential and deemed critical loads (including but not limited to POB access equipment, water pumps, sewage pumps, air-conditioning, and kitchen equipment).
 - c. Emergency and security lighting will be provided based on BFRD requirements.
- 3.5.4 Potable Water
- a. Permanent connection to the reticulated water system where this is available.
 - b. Water supplies provided by tanker where reticulated water connection is not possible, must be of a safe and potable quality.
 - c. Adequate and convenient potable water supply capable of delivering 120 litres per person per day.
 - d. Distribution must be capable of supplying water at normal operating pressures to all fixtures for simultaneous operation.
 - e. Minimum 1 drinking water dispenser per 20 persons.
 - f. Water tanks must be constructed of durable and non-toxic materials.

- 3.5.5 Window and Door Screens All windows and doors must be screened to prevent insects and vermin from entering the building.
- 3.5.6 Sewage Disposal
- a. Workers' accommodation sites must be connected to a municipal reticulated sewer system if available.
 - b. Design and installation of the sewage system must comply with relevant requirements as stipulated by the competent authority.
 - c. Where reticulated sewerage is not available and on-site sewerage collection and disposal is used, the following must be incorporated:
 - Sewer collection points must be installed in accordance with the Ministry of Development regulations.
 - Sewer collection areas must be secured and unauthorized access prevented.
 - Accommodation units are to be kept a minimum of 50 metres from the sewer collection points.
 - d. The design of the sewerage collection installation must allow for the accommodation facility requirements without overloading the system.
- 3.5.7 Airconditioning All sleeping quarters, dining and indoor recreational areas are preferred to be air-conditioned and the temperature to be able to be controlled by the occupants of the room.
- 3.5.8 Lighting
- a. Lighting must be provided to all internal areas.
 - b. All fixed lighting must be ceiling mounted.
 - c. Suspended lighting is not allowable.
 - d. Lighting during hours of darkness must be provided to all public areas (including roads and external paths, bus drop off locations, canteens, grocery, laundry and medical facilities, waste disposal points and common outdoor recreational areas).
- 3.5.9 Pest Control Regular pest control services to be provided by a registered commercial pest control company.

3.6 Laundry Facilities

Providing facilities for workers to wash both work and non-work related clothes is essential for personal hygiene.

3.6.1 Washing and Drying Services Must provide a fully catered laundry service to residents.

This can be made available through:

- a. Centralized laundry area/operators within the accommodation facility; or
- b. Contracted laundry operators outside the accommodation facility.

3.7 Waste Disposal Management

3.7.1 Garbage / Waste Storage and Collection Recyclable and general waste rubbish bins must be provided:

- a. Rubbish receptacles must be fly-tight, rodent-tight, impervious, cleanable and be regularly emptied and transferred to an on-site bulk waste storage area.
- b. Waste storage area must be within a maximum distance of 35 metres from residential buildings and comply with requirements of a bin centre as stipulated in BGR, 2017.
- c. Garbage in bulk waste storage areas must be regularly removed from the premises by a registered commercial waste collection company.

3.8 Canteen, Cooking and Kitchen Facilities

Good standards of hygiene in canteen/dining halls and cooking facilities are crucial. Adequate canteen, cooking and kitchen facilities and equipment should also be provided. When caterers are contracted to manage kitchens and canteens, special attention should be paid to ensure that contractors take into account and implement the benchmarks below, and that adequate reporting and monitoring mechanisms are in place. When workers can individually cook their meals, they should be provided with a space separate from the sleeping areas. Facilities must be kept in a clean and sanitary condition. In addition, canteen, kitchen, cooking and laundry floors, ceilings and walls should be made of easily cleanable materials.

3.8.1 Cooking within Sleeping Quarters a. Cooking within sleeping quarters is prohibited.
b. Facilities for the cooking of meals by residents may be provided but must be on the ground floor of the residential accommodation building and separate from the sleeping quarters. Cleanliness of kitchen

area must be strictly enforced by the accommodation operator.

- c. There must be no direct opening from sleeping quarters into a kitchen or dining hall.

3.8.2 Central Kitchen

- a. Central kitchen facility must be in a separate building to the residential accommodation buildings and the facility specifications to adhere to BGR, 2017 requirements.
- b. Minimum of two separate kitchens must be provided as a separation for Halal and Non-Halal cooking as required by Ministry of Religious Affairs.

3.8.3 Canteen and Dining Facilities

- a. The Accommodation Operator must provide and maintain:
 - A minimum of 1 catered canteen and dining facility per single dormitory facility.
 - The dining and server area will provide space based on seating no more than 50 workers at any one sitting.
 - Where there are more than 20 workers in each dormitory usage of dining facilities or canteen should be staggered.
- b. The canteen and dining facility will:
 - Have adequate lighting, ventilation and cooling.
 - Have tiled floors, walls and ceilings which are in compliance to the requirements in BGR, 2017.
 - Have suitable refrigerated storage and grocery space with adequate lighting and ventilation which are in compliance to the minimum requirements of Ministry of Development and Ministry of Health.
 - Have hand washing facilities equipped with non-hand operated type of taps, liquid soap, hand driers, disposable paper towels and foot operated waste bins.

3.8.4 Food Preparation

- a. Where meals are prepared on site, the design and operation of the kitchen facility will be in accordance with industry's standards as stipulated by Ministry of Development.

- b. All food preparation areas for the halal section shall comply to requirements as set out by Ministry of Religious Affairs for food preparation and the design and operation of the kitchen facility.

3.8.5 Distance to Facilities

- a. No toilet or bath facility may be located closer than 25 metres to any pantry/kitchen area.
- b. Toilet facilities must be located within a maximum of 50 metres to any sleeping quarters.

3.9 Medical and First Aid Kits

3.9.1 First Aid Kits

Minimum of 1 first aid kit must be provided and maintained in each recreational room, kitchen and dining area.

3.9.2 Ambulance Services

Ambulance access and parking is to be provided for the transfer of serious medical cases and emergencies.

3.9.3 Sick Bay

- a. A separate building to accommodate all the sick beds.
- b. Minimum 1 occupant per room with en-suite washroom facilities
- c. Provision of 2 beds for every 100 residents
- d. Male and female patients to be separated
- e. Bed Standard
 - o Single tier bed consisting of solid, durable and fire resistant construction.
 - o Mattress to be durable, impervious to moisture and at least four inches thick.
 - o Bed to be a minimum of 0.9 metre by 1.9 metres and a minimum height of 300mm from bottom of mattress to the floor.
- f. Minimum 1 window (clear glass) per habitable room.
- g. Minimum one half of each window must be able to be opened for ventilation.
- h. Minimum window area greater than 5% of floor area, subject to a minimum width of 1.2 metres and minimum area of 1.2 sq metres.
- i. Mechanical air conditioning is preferred for all habitable rooms.
- j. 1 bedside light for each sick bed.
- k. 1 double power point conveniently located per bed and 1 additional double power point per room.
- l. Air filters and/or air humidifiers are recommended and may be used, if necessary.

3.10 Fire Safety Requirements

3.10.1 Fire Safety Facilities

- a. Fire and emergency evacuation plan must be created and prominently displayed in all habitable rooms and recreational facilities. The plan must adhere to BFRD requirements.
- b. Emergency evacuation drills must be carried out in accordance to BFRD requirements.
- c. Shall comply to any other BFRD requirements as required.
- d. Adequate and appropriate fire protection systems including smoke detectors, fire alarms, fire extinguishers and hose reels and/or other fire system must be provided.
- e. Fire engine access road that is unobstructed and dedicated for Fire engine access in the event of emergency to be designated and demarcated, and fire hydrant shall be provided and maintained by Proponent.
- f. Evacuation routes to be clearly demarcated on each floor.
- g. Directional sign markings to be put up to assist occupants during evacuation.
- h. Exit / directional exit sign and emergency lighting to be provided along escape routes
- i. Fire and emergency evacuation plan must be created and prominently displayed in all habitable rooms and recreational facilities. The plan must adhere to the local authority requirements.

3.10.2 Building Design

Every building will be accessible by the Fire and Rescue Department by means of an emergency access route as stipulated by the said department.

3.10.3 Fire Certificate

The accommodation facility must ensure they have a valid Fire Certificate to operate.

3.11 Prayer Facilities

- 3.11.1 Prayer Room (*Balai Ibadah*) and the Facilities
- a. The construction of prayer room or balai ibadah and the facilities, including ablution facilities and its sufficiency, must be in compliance with the requirements of the Ministry of Religious Affairs.
 - b. Users of the prayer room or balai ibadah and the facilities must adhere to the requirements of the relevant authorities including the Ministry of Health.

3.12 Social and Recreational Facilities

- 3.12.1 Retail Store
- A minimum of 1 retail store (general store) with a maximum floor area of 50 sq metres, may be provided within the facility, preferably adjoining to the centralised canteen/dining building for the sale of basic provisions to the residents.
- 3.12.1 Indoor Recreational Facilities (Passive)
- a. Must provide the following indoor recreational facilities at the residential accommodation quarter each a minimum of 50 sq metres in area, at the rate of 1 for every 500 persons comprising of (fully furnished):
 - 1 television room.
 - 1 reading room for newspapers, books and magazines.
 - b. The facility to be air-conditioning and preferably have access to natural light.
- 3.12.2 Indoor/Outdoor Recreational Facilities (Active)
- Must provide a minimum of 1 partially sheltered centralised recreational facility of at least 2,000 sq metres in floor area which can cater for 500 persons to be used for indoor/outdoor active recreational purposes such as pool tables, table tennis facilities, basketball or volleyball courts.
- The facility to be adequately lit and supplied with adequate ventilation/cooling.
- 3.12.4 Internet Connectivity
- Provision of availability of wi-fi.

3.13 Accommodation Operator Management

3.13.1 Management Facilities

- a. For the Accommodation Operator to manage the facility, the following must be provided:
 - A site management office to house management and administrative staff
 - Point of contact for 24 hours 7 days a week
 - On-site management workshop for maintenance activities and equipment.
- b. This facility can be centralized within the dormitory site.

3.13.2 Security Staff

- a. On-site security services and facilities are to be provided.
- b. CCTV to be installed.

RENTAL RESIDENTIAL PROPERTIES (NON-DOMITORY)

It is noted that the residential properties may be existing permanent buildings structures. Any property (old or new) must have an Occupation Permit issued by the Authority on Building Control and Construction Industry (ABCI) or where necessary, any approval or verification from other agency as deemed required. Private residential properties such as privately owned residential properties, houses, flats, apartments, terrace houses, semi-detached house, bungalows are included.

Any renovations/alterations/extensions to the property must obtain approval from ABCI.

Existing properties may vary in size, however, to ensure overcrowding is avoided the following measurements must be adhered to in rental residential properties. Design requirements shall follow that of a Workers Dormitory unless stated otherwise.

All types of private residential properties are subjected to an occupancy cap of unrelated persons per property which will be determined by relevant government agencies.

- Unrelated persons refer to anyone who is not part of the same family unit.
- Domestic helpers are considered part of the same family unit.
- The occupancy cap also applies to tenant who sublet the property.

There should not be overcrowding in the private residential units.

4.1 Site Requirement

- | | |
|---|---|
| 4.1.1 Accommodation Facility Site Information | At each entrance to the property, signage must be clearly displayed in Malay and English with the following information clearly stated: <ul style="list-style-type: none">a. Name and contact telephone number of the "Accommodation Supervisor"; andb. The capacity of the accommodation and the current number of occupants. |
|---|---|

4.2 Sleeping Quarters

Existing properties may vary in size, however, to ensure overcrowding is avoided the following measurements must be adhered to in a rental. As per BGR, 2017 the minimum size of a habitable room is 9.0 sqm measured internally.

- | | |
|------------------------------------|---|
| 4.2.1 Minimum Area | 4.5 sqm per person |
| 4.2.2 Shared Sleeping Arrangements | <ul style="list-style-type: none">a. 1 person per single bed only.b. No bed-sharing permitted between work shifts.c. Separate sleeping quarters of the sexes. |

- | | | |
|-------|---|---|
| 4.2.3 | Minimum space between adjacent beds within a sleeping quarter | Minimum of 1.0 metre spacing between beds to allow sufficient walkway space and also to prevent any accidents. |
| 4.2.4 | Personal Storage Space | <ul style="list-style-type: none"> a. 1 personal storage unit per person for clothing and personal items. Design requirement as per Workers Dormitory. b. Any soiled clothing shall not be kept inside the bedroom. |

4.3 Sanitation Facilities

- | | | |
|-------|--------------------------|---|
| 4.3.1 | Toilet & Bath Facilities | 1 water closet, 1 shower and 1 wash basin for every 6 persons |
|-------|--------------------------|---|

4.4 Laundry Facilities

- | | | |
|-------|-----------------------------|---|
| 4.4.1 | Washing and Drying Services | Must provide a laundry machine for residents to do their washing and an outdoor drying rack to hang wet clothing. |
|-------|-----------------------------|---|

4.5 Cooking and Kitchen Facilities

- | | | |
|-------|---------|--|
| 4.5.1 | Kitchen | <ul style="list-style-type: none"> a. Every residential building shall be provided with a kitchen having a properly constructed cooking place. b. One cooking area must only be used for halal or non-halal food preparation. c. No mixing of halal and non-halal cooking utensils. |
|-------|---------|--|

4.6 First Aid Kits

- | | | |
|-------|----------------|--|
| 4.6.1 | First Aid Kits | Minimum of 1 first aid kit must be provided and maintained in each property. |
|-------|----------------|--|

4.7 Social and Recreational Facilities

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|-------|--|--|
| 4.7.1 | Indoor Recreational Facilities (Passive) | <p>At least 1 living room (common room) furnished with the following:-</p> <ul style="list-style-type: none"> ○ Seating area ○ Dining Table with chairs ○ 1 television [optional] |
| 4.7.2 | Internet Connectivity | Provision of availability of Wi-Fi [optional] |

4.8 Fire Safety

4.8.1 Fire Safety Facilities

- a. Each property shall have adequate and appropriate fire protection systems including smoke detectors, fire blankets and fire extinguishers.
- b. Fire and emergency evacuation plan must be created and prominently displayed in all habitable rooms and recreational area. The plan must adhere to BFRD requirements.

4.9 Waste Management

4.9.1 Garbage / Waste Storage and Collection

- a. Minimum of 1 general dustbins with lids must be provided at kitchen, bathroom and toilets and bedroom.
- b. Recyclable and general waste rubbish bins must be provided at a designated area with easy access for waste disposal operator to collect.
- c. Rubbish receptacles must be fly-tight, rodent-tight, impervious, cleanable and be regularly emptied by a registered commercial waste collection company.

RESIDENTIAL UNITS IN COMMERCIAL BUILDINGS (NON-DOMITORY)

Residential units are typically located on the top floor of a commercial building. Any renovations/alterations/extensions to the unit must obtain approval from ABCi or where necessary, any approval or verification from other agency as deemed required.

It is noted that the residential units are located within existing permanent buildings structures. Existing units may vary in size, however, to ensure overcrowding is avoided the following measurements must be adhered to in a residential unit. Design requirements shall follow that of a Workers Dormitory unless stated otherwise.

All types of private residential properties are subjected to an occupancy cap of unrelated persons per property which will be determined by relevant government agencies.

- Unrelated persons refer to anyone who is not part of the same family unit.
- Domestic helpers are considered part of the same family unit.
- The occupancy cap also applies to tenant who sublet the property.

There should not be overcrowding in the private residential units.

5.1 Site & Planning

- | | |
|---|---|
| 5.1.1 Accommodation Facility Site Information | At each entrance to the unit, signage must be clearly displayed in Malay and English with the following information clearly stated: <ul style="list-style-type: none">a. Name and contact telephone number of the "Accommodation Supervisor"; andb. The capacity of the accommodation and the current number of occupants. |
|---|---|

5.2 Sleeping Quarters

Existing properties may vary in size, however, to ensure overcrowding is avoided the following measurements must be adhered to in a rental. As per BGR, 2017 the minimum size of a habitable room is 9.0 sqm measured internally.

- | | |
|---|---|
| 5.2.1 Minimum Area | 4.5 sqm per person. |
| 5.2.2 Shared Sleeping Arrangements | <ul style="list-style-type: none">d. 1 person per single bed only.e. No bed-sharing permitted between work shifts.f. Separate sleeping quarters of the sexes. |
| 5.2.3 Minimum space between adjacent beds within a sleeping quarter | Minimum of 1.0 metre spacing between beds to allow sufficient walkway space and also to prevent any accidents. |

- 5.2.4 Personal Storage Space
- a. 1 personal storage unit per person for clothing and personal items. Design requirement as per Workers Dormitories.
 - b. Any soiled clothing shall not be kept inside the bedroom.

5.3 Sanitation Facilities

- 5.3.1 Toilet & Bath Facilities 1 water closet, 1 shower and 1 wash basin for every 6 persons.

5.4 Laundry Facilities

- 5.4.1 Washing and Drying Services Must provide a laundry machine for residents to do their washing and an outdoor drying rack to hang wet clothing.

5.5 Cooking and Kitchen Facilities

- 5.5.1 Kitchen
- a. Every residential building shall be provided with a kitchen having a properly constructed cooking place.
 - b. One cooking area must only be used for halal or non-halal food preparation.
 - c. No mixing of halal and non-halal cooking utensils.

5.6 First Aid Kits

- 4.6.1 First Aid Kits Minimum of 1 first aid kit must be provided and maintained in each property.

5.7 Social and Recreational Facilities

- 5.7.1 Indoor Recreational Facilities (Passive) At least 1 living room (common room) furnished with the following:-
- o Seating area
 - o Dining Table with chairs
 - o 1 television [optional]

- 5.7.2 Internet Connectivity Provision of availability of Wi-Fi [optional]

5.8 Fire Safety

5.8.1 Fire Safety Facilities

- a. Fire and emergency evacuation plan must be created and prominently displayed in all habitable rooms and recreational facilities. The plan must adhere to BFRD requirements.
- b. Emergency evacuation drills must be carried out in accordance to BFRD requirements.
- c. Shall comply to any other BFRD requirements as required.
- d. Adequate and appropriate fire protection systems including smoke detectors, fire alarms, fire extinguishers and hose reels and/or other fire systems must be provided.
- e. Fire engine access road that is unobstructed and dedicated for fire engine access in the event of emergency to be designated and demarcated, and fire hydrant shall be provided and maintained by Proponent.
- f. Evacuation routes to be clearly demarcated on each floor.
- g. Directional sign markings to be put up to assist occupants during evacuation.
- h. Exit / directional exit sign and emergency lighting to be provided along escape routes.

5.9 Waste Management

5.9.1 Garbage / Waste Storage and Collection

- a. Minimum of 1 general dustbins with lids must be provided at kitchen, bathroom and toilets and bedroom.
- b. Recyclable and general waste rubbish bins must be provided at a designated area with easy access for waste disposal operator to collect.
- c. Rubbish receptacles must be fly-tight, rodent-tight, impervious, cleanable and be regularly emptied by a registered commercial waste collection company.

TEMPORARY WORKERS' QUARTERS

Temporary Workers' Quarters are typically located at the project site which means a temporary building for use as workers' quarters required in connection with building works for a permanent building. The builder must demolish the temporary building as soon as practicable after completion of the permanent building in connection with which the temporary building was erected or within such time as required by the Authority.

Unless otherwise stated, this guideline for temporary workers' quarters should be referred together with the existing Regulation and Guideline under the relevant topics:

1. BUILDING CONTROL (TEMPORARY BUILDINGS) REGULATIONS, 2018
2. Building Guidelines and Requirements, 2017

6.1 Site Requirements

- 6.1.1 Accommodation Facility Site Information At each entrance to the unit, signage must be clearly displayed in Malay and English with the following information clearly stated:
- c. Name and contact telephone number of the "Accommodation Supervisor"; and
 - d. The capacity of the accommodation and the current number of occupants.

6.2 Sleeping / Living Quarters

The living quarters shall be so designed as to be aesthetically acceptable. Clean and proper materials shall be used to build the living quarters. The quarters shall be properly built and maintained. An employer or workers' quarter provider must ensure there is temporary safe potable water and a temporary electricity supply in the employee accommodation. There shall not be overcrowding in the temporary workers' quarters. There shall be adequate natural light during the daytime and adequate artificial light; adequate ventilation to ensure sufficient movement of air in all conditions of weather and climate.

The following measurements must be adhered to:

- 6.2.1 Minimum sleeping Area 4.5 sqm per person.
- 6.2.2 Sleeping Arrangements
- a. 1 person per single bed/mattress only.
 - b. No bed-sharing permitted between work shifts.
 - c. Separate sleeping quarters of the sexes.
- 6.2.3 Minimum space between adjacent beds within a sleeping quarter Minimum of 1.0 metre spacing between beds/mattress to allow sufficient walkway space and also to prevent any accidents.
- 6.2.4 Personal Storage Space
- a. 1 personal storage unit per person to secure his or

- her belongings such as clothing and personal items.
- b. Any soiled clothing shall not be kept inside the sleeping areas.

6.3 Sanitation Facilities

- 6.3.1 Toilet & Bath Facilities
 - a. 1 water closet, 1 shower and 1 wash basin for every 6 persons.
 - b. Adequate drainage system shall be provided to drain off all surface effluents to a suitable outlet.
 - c. All waste water shall be discharged directly to a temporary septic tank. Septic tanks shall be at a suitable location and maintained by regular desludging to prevent environmental pollution
 - d. The construction of septic tanks shall be designed in accordance to the approved design of the competent authority.

6.4 Washing Facilities

- 6.4.1 Washing and Drying Services
 - Must provide a suitable area for workers to do their washing and an outdoor drying rack to hang wet clothing.

6.5 Temporary Kitchen at Construction Sites

- 6.5.1 Kitchen
 - a. The kitchen and common eating area shall be located away from the sleeping areas and suitably walled, with adequate furniture provided.
 - b. Adequate safe water supply shall be provided for the services.
 - c. Exhaust fan of adequate capacity shall be provided in the kitchen.
 - d. Hood and flue shall be provided over the cooking area if cooking is extensive and proven necessary.
 - e. Food preparation table at least lined with stainless steel sheet shall be provided.
 - f. Refrigerators/freezers shall be provided.
 - g. Wash hand basins shall be provided and equipped with liquid soap dispensers.
 - h. Adequate number of lined refuse bins with tight fitting covers shall be provided and refuse disposed daily.

6.6 First Aid Kits

6.6.1 First Aid Kits

Minimum of 1 first aid kit must be provided and maintained in each property.

6.7 Fire Safety Requirement

6.7.1 Fire Safety Facilities

- a. Fire and emergency evacuation plan must be created and prominently displayed in all habitable rooms and recreational facilities. The plan must adhere to BFRD requirements.
- b. Emergency evacuation drills must be carried out in accordance to BFRD requirements.
- c. Shall comply to any other BFRD requirements as required.
- d. Adequate and appropriate fire protection systems including fire extinguishers, fire blanket and/or other fire systems must be provided.
- e. Fire engine access road that is unobstructed and dedicated for fire engine access in the event of emergency to be designated and demarcated.
- f. Evacuation routes to be clearly demarcated on each floor.
- g. Directional sign markings to be put up to assist occupants during evacuation.
- h. Exit / directional exit sign and emergency lighting to be provided along escape routes.

6.8 Waste Management

6.8.1 Garbage / Waste Storage and Collection

- a. Minimum of 1 general dustbins with lids must be provided at kitchen, bathroom and toilets and bedroom.
- b. Recyclable and general waste rubbish bins must be provided at a designated area with easy access for waste disposal operator to collect.
- c. Rubbish receptacles must be fly-tight, rodent-tight, impervious, cleanable and be regularly emptied by a registered commercial waste collection company.
- d. Developers/QP/Builders shall be directly responsible to take appropriate measures to prevent mosquito breeding and proper disposal of refuse.

REFERENCES

Benchmark and source of reference materials: -

- *Workers' accommodation: processes and standards by IFC and EBRD*
- *ILO Helpdesk by International Labour Organization*
- *Building Guidelines and Requirements, 2017*
- *Annex A: Key Improved Standards for New Dormitories, Foreign Employee Dormitories Act (FEDA) Licence Condition, Singapore*
- *Building Control Order, 2014*
- *Building Control Regulations, 2014*
- *Specifications for Hengyi Workers Dormitory Pulau Muara Besar, 2021*
- *Ministry of Development Local Business Development Guidelines*
- *Pollution Control Guidelines for Industrial Development, 2003*
- *Workplace, Safety and Health Order, 2009*
- *DARe's PMB Evacuation SOP*
- *DARe's Access Card Guidelines*
- *Environment Protection and Management Order, 2016*
- *Design Manual and Guidelines for Sewerage, 2013*
- *Town and Country Planning ("TCP") Garis Panduan dan Piawaian Perancangan bagi Kemajuan Industri Ed 2018 & 2019*
- *Design Manual for Water Supply Distribution Networks, 2017*