



# DEPARTMENT OF CAREER SERVICES

**EMPLOYER FURNISHED HOUSING AND FACILITIES**  
(See Instructions on Reverse)

## 1. EMPLOYER'S NAME AND ADDRESS

## 2. HOUSING LOCATION

## 3. HOUSING DESCRIPTION

### 4. SLEEP ROOMS (NO. & Measure)

#### a. Dormitory Type

#### b. Family Type

#### ES USE ONLY

1

2

3

4

1

2

3

4

#### 5. CAPACITY

Length

Width

Ceiling Height

Square Feet

No. of Rooms

No. of Beds Single

No. of Beds Bunks,  
Double

#### 6. REGULATIONS COMPLIANCE ("X" Proper box)

YES

NO

Water

Electricity

Site

Screening

Heating

### 7. FACILITIES (No. of Each)

Flush Toilets

Privy

Urinals

Lav. Or Washbasins

Shower Heads

Bathtubs

Movable Bathtubs

Laundry Machines

Fixed Laundry Tubs

Movable Laundry  
Tubs

Cook Stoves

Refrigerators

Garbage  
Containers

First-aid Kit

Fire Extinguishers  
(No. & Type)

### 8. COMMENTS:

**9. EMPLOYER'S CERTIFICATION: I CERTIFY THAT:** I have reviewed the housing regulations of the U.S. Department of Labor, ☐ OSHA ☐ ETA, and that the housing described herein: ☐ meets ☐ does not meet such standards. I hereby authorize representatives of the MDCS / MDPH / WHD to inspect the above housing at any reasonable time. POST-OCCUPANCY HOUSING INSPECTIONS: Operators are to ensure that the housing offered is in full compliance with all applicable standards during occupancy. Please be advised that MDCS / MDPH inspectors may return to make sure that the labor camp is being properly maintained.

Employer's Signature:

Typed Name and Title

Date:

### 10. HOUSING INSPECTED BY:

Signature of Authorized Official:

Typed Name and Title

Date:

### 11. APPROVAL: Housing approved for occupancy by workers recruited interstate.

Signature of Authorized Official:

Typed Name and Title

Date:

## ES 338 Special Instructions

### Housing Facilities must comply with:

- (a) The minimum standards found in 20 CFR 654, 29 CFR 1910.142 (if applicable) or
- (b) State or local laws or regulations regarding safety, health, and sanitation, **if they are more stringent than DOL Regulations.**

Employers, health departments, or other regulatory authorities can set more stringent requirements.

Intrastate and interstate recruiting services **are denied** to employers until the State agency affiliated with the Employment and Training Administration (or a cooperating agency) has inspected the housing. Based on the inspection, Employment Service **must certify** that the housing is available, hygienic, and adequate to the region's climate, large enough to accommodate the anticipated number of workers and their families, and not dangerous to the lives, health, and safety of those people.

### A. Heading of Report

Item 1	Employer's Name and Address Enter the employer name and address as shown on the intrastate or interstate clearance order.
Item 2	Housing Location Enter explicit directions to the housing facility starting with an easily identifiable reference point.
Item 3	Housing Description Enter a description of the housing and identify each separate unit such as: barracks-type dormitory, apartments, single family dwellings, brick, wood, etc.

### B. Report Items

Item 4	<b>Sleeping Rooms</b> - Enter the inside measurements of each dormitory or family type room and show the number of units of same size.
Item 5	<b>Capacity</b> - To be completed by the State Workforce Agency inspector.
Item 6	<b>Regulations Compliance</b> - To be completed by the State Workforce Agency inspector.
Item 7	<b>Facilities</b> - Enter the number of each type of facility identified.
Item 8	<b>Comments</b> - This item will be completed by the State Workforce Agency inspector.
Item 9	<b>Employers Certification</b> - Enter the employer's signature, typed or printed name and title, and date signed. This item must be completed and signed by the employer or the employer's agent.
Item 10	<b>Housing inspected by</b> - To be completed by the State Workforce Agency inspector.
Item 11	<b>Approval</b> - To be completed by the State Workforce Agency authorized official.

### DEFINITIONS

1. **Adequate Reasonable and sufficient**, i.e., the absence of anything, condition, or circumstance which is likely to have a negative effect on the health, safety, or well-being of an individual.
2. **Agricultural labor housing** Includes one or more buildings or structures, tents, trailers, or vehicles, together with the land pertaining thereto, established, operated, or used as living quarters for one or more permanent, seasonal or temporary workers engaged in agricultural or woods activities, including related processing, where furnished by the employer without charge, or at a nominal cost, to the worker.
3. **Agricultural workers** Includes agricultural, woods, or related industry workers, for either temporary or permanent employment.
4. **Bathing facilities for common use, bathing facilities** mean showers. Bathtubs are acceptable in lieu of showers only in facilities provided for use by a single family or worker.
5. **Shelter** Any building, tent, or trailer, consisting of one or more rooms, used for sleeping or living quarters.
6. **Garbage** All foul-smelling animal or vegetable wastes resulting from the handling, preparation, or cooking of food.
7. **Habitable room** A room or enclosed floor space to be used for living, sleeping, cooking, or eating purposes, excluding bathrooms, water closets, compartments, laundries, pantries, foyers, or connection corridors.
8. **Housing operator** the person who furnishes or operates the housing.
9. **Laundry tray or tub** the standard type tray or tub normally used for laundry purposes. If a mechanical washer is provided which does not include rinsing facilities, a laundry tray or tub shall be provided for each machine for rinsing purposes.
10. **Minor deficiencies** Any repair or replacement which will not take longer than one day or require use of a specialist contractor, such as replacing light bulb, repair broken window, torn screen, cutting of weeds, etc.
11. **Partitioned sleeping area** That area furnishing reasonable privacy. The partition may be movable and need not extend from floor to ceiling.
12. **Person** An individual or group of individuals, association, partnership, or corporation.
13. **Refuse** All garbage, rubbish, ashes and foul-smelling solid wastes except body wastes.
14. **Separate sleeping accommodations** Space separated by a solid wall extending to the ceiling or to the roof in quarters not provided with a ceiling. In existing quarters where the dividing wall does not extend to ceiling or roof, other acceptable provisions for denying intrusion on occupants' privacy by sight and in person may meet this requirement.
15. **Toilet facilities** Water closets, privies, urinals, and the room provided for installation of these units.
16. **Fire extinguishers** Those types described in 20 CFR 654.417(f) are preferable.