



Environmental Public Health
 Lodging Program
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Temporary Worker Housing Self-Inspection Checklist

This self-inspection checklist is intended as an aid and not as a substitute for full compliance with **WAC 246-358** for Temporary Worker Housing (TWH) minimum health and safety requirements.

Instructions: If in compliance, put a check mark under “Y” for YES. If not in compliance, put a check mark under “N” for NO. If NO, provide an explanation in the comments section why it is not in compliance. For questions that do not apply to your specific housing unit, put a check under “NA” for NOT APPLICABLE.

WAC 246-358	Y	N	NA	COMMENTS
WAC 246-358-025 Licensing				
Has the organization completed and returned the application or renewal form?				
Can the operator provide proof that water system is current with all water tests?				
Any change in ownership within the last year?				
WAC 346-358-029 Maximum TWH Capacity				
Does the TWH facility meet the TWH Maximum Capacity for floor space (square footage per person) and facility requirements (bathroom fixture ratio) as noted in Table 1 on the last page?				
WAC 246-358-045 Site Requirements				
Does the property have adequate drainage from and through the housing site that does not endanger any domestic or public water supply?				
Is the TWH facility site free from periodic flooding and depressions in which water may become a nuisance?				
Is the housing at least 200 feet from a swamp, pool, sink hole, or other surface collection of water unless there is a mosquito prevention program for the area?				
Does the principal housing area for sleeping and for food preparation and eating at least 500 feet from where livestock are kept or congregate?				
Are the grounds and open areas surrounding the buildings kept in a clean and sanitary condition free from refuse?				
Is the number of occupants in the housing site restricted to the capacity approved by the Department of Health?				

WAC 246-358	Y	N	NA	COMMENTS
WAC 246-258-050 TWH Management Plan				
Is a current TWH management Plan (2023 version) made available in the English language?				
Is a current TWH Management Plan (2023 version) made available in the language commonly understood by the occupants?				
Is a current TWH Management Plan (2023 version) posted in a central or common location and visible to occupants?				
WAC 246-358-055 Water Supply				
Is your water system Group A? (Supplies fifteen or more connections or serves 25 or more people at least 60 per year. Or you receive water from an approved Group A public water system.)				
Is your water system Group B? (This water system supplies less than fifteen connections and does not serve 25 or more people at least 60 days per year.)				
Is a convenient hot and cold-water supply provided for drinking, cooking, bathing, and laundry purposes?				
Is hot water temperature between 100-120 degrees Fahrenheit?				
Is the water pressure system at least 20 pounds per square inch?				
If water is not supplied to each housing unit – is cold, potable, running water provided within 100 feet of each dwelling unit?				
If water is not available in each individual housing unit, you will need to provide 1 or more drinking fountains for each 100 persons. Are the appropriate number of drinking fountains available?				
When the water is unsafe for drinking purposes and accessible to occupants you will need to post a “Do Not Drink”, “Do Not Use for Washing”, and “Do Not use for Preparing Food” signs printed in English, in the language commonly understood by the occupants and easily understood signage. Is this task complete for all non-potable water sources?				
WAC 246-358-065 Sewage Disposal				
Is the facility on an approved public sewer system?				
Is the facility on an approved on-site sewage system?				
WAC 246-358-070 Electricity and Lighting				
Is electricity supplied to all housing units, kitchens, showers/bathrooms, common areas, and laundry facilities?				
Has all the electrical wiring installations been approved by Labor and Industries?				
Does each room have a light fixture with at least 1 ceiling and 1 floor or wall type outlet				
Does the laundry, shower/bathroom, toilet rooms, rooms where people gather have at least 1 ceiling or wall type fixture?				
Is there adequate task lighting to carry on normal daily activities?				
Is there lighting for safe walking to handwashing sinks and toilets?				

WAC 246-358	Y	N	NA	COMMENTS
Is there a 36-inch clearance in front and around electrical panel(s)?				
WAC 246-358-075 Building Requirements and Maintenance				
Is each unit and space used for shelter identified with a number?				
Are all buildings maintained in good repair and in sanitary condition?				
Are all exits free from any blocking hazards?				
Are ceiling heights at least seven feet for each room? (Areas with less than 7 feet cannot be used towards square footage.)				
Is there at least fifty square feet of floor space for each occupant in common housing units?				
Is there at least 100 square feet of floor space per temporary worker for family shelters?				
Are the floors in good repair and tightly constructed?				
If the flooring is made of wood, are the floors at least 1-foot above ground level?				
Do the habitable rooms have windows that open to the outside for ventilation?				
Does your facility have mechanical ventilation? If yes, is it functioning and does it support the highest filter rating (i.e., Merv or equivalent) it is designed for according to the manufacturer's specifications?				
Do all exterior openings have 16-mesh screens? Do all screen doors have self-closing devices?				
Is all heating, cooking, and water heating equipment maintained in a safe condition?				
Do habitable rooms, including rooms for sleeping purposes, have windows equal at least on-tenth of the total floor space?				
During cold weather do you provide adequate heating equipment in habitable rooms, including the bathrooms?				
WAC 246-358-077 Tent Requirements and Maintenance				
Are these tents only used at a Cherry Harvest Camp?				
Does each tent sleep no more than 16 occupants?				
Does each tent provide shelter from the elements, insects, and animals?				
Does each tent have structural stability and flooring?				
Does each tent have an affixed label with: tent size, fabric type and flame-retardant treatment?				
Does each tent have means of egress?				
Does each tent have adequate floor area, ceiling height, windows, ventilation, electrical and lighting?				
WAC 246-358-080 Carbon monoxide alarms, smoke detectors, and fire extinguishers				
Are there working carbon monoxide alarms that comply with the building code (WAC 51-51-0315) in each housing unit with a sleeping area.				
Do sleeping rooms, adjacent to rooms with a fuel-burning appliance, have their own carbon monoxide alarm?				

WAC 246-358	Y	N	NA	COMMENTS
Are there working smoke detectors that comply with building code, WAC 51-51-0314 in each sleeping area and on each level of a housing unit?				
Are there working smoke detectors that comply with building code (WAC 51-51-0314) in each cooking facility?				
Do the smoke detectors and carbon monoxide alarms emit a signal when the batteries are low?				
Are there suitable working fire extinguishers in housing units where occupants sleep if the housing unit does not have a second means of emergency egress?				
Are all fire extinguishers installed and maintained in accordance with all applicable laws and regulations and meet the minimum 2A: 10BC standards?				
WAC 246-358-090 Laundry Facilities				
Do the laundry facilities have at least one laundry tray, tub, or washing machine for every 30 occupants?				
Are there facilities for drying clothes?				
Do the laundry facilities have a floor that is sloped and covered with nonslip cleanable material with drains?				
Are the laundry facilities in a clean and sanitary condition?				
WAC 246-358-093 Toilet Facilities				
<p>Does this facility meet this standard?</p> <ul style="list-style-type: none"> Flush toilets, chemical toilets, and urinals must not be in any sleeping room, dining room, cooking, or food handling facility. 				
<p>Do all approved chemical toilets meet the following standards:</p> <ul style="list-style-type: none"> At least 50 feet away from any housing unit or food handling facility. Maintained by a licensed waste disposal company. Comply with local ordinances. Located immediately adjacent to a handwash sink(s). 				
<p>Do urinals meet the following standards:</p> <ul style="list-style-type: none"> One urinal or 2 linear feet of urinal trough per 25 men. The floors and walls surrounding the urinal must extend out 15 inches on all sides and must be made of materials that do not absorb moisture. The urinal must have an adequate water pressure to flush. 				
Common toilet facilities: Is there at least 1 toilet per 15 occupants?				
<p>Common toilet facilities:</p> <ul style="list-style-type: none"> Is there at least 1 hand wash sink per 6 occupants? Are handwash sinks located inside toilet room or immediately adjacent to toilet room? 				
<p>Do common toilet facilities meet the following site requirements:</p> <ul style="list-style-type: none"> Are the bathrooms within 200 feet of the door of each sleeping room? Occupants should not have to pass through a sleeping room to enter a Bathroom? 				

WAC 246-358	Y	N	NA	COMMENTS
Are toilet facilities maintained in a clean and sanitary condition and cleaned at least daily?				
Is each bathroom compartment supplied with toilet paper?				
Is the area surrounding common toilet facilities adequately lighted?				
Are toilets separated by partitions or walls to ensure privacy? Are the partitions made from a smooth, cleanable, and nonabsorbent material?				
Are both "men" and "women" toilet rooms clearly marked with signs printed in English and the language commonly understood by the occupants or understood with pictures or symbols?				
Are male and female bathroom facilities located in the same building separated by solid walls or partitions extended from floor to the roof or ceiling for each sex located in the same building?				
Is there adequate ventilation or a window of at least six square feet that opens directly to the outside?				
Do all outside openings have 16-mesh screens?				
Is there at least 1 toilet for each individual family shelter?				
Are family shelter toilet facilities cleaned prior to occupancy? Has the facility requested that occupants maintain the facilities in a clean sanitary condition?				
WAC 246-358-095 Handwashing and Bathing Facilities				
Is there at least 1 handwashing sink for each family housing unit?				
Is there at least 1 shower or bathtub for each family housing unit?				
Is there at least 1 handwashing sink per 6 occupants in centralized facilities?				
Is there at least 1 shower or 1 bathtub per 10 occupants in a centralized bathing facility?				
Is there 1 utility sink in each building used for laundry and or hand washing?				
Does the facility have coved floors constructed with a nonslip cleanable material?				
Are the shower room walls constructed of a smooth and nonabsorbent material and at least 4 feet in height?				
Does the facility have partitions between the showers? Are they made of a smooth and nonabsorbent material?				
Do all showers, baths, or shower rooms have floor drains to remove wastewater?				
Are there cleanable and nonabsorbent garbage containers?				
Are the centralized bathing and handwashing facilities maintained in a clean and sanitary condition and cleaned daily?				
Are occupants of family housing units asked to maintain bathing and handwashing facilities in a clean and sanitary condition?				
Does the operator provide shower facilities that are private from the opposite sex and the public?				

WAC 246-358	Y	N	NA	COMMENTS
Are showers and bathing facilities available for use at all times?				
WAC 246-358-125 Cooking and Food-Handling Facilities				
Are all cooking facilities and food-handling facilities covered and enclosed or screened?				
Are cooking facilities provided for storing and preparing food?				
Are all eating facilities covered and enclosed or screened and do they contain adequate tables and seating for the occupants?				
Are all hotplates compliant with WAC 296-307-16140(2)?				
Is there a sink with hot and cold running potable water?				
Is there at least 2 cubic feet of dry food storage space per occupant?				
Are all food preparation surfaces made of a nonabsorbent, cleanable material and located off the floor?				
Is there Mechanical refrigeration conveniently located and able to maintain a temperature of 40 degrees Fahrenheit or below and at least 2 cubic feet of storage space per occupant?				
Are there fire-resistant, nonabsorbent, non-asbestos, and easily cleanable wall coverings adjacent to cooking areas.				
Are the floors nonabsorbent and easily cleanable?				
Is there adequate ventilation for cooking facilities?				
<p>In common food-handling facilities, the operator must provide:</p> <ul style="list-style-type: none"> • A room or building that is separate from any sleeping quarters. • No direct openings to living or sleeping areas from common food-handling facility. • Does this facility meet these standards? 				
Does the facility contain an operable cook stove or hot plate with at least 4 cooking surfaces for every 10 occupants? or 4 cooking surfaces for every two families?				
Does the family shelter food-handling facility provide a stove or electric hotplate with 4 cooking surfaces?				
Do common dining hall facilities comply with chapter 246-215 WAC, Food service?				
WAC 246-358-135 Cots, Beds, Bedding, and Personal Storage				
Are all beds, cots, or bunks furnished with clean mattresses in good condition for the maximum occupancy approved by the department of health for operator-supplied housing?				
Is any provided bedding maintained in a clean and sanitary condition?				
Is there a minimum clearance of 12 inches between each bed, bunk, or cot and the floor?				
Is there adequate space to separate beds laterally and end to end by at least 36 inches when single beds are used?				
<p>Does the facility meet the following requirements when bunk beds are used:</p> <ul style="list-style-type: none"> • Allow space to separate beds laterally and end to end by at least 48 inches. 				

WAC 246-358	Y	N	NA	COMMENTS
<ul style="list-style-type: none"> Maintain a minimum space of 27 inches between the upper and lower bunks. Triple bunks are prohibited. 				
Is there suitable storage space for all occupants to store clothing and personal articles in the occupant's sleeping room?				
Does the occupant's personal storage space include storage space that is enclosed and lockable and anchored in a manner which prevents the storage space from being removed from the building?				
WAC 246-358-145 First Aid and Safety				
Does the operator comply with chapters 15.58 and 17.21 RCW, chapter 16-228 WAC, chapter 296-307 WAC, Parts I and J, and pesticide label instructions when using pesticides in and around the housing?				
Is the following prohibited in the housing area: use, storage, and mixing of flammable, volatile, or toxic substances other than those intended for household use?				
Is first aid equipment readily accessible?				
Is a first aid trained and qualified person readily accessible to always administer first aid?				
Are unused refrigerator units properly stored or removed to prevent access by children?				
WAC 246-358-155 Refuse Disposal				
Are local sanitation codes for removing and disposing of refuse from housing areas being followed?				
Are measures being taken to protect against rodent harborage, insect breeding, and other health hazards while storing, collecting, transporting, and disposing of refuse?				
Do all refuse containers have tight fitting and impervious lids?				
Are refuse containers kept clean?				
Are refuse containers secured on a wooden, metal, or concrete stand within 100 feet of each housing unit?				
Are refuse containers emptied at least twice each week, and when full?				
WAC 246-358-165 Insect and Rodent Control				
Are there effective measures to prevent and control insect and rodent infestation?				
WAC 246-358-175 Disease Prevention and Control				
Is the Communicable Disease Prevention and Response Plan provided in a manner and language readily understood by the person responsible for executing the plan?				

Table 1
TWH Maximum Capacity

	Sleeping room only	Sleeping room with kitchen
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Floor space requirements	50 square feet per occupant		100 square feet per temporary worker			
Facility requirements	Toilets		Handwash sinks		Bathtubs or showers	
	Male	Female	Male	Female	Male	Female
Common facility, single sex	2 minimum, 1 per 15 occupants	2 minimum, 1 per 15 occupants	2 minimum, 1 per 6 occupants	2 minimum, 1 per 6 occupants	1 per 10 occupants	1 per 10 occupants
Common facility Male/Female	1 minimum, 1 per 15 occupants	1 minimum, 1 per 15 occupants	1 per 6 occupants	1 per 6 occupants	1 per 10 occupants	1 per 10 occupants
Each family shelter	1, if provided		1		1, if provided	



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