

STATE OF NEW JERSEY
DEPARTMENT OF LABOR & INDUSTRY
Percy A. Miller, Jr., *Commissioner*

RULES AND REGULATIONS

governing

SANITATION

in places of employment

Bureau of Engineering and Safety
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Division of Labor

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SECTION 1 - GENERAL

1.1 *Scope.* These rules and regulations shall apply to all places of employment.

1.2 *Purpose.* These rules and regulations provide for minimum sanitary standards but in no case shall they be construed to limit the character and extent of the work.

1.3 *Compliance.* Compliance with the requirements of these rules and regulations shall be necessary in all places of employment. Where there is a local enforcing authority compliance with its requirements shall in no way lower the minimum standards set forth in these rules and regulations.

1.4 *Exceptions.* In cases of practical difficulty or unnecessary hardship, the Commissioner may grant exceptions from these rules and regulations provided that a request for such exceptions has been made in writing to the Director of the Division. Exceptions can only be granted when it is clearly evident that a satisfactory sanitary condition is attained but cannot be granted in any case where conflict would be created with mandatory requirements of the law.

1.5 *General Definitions.*

1.5.1 *Approved* - approved by the Commissioner.

1.5.2 *Commissioner* - Commissioner of Labor of the State of New Jersey or any of his authorized representatives.

1.5.3 *Department* - New Jersey Department of Labor.

1.5.4 *Division* - Division of Engineering and Safety of the Department.

1.5.5 *Effective date* - the date indicated elsewhere herein on which these rules and regulations become effective.

1.5.6 *Existing* - installed or operated before the effective date and including work for which plans have been approved prior to the effective date.

1.5.7 *Hereinafter installed* - installed on or after the effective date.

1.5.8 *Number of employees* - the maximum number of persons at work at any one time.

1.5.9 *Place of employment* - every factory, workshop, mill or other place where goods are manufactured; laundry; bakery, confectionery; newspaper plant; printery; mine; quarry; and mercantile establishment.

1.5.10 *Shall* - where used, the requirement is mandatory.

1.5.11 *Should* - where used is indicative of a practice recommended by the Department.

1.5.12 *Singular, plural* - the singular shall mean the plural and the plural the singular.

1.6 *Special Definitions*

1.6.1 *Building drain* - that part of the lowest horizontal piping of a building drainage system that receives the discharge from soil, waste, and other drainage pipes inside the walls of the building and conveys the same to the building sewer beginning five feet outside of the inner face of the building wall.

1.6.2 *Building sewer* - that part of the horizontal piping of a building drainage system extending from the building drain five feet outside of the inner face of the building wall to its connection with the main sewer or sewage disposal system and conveying the drainage of but one building.

1.6.3 *Employee service room* - a room set apart as a locker room, dressing room, rest room for females, first-aid room, emergency room, lunch room and other similar purposes.

1.6.4 *Inside room* - a room in which there are no openings to the outer air.

1.6.5 *Lavatory* - a basin or other vessel used for washing purposes to maintain body cleanliness.

1.6.6 *Personal hygiene room* - a room devoted exclusively for use as a toilet room or wash room or both.

1.6.7 *Plumbing fixtures* - receptacles intended to receive and discharge water, liquid, or water carried wastes into a drainage system to which they are connected.

- 1.6.8 *Plumbing system* - that part of the building including the water distribution pipes; plumbing fixtures and fixture traps; soil, waste and vent pipes; the building drain and sewer; storm water drainage; combined with their devices; appurtenances and connections, all within or adjacent to the building.
- 1.6.9 *Sanitary* - pertaining to the preservation of health and includes prevention of the contraction of any illness or disease incident to the work or process in which employees are engaged.
- 1.6.10 *Sewage Disposal System* - in the absence of a sewer connection, an approved privy, chemical closet, cesspool or septic tank with auxiliary disposal drains.
- 1.6.11 *Soil pipe* - any pipe that conveys the discharge of water closets, with or without discharges from other fixtures, to the building drain.
- 1.6.12 *Stack* - any vertical line of soil, waste or vent piping.
- 1.6.13 *Toilet facilities* - plumbing fixtures located in toilet rooms for the purpose of defecation and urination.
- 1.6.14 *Toilet room* - a personal hygiene room in a place of employment containing toilet facilities and urinals for use of employees.
- 1.6.15 *Trap* - a fitting or device so constructed as to prevent the passage of air or gas through a pipe without materially affecting the flow of sewage or waste water through it.
- 1.6.16 *Urinal* - a fixture located in a toilet room for the sole purpose of urination.
- 1.6.17 *Vent pipe* - a pipe that ventilates a building drainage system and prevents trap siphonage and back pressure.
- 1.6.18 *Wash room* - a personal hygiene room or space in a place of employment containing washing facilities.
- 1.6.19 *Washing facilities* - plumbing fixtures used solely for the purpose of maintaining body cleanliness.
- 1.6.20 *Waste pipe and special waste* - any pipe that receives the discharge of any fixture except a water closet and conveys same to the building drain, soil or waste stacks; when such a pipe does not connect directly with a building drain or soil stack; it is termed a special waste.
- 1.6.21 *Water closet* - a toilet facility that is flushed with water and connected to a sewer.
- 1.6.22 *Water closet compartment* - an enclosure surrounding an individual water closet.
- 1.6.23 *Water service pipe* - the pipe from the main water main to the building.
- 1.6.24 *Water distribution pipe* - the pipe conveying water from the service pipe to the plumbing fixtures.
- 1.6.25 *Privy* - a room or outhouse with an excavation in the ground for evacuation and disposal of feces and urine.
- 1.6.26 *Lunch room* - a suitably located space with tables and seating accommodations to be used primarily for eating purposes.

SECTION 2 - WATER SUPPLY

2.1 In all places of employment there shall be available a source of potable water for drinking, washing, bathing and cooking purposes and the quality of the water shall meet approved standards of purity.

2.2 Physical cross-connections between contaminated water and potable water shall be prohibited, nor shall any plumbing fixture, device or construction be installed which will provide a cross-connection between a distributing system of water for drinking and domestic purposes and a drainage system, soil or waste pipe so as to permit or make possible the back flow of sewage or waste into the water supply system; such water supply shall be distributed through a piping system entirely independent of any piping system conveying another water supply.

2.3 Where potable water is used for washing facilities, the outlet from lavatory faucets shall be located not less than one-inch above the highest portion of lavatory rim.

2.4 Where potable water is used for the flushing of toilet facilities, water closets shall be equipped with vacuum breakers to prevent siphonage.

2.5 The water service pipe of any building shall be of sufficient size to permit a continuous ample flow of water on all floors at any time.

2.6 All plumbing fixtures shall be provided with a sufficient supply of water for flushing to keep them in a sanitary condition.

2.7 A supply of hot and cold water or thermostatically controlled water shall be provided for all lavatories and shower baths and suitable means shall be taken to control the temperature of the hot water to prevent scalding. Hot water shall not be obtained through the mixture of water with open live steam.

SECTION 3 - DRINKING WATER

3.1 General Requirements

3.1.1 A supply of cool, potable, wholesome drinking water shall be provided at convenient and accessible locations in every place of employment.

3.1.2 Drinking water facilities shall not be provided in toilet rooms.

3.1.3 The use of the common drinking cup or utensil is prohibited.

3.1.4 Unless a central system of cooled, potable water is available, drinking water shall be dispensed by either pressure type refrigerated drinking fountains or potable bottle type water coolers using refrigeration or ice as the cooling medium. In using ice as a coolant, there should be no direct contact with the drinking water.

3.1.5 Drinking water shall be dispensed by means of disposable individual drinking cups, bubbler type drinking fountains or in the case of isolated places by other approved means.

3.2 Specifications for drinking fountains

3.2.1 Fountains shall be of impervious material, as vitreous china, porcelain, enameled cast iron or other metals, or stoneware.

3.2.2 Jet shall issue from nozzle made of nonoxidizing, impervious material set at such an angle from the vertical that the water can neither fall back nor be forced back onto the point of discharge. Nozzle and every opening in pipe or conductor leading to nozzle shall be above edge of bowl, so that nozzle or opening will not be flooded if drain from bowl becomes clogged.

3.2.3 Nozzle shall be protected by nonoxidizing guards to prevent mouth or nose of drinker from coming in contact with nozzle.

3.2.4 Jet of water shall not touch guard.

3.2.5 Bubbler and bowl of fountain shall be free from corners difficult to clean or which would collect dirt.

3.2.6 Bowl shall be so proportioned as to prevent unnecessary splashing at a point where the water falls into the bowl.

3.2.7 Drain from drinking fountains shall not have direct physical connection to a soil pipe as defined in Sec. 1.6.11. An indirect connection may be made to a soil pipe through a water supplied open sink properly trapped and vented, and provided the fountain discharge pipe is at least 2" above the sink overflow level. Drinking fountains may be connected directly to a waste pipe as defined in Sec. 1.6.20 but must be trapped and vented in accordance with Sec. 4.1.8 and 4.5

3.2.8 Water-supply pipe shall have adjustable valve fitted with lock-shield or with automatic valve permitting regulation of rate of flow of water to fountain so that valve manipulated by drinker will merely turn water on and off.

3.2.9 Height at drinking level shall be convenient to most persons using fountain.

3.2.10 Waste opening which shall have a strainer and pipe for waste opening shall be large enough to carry off water promptly.

SECTION 4 - PLUMBING SYSTEM

4.1 *General Requirements*

4.1.1 All material used in the plumbing system and plumbing fixtures shall be of good quality, free from defects affecting strength, durability or sanitary condition and all work shall be executed in a thoroughly workmanlike manner.

4.1.2 Plumbing systems shall be maintained and kept in good repair and a water-tight and sanitary condition at all times.

4.1.3 The entire building drainage system shall be so designed, constructed and maintained as to quickly conduct the waste water or sewage from the fixture to the place of disposal with velocities that will prevent fouling, clogging and the deposit of solids.

4.1.4 No substances which will either clog the pipes, produce explosive mixtures or destroy the pipes or their joints shall be allowed to enter the drainage system.

4.1.5 A supply of water with adequate volume and pressure for flushing purposes shall be supplied for all water closets and other plumbing fixtures.

4.1.6 Where a public sewer is available, every building or group of buildings under the same ownership shall be separately and independently connected with such a sewer. If a public sewer is not available, the plumbing of every building shall be connected with an approved disposal system.

4.1.7 The drainage system shall be provided with an adequate number of cleanouts, so arranged that in case of stoppage the interior of all drain pipes may be readily accessible.

4.1.8 The building drainage system shall be so designed and constructed that there will be an adequate circulation of air on all pipes and no possibility of siphonage, aspiration or forcing of trap seals under conditions of normal use.

4.1.9 Where a building drainage system may be subjected to back flow of sewage, suitable provision shall be made to prevent overflow into the building. No water closet or urinal shall be installed or used in any part of a building where back flow of sewage interferes with the flushing of such fixtures, provided that the Commissioner may allow fixtures below back water level to be protected by a back water valve and quick-closing valve in extraordinary cases where otherwise a hardship can be shown to his satisfaction to exist; in any such case successful operation and maintenance of sanitation must be assured.

4.2 *Plumbing Fixtures*

4.2.1 Plumbing fixtures shall be made of smooth, non-absorbent material, shall be free from concealed fouling surfaces and shall be set free of enclosures.

4.2.2 All receptacles used as water closets, urinals or otherwise for the disposal of human excreta shall be vitrified earthenware, hard natural stone or inside and outside porcelain enameled cast iron.

4.2.3 All plumbing fixtures shall be installed in a free and open manner to afford ready access for cleaning and where practical all pipes from fixtures shall be run to the wall and no lead trap or pipe shall extend within twelve inches of the floor unless protected by casing.

4.2.4 *Water closets*

4.2.4.1 Water closet bowls and traps shall be integral and of such form as to hold a sufficient quantity of water when filled to the trap overflow to prevent fouling of surfaces.

4.2.4.2 Water closets shall be provided with integral flushing rims so constructed as to flush the entire interior of the bowl; with a single flushing, all waste material shall be removed and a clear water trap seal formed.

4.2.4.3 Water closets shall flush by means of a separate tank or a flush valve.

4.2.4.4 Water closet seats shall be non-heat absorbing and have a finish that is impervious to moisture. Such seats should be of the open front type.

4.2.4.5 Pan and valve plunger, offset washout, other water closets having invisible seals or unventilated space or walls not thoroughly washed at each flush, faucet closets, long hopper closets or similar appliances are prohibited.

4.2.5 *Urinals*

4.2.5.1 Urinals may be either the individual fixture or trough type; urinals of the slab type will not be permitted to be hereinafter installed excepting the individual stall, vertical slab urinal which is permissible.

4.2.5.2 Individual stall urinals shall be at least on twenty-four inch centers, forty-one inches high and eight inches from face to back and shall be made of porcelain; suitable provision shall be made for adequate water flushing of each urinal. Urinal flushing may either be controlled by the user, in which case pedal action or hand action should accomplish the flushing, or automatic at intervals sufficiently frequent to maintain a sanitary condition.

4.2.8 Lavatories

4.2.6.1 Lavatories may consist of individual units or wash sinks of rectangular or circular cross-section.

4.2.6.2 All lavatories shall be fitted with waste pipes and provided with either two faucets conveying hot and cold water or two valves controlling the hot and cold water to one individual outlet, in which case the hot water valve shall be on the left hand side. Where water to wash basins is furnished from a supply tank in which the temperature is controlled, one control valve to wash basins will be acceptable.

4.2.6.3 In place of hot and cold water faucets or the single outlet mixing hot and cold water, there may be substituted an approved means for providing tempered water for wash sinks which may be equipped with individual perforated fittings and individual pairs of control valves to regulate the hot and cold water supply and prevent scalding. Where water to wash basins is furnished from a supply tank in which the temperature is controlled, one control valve to wash basins will be acceptable.

4.2.6.4 Individual lavatories shall be provided with stoppers where manual spring closing faucets are used.

4.2.6.5 Where other than individual lavatories are used, washing shall at all times be done in running water and the use of stoppers shall be prohibited.

4.2.6.6 Where the trough type of wash basin is used, hot and cold water faucets shall be spaced in pairs on twenty-four inch centers; double width troughs having pairs of faucets facing each side are permissible.

4.2.6.7 Wherever it is possible to do so, automatic thermostat control shall be installed in hot water supply lines to limit the temperature of the water.

4.2.6.8 Suitable check and relief valves shall be installed to eliminate the possibility of heated water from backing up into the cold water supply.

4.3 Pipes and Fittings

4.3.1 The drainage pipes shall be so designed and constructed as to provide for protection against leakage of water or drain air due to defective materials, imperfect connections, corrosion, settlements or vibration of the ground or building, temperature changes, freezing or other causes.

4.3.2 The sizes of pipes conveying water to water closets shall be sufficiently large to supply water at a rate that is adequate for flushing but does not unduly reduce the pressure at other fixtures.

4.3.3 All horizontal drain piping shall be run in practical alignment and at a uniform grade of not less than one eighth of an inch per foot, and shall be supported or anchored at intervals not to exceed 10 feet. All stacks shall be supported at their bases, and all pipes shall be rigidly secured.

4.3.4 All changes in direction shall be made by the appropriate use of 45° wyes, half wyes, long sweep quarter bends, sixth, eighth, or sixteenth bends, except that single sanitary tees may be used on vertical stacks, and short quarter bends may be used in soil and waste lines where the change in direction of flow is from the horizontal to the vertical. Tees and crosses may be used in vent pipes.

4.3.5 No double hub, double T, or double sanitary T branch shall be used on soil or waste lines. The drilling and tapping of drains, soil, waste or vent pipes, and the use of saddle hubs and bands are prohibited.

4.3.6 In the installation of any drainage system dead ends shall be avoided.

4.3.7 All pipes passing under or through walls shall be protected from breakage. All pipes passing through or under cinder concrete or other corrosive material shall be protected against external corrosion.

4.3.8 The flush pipe for water closet flush tanks shall be not less than 1 1/2 inches in diameter, and the water from flush tanks shall be used for no other purpose.

4.3.9 All water supply pipes for a plumbing system shall be of lead, galvanized wrought iron or steel, brass, copper or copper alloy or cast iron with brass, copper or copper alloy, galvanized cast iron or galvanized malleable iron fittings. No pipe or fittings that have been used for other purposes shall be used for distributing water.

4.3.10 All concealed water pipes, storage tanks, flushing cisterns, and all exposed pipes or tanks subject to freezing temperatures shall be efficiently protected against freezing.

4.4 Soil, Waste and Vent Pipes

4.4.1 The soil stack shall extend full size upward through the roof and have a free opening, the roof terminal being so located that there will be neither possibility of air passing from it to any window nor possibility of clogging of the pipe by frost, by articles being thrown into it or of roof water entering therein.

4.4.2 All main or branch soil, waste, and vent pipes within the building shall be of cast iron, galvanized steel or wrought iron, lead, brass, or copper, except that no galvanized steel or wrought iron pipe shall be used for underground soil or waste pipes.

4.4.3 The building sewer and building drain shall be at least four inches in diameter when connected to a water closet. No such sewer or drain shall be of less diameter than the largest size of pipe on the intake side. All pipes shall be installed in the most direct and straightest line as possible.

4.4.4 Soil and waste pipe diameters shall be not less than that shown in the following table:

	<u>inches</u>
Main soil stacks	4
Branch soil pipes	4
Main waste stacks	2
Branch wastes for slop sinks	3
Branch waste for urinals	1½
Branch waste for sanitary cuspidors	1
Branch waste for drinking fountains	1½
Branch waste for other fixtures	1½

4.5 Traps

4.5.1 Each fixture or combination fixture shall be provided with a separate, accessible, self-scouring, reliable water seal trap which shall be placed as near to the fixture as possible but not more than two feet distant, provided that a battery of lavatories may be connected to a single trap in which case, there shall be not more than eight feet of untrapped pipe. All exposed or accessible traps, except water closet traps and other traps cast integrally with the fixture, shall have brass trap plug for cleaning, placed below the water level.

4.5.2 None of the following types of traps will be permitted:- mason's cesspool - bell - pit - bottle - or D-trap.

4.5.3 Every trap shall be self cleaning. Traps for lavatories, sinks, and other similar fixtures shall be lead, brass, cast iron, or of malleable iron galvanized or porcelain enameled inside. Galvanized or porcelain enameled traps shall be extra heavy and shall have a full-bore smooth-interior water way, with threads tapped out of solid metal.

The minimum size (nominal inside diameter) of trap and waste branch for given fixture shall not be less than that shown in the following table:

<u>Kind of fixture</u>	<u>Size (in inches) trap and branch</u>
Bath, shower stall,	2"
Drinking fountains	1½
Fountain cuspidors	1½
Floor drains	2
Sinks, slop, with trap combined	3
Urinals, lip	1½
Urinals, troughs	2

<u>Kind of fixture (cont)</u>	<u>Size (in inches) trap and branch</u>
Urinals, pedestal	3
urinals, stall	2
Wash basin	1 1/4
Water closet	3

4.5.4 No form of trap which depends for its seal upon the action of movable parts or concealed interior partitions shall be used for fixtures.

4.5.5 Each fixture trap shall have a water seal of not less than 2 inches and not more than 4 inches.

4.5.6 Each trap, except those in combination with fixtures in which the trap seal is plainly visible and accessible, shall be provided with an accessible brass trap screw of ample size, protected by the water seal.

4.5.7 All traps shall be set true with respect to their water seals and protected from frost and evaporation.

4.6 Plumbing System Tests

4.6.1 The plumbing system shall be subjected to a water test, air pressure test or smoke test and to a final air pressure test which tests shall be made in an approved manner.

4.6.2 Every new plumbing system and every old system which has been extended shall be tested in the presence of the Commissioner in all localities where the local authorities do not make such test.

4.6.3 The water test shall be used for testing all plumbing work known as "troughing" except in freezing weather when some other method satisfactory to the Commissioner may be used. Such test shall include all house drains, soil and main waste pipes, and joints thereof, ferrule joints, and all traps and branch wastes which are to be enclosed. The house drain shall be extended outside the foundation walls before the test is made. All defects shall be remedied and the system made to comply with the code in all respects, within one week from the date of testing.

4.6.4 If the Commissioner has not observed the above tests within three days after notice, the plumber may call upon two witnesses to prove the testing who shall make affidavit thereon if the tested work has proved to be tight. The plumber may then empty the pipes and proceed with the work. After the plumbing is completed and the fixture set, a smoke test, air test or water test shall be made in the presence of the Commissioner.

SECTION 5 - PERSONAL HYGIENE SERVICES AND ROOMS

5.1 General Requirements

5.1.1 Every place of employment shall be provided with toilet facilities and where both males and females are employed, separate facilities shall be provided for each sex.

5.1.2 Washing facilities shall be provided in every place of employment and where both males and females are employed, separate facilities shall be provided for each sex.

5.1.3 Rooms combining toilet and washing facilities may be provided. Such rooms shall have an area sufficient to accommodate all necessary fixtures together with suitable aisle and access space. For rooms accommodating 10 to 20 persons the minimum floor area required shall be 38 sq. ft. which shall include one water closet, two lavatories for female facilities and for male facilities a urinal shall also be included. Larger facilities shall require additional minimum floor areas as follows:

water closet.....	16 sq. ft.	lavatory.....	12. sq. ft.
shower.....	18 sq. ft.	urinal.....	12. sq. ft.

5.2 Toilet Facilities and Toilet Rooms

5.2.1 General Requirements

5.2.1.1 When it is necessary to provide toilet facilities for each sex, the approaches shall

be separate and apart and toilet rooms shall be plainly and distinctly designated for which sex they are intended.

5.2.1.2 Toilet rooms shall be conveniently located and readily accessible from all places in a building where persons are regularly employed but in no instance shall it be required to travel more than one story in a multi-story building or in any instance shall it be necessary to travel more than 500 feet to reach the entrance to a toilet room by the most direct route unless passenger elevator service is available and affords equivalent convenience.

5.2.1.3 Places where the making or manufacturing of biscuits, pies, bread, crackers, cake, macaroni, candy or other foodstuffs or confections for the purpose of sale shall provide toilet facilities which shall include a sufficient supply of hot water, clean towels, soap and nail brushes, and shall also provide water closets separate and apart from the workrooms; no water closet, earth closet or privy shall be within or communicate directly with any such room. This regulation shall also apply to all places of employment as defined in Sec. 1.5.9. where foodstuffs are processed or handled.

5.2.1.4 Every toilet room shall be provided with water closets and at least one lavatory.

5.2.1.5 Female toilet rooms shall be provided with covered receptacles for the disposal of discarded personal hygiene materials and the contents of such receptacles are to be removed at least once each day and disposed of in a suitable manner.

5.2.1.6 Male toilet rooms shall be provided with urinals where five (5) or more males are employed.

5.2.1.7 The employer shall be responsible for maintaining the toilet facilities in a clean and sanitary condition.

5.2.1.8 All toilet facilities shall be adequately protected to prevent the entrance and breeding of flies.

5.2.1.9 Toilet rooms shall neither be used for locker facilities nor eating or drinking purposes.

5.2.1.10 Toilet paper in a suitable holder shall be provided for each compartment in a toilet room.

5.2.1.11 where sewer connections, septic tank facilities or cesspools are not available, the Commissioner may permit the construction of closets without flush as specified herein but only when it has been demonstrated that waste disposal as aforesaid is not practicable and the place of employment does not employ more than twenty-five workers at any one time.

5.2.2. Number of required units

5.2.2.1 water closets and urinals shall be provided as follows:

<u>Number of persons employed per shift</u>	<u>Number of Water Closets</u>	<u>Number of Urinals</u>
Not over 100	One for each 20 persons	One for each 50 males
Not over 500	One for each 30 persons	up to 100 and one additional urinal for each
Not over 1000	One for each 35 persons	additional 75 males.
Over 1000	One for each 40 persons	

5.2.2.2 For each urinal provided, one water closet may be eliminated but in such cases the required number of water closets shall not be reduced to less than two-thirds of the specified number.

5.2.2.3 Two feet of urinal length shall be the equivalent of one individual urinal.

5.2.3 Space requirements

5.2.3.1 Toilet rooms shall have an area sufficient to accommodate all necessary water closets and urinals together with suitable aisle and access spaces.

5.2.3.2 Every toilet room serving 10 to 20 persons shall have an area of at least 26 square feet; an additional minimum of 16 square feet shall be added for each additional water closet and 12 square feet for each urinal.

5.2.3.3 In existing toilet installations as required under Sec. 5.2.1.3 a vestibule to separate the toilet room from the workroom shall be permitted provided it is completely enclosed and has a floor area the least dimension of which is 3 ft. and is ventilated to the outer air by openable window or skylight, or a duct no less than 8" diameter or 50 sq. inches in area.

5.2.3.4 New toilet installations as classified under Sec. 5.2.1.3 shall be separated from the workroom by a room or totally enclosed space the minimum floor area of which is 3 ft. by 4 ft. and which is ventilated to the outer air by at least a four (4) sq. ft. window or skylight, half of which is openable.

5.2.4 Construction specifications

5.2.4.1 Toilet rooms

5.2.4.1.1 Walls should have a minimum height of nine feet and in no case shall be less than eight feet and may either extend from floor to ceiling or be completely ceiled over where there is a high ceiling.

5.2.4.1.2 Walls shall be of tight solid construction and surfaced with a material, impervious to moisture, that can be readily cleaned and shall be kept clean.

5.2.4.1.3 All separating partitions between toilet rooms provided for opposite sexes shall be at least 4 inches in thickness and of soundproof construction without openings of any kind.

5.2.4.1.4 Windows may be used in exterior walls and they shall be glazed with other than transparent glass.

5.2.4.1.5 Floors shall be provided with an integral cove base at least 6 inches high and both cove base and flooring shall be constructed of materials which are tight, smooth and impervious to moisture and sanitary from washing solutions.

5.2.4.1.6 Egress doors shall be suitably constructed of materials that are not transparent and shall be provided with self-closing devices.

5.2.4.1.7 Toilet fixtures and compartment doorways shall not be visible from the exterior side of the egress door. Where necessary, a suitable screen or vestibule shall be provided. Where practicable, the screen shall be 2 feet wider than the egress door and shall be at least 6 feet high and extend to not more than 12 inches from the floor.

5.2.4.2 Water Closet Compartments

5.2.4.2.1 Water closets as specified herein shall be provided in all toilet rooms.

5.2.4.2.2 Each water closet shall be in a separate compartment which shall be not less than 32 inches wide and 48 inches from front to back provided however, that existing installations with dimensions of 30 inches and 42 inches shall be allowed.

5.2.4.2.3 Water closet compartment partitions shall be constructed of solid materials, impervious to moisture, which can be easily cleaned and kept in a sanitary condition. Partitions shall be not less than 6 feet high and extend to not more than 12 inches from the floor.

5.2.4.2.4 Each water closet compartment shall have a door that shall be provided with an inside fastener.

5.2.4.3 Water closets - see section 4.2.4

5.2.4.4 Urinals - see section 4.2.5

5.2.4.5 Waste Disposal

5.2.4.5.1 All toilet fixtures shall be connected by means of waste pipes to sewers, septic tanks and cesspools and such waste disposal shall be accomplished by means of an approved method.

5.2.5 Closets without flush

5.2.5.1 Chemical closets or privies shall only be permitted when it has been demonstrated that the installation of water closets or urinals with flush is not feasible.

5.2.5.2 No other type of closet without flush shall be permitted or used.

5.2.5.3 Chemical closets or privies shall not be used when more than twenty-five workers are employed in a place of employment at any one time.

5.2.5.4 All chemical closets and privies shall be provided for each sex in the number and manner as specified herein for toilet rooms and water closets.

5.2.5.5 Chemical closets shall be of an approved type.

5.2.5.6 The chemical closet container shall be changed frequently enough that it will not be allowed to become more than two-thirds full, the contents at all times to be disposed of in accordance with the regulations of the health authorities having jurisdiction.

5.2.5.7 Every privy shall be permitted to be installed or used whenever its construction or use shall contaminate or endanger the purity of any source of drinking water.

5.2.5.8 Every privy vault shall be located at least 25 feet from any establishment.

5.2.5.9 Every privy shall be ventilated by an unobstructed opening to the outdoor air, other than the door, which has an area of at least 144 square inches, and every privy shall have a door. Every window and ventilating opening of a privy shall be protected by metal screens and every door shall be provided with a self-closing device to keep it closed.

5.2.5.10 Every privy shall be kept clean and the contents of the vault shall be emptied or incinerated at least once a month and at more frequent intervals if necessary. In no case shall it be allowed to overflow. Removable receptacles or cans may be used instead of privy vaults if they are water-tight and emptied whenever necessary to prevent overflowing. Dry sand, fine dry earth or lime shall be provided in a receptacle in every privy and used at frequent intervals to deodorize the contents of the vault.

5.2.5.11 The entrance to every privy shall be screened by a vestibule or by a stationary sight screen at least two feet wider than the entrance door extending to a height of at least six and a half feet. Where privies for males and females are in adjoining compartments, there shall be a partition of a double layer of boards or a metal covered partition between the compartments, extending from the floor to the roof.

5.2.5.12 Every establishment which is operated between November first and April first and which provides a privy for the use of its employees, shall be connected with such privy by means of a covered passageway so constructed that the employees in passing thereto or therefrom shall not be exposed to outdoor temperatures. Every such privy shall be kept heated during working hours to at least 50 degrees Fahrenheit.

5.2.5.13 No privy shall be located within 100 feet of any establishment in which food products are manufactured, stored or handled.

5.3 Wash rooms; Washing and Shower Bath Facilities

5.3.1 General Requirements

5.3.1.1 Washing facilities shall be provided in every building where persons are regularly employed unless conditions as stated in paragraph 5.3.1.3 shall be deemed adequate by the Commissioner and where both males and females are employed, separate facilities shall be provided for each sex.

5.3.1.2 When it is necessary to provide washrooms for each sex, entrances thereto shall be plainly and distinctly designated for which sex they are intended.

5.3.1.3 Washrooms shall be conveniently located and readily accessible from all places in a building where persons are regularly employed but in no instance shall it be required to travel more than one story in a multi-story building or in any instance shall it be necessary to travel more than 500 feet to reach the entrance to a washroom by the most direct route unless passenger elevator service is available and affords equivalent convenience.

5.3.1.4 Every washroom shall be provided with lavatories which may consist of individual units, wash sinks or basins.

5.3.1.5 Washrooms and locker rooms may be combined provided that there is reasonable segregation of each type of facility, convenient access is provided and adequate waiting or using space is available.

5.3.1.6 An adequate supply of soap and towels should be provided in each washroom. Soap and towels are mandatory under Sec. 5.3.1.11, Sec. 5.3.1.12 and Sec 5.2.1.3.

5.3.1.7 Shower baths shall be installed in every establishment where employees undergo excessive physical exertion; are working in areas of excessive heat and humidity; are liable to develop skin contamination through exposure to poisonous, infectious or irritating materials; are exposed to injurious or poisonous substances; or become covered with excessive amounts of dust, dirt and grime which cannot be readily removed from the body through the use of the required washing facilities.

5.3.1.8 Every shower bath should be provided with soap and suitable dispenser where the latter is necessary together with clean bath towels.

5.3.1.9 Shower baths may be installed in wash rooms or toilet rooms if desired.

5.3.1.10 Shower heads shall be connected to a supply of hot and cold water and there shall be proper facilities for mixing the water supply so that its temperature can be controlled by the user.

5.3.1.11 Each employee exposed to lead dust, lead fumes, lead solutions while engaged in the manufacture of white lead, red lead, litharge, sugar of lead, arsenate of lead, lead chromate, lead sulphate, lead nitrate or fluosilicate shall be furnished with nail brushes and soap and at least three clean towels per

week for each employee. A time allowance of not less than ten minutes at the employers expense, shall be made to each employee for the use of the wash room before the lunch hour and at the close of the day's work.

5.3.1.12 Where employees are exposed and engaged in any work or process mentioned in Sec. 5.3.1.11 the employer shall furnish soap and shall provide at least two clean bath towels per week for each employee. An additional time allowance of not less than ten minutes at the employers expense shall be made to each employee for the use of shower baths at least twice each week at the close of the day's work. The employer shall keep a record of each time that the shower baths are used by each such employee.

5.3.2 Number of Required Units

5.3.2.1 Lavatories

5.3.2.1.1 Lavatories shall be provided as follows:

<u>Number of Employees Per Shift</u>	<u>Number of Lavatory Units</u>
1 to 100 inclusive	1 unit for each 10 employees
Over 100	1 additional unit for each additional 15 employees

5.3.2.1.2 Every 24 inches of outside rim of a wash sink shall be the equivalent of one lavatory unit.

5.3.2.1.3 Every 24 inches of outside rim of a circular basin shall be the equivalent of one lavatory unit.

5.3.2.1.4 There shall be at least one basin or at least two feet in length of trough for every five employees engaged in any work or process mentioned in Sec. 5.3.1.11

5.3.2.2 Shower baths

5.3.2.2.1 Where establishments are engaged in the manufacture of substances specified in Sec. 5.3.1.11 one shower bath shall be provided for each five employees engaged in such manufacture.

5.3.2.2.2 Establishments subject to the requirements for providing shower baths for employees, other than those specified in Sec. 5.3.1.11 shall install one shower bath for every 20 employees.

5.3.3 Space requirements

5.3.3.1 Every washroom serving 10 to 20 persons shall have an area of at least 26 sq. ft. including any necessary waiting and aisle spaces; an additional 12 square feet shall be provided for each additional lavatory unit. When shower baths are provided, an additional 16 square ft. per shower head shall be provided.

5.3.3.2 If a washroom is combined with a locker room, some reduction in minimum space requirements for the washroom may be permitted but adequate provision must be made for access aisle space and waiting or using space.

5.3.3.3 Sufficient area shall be provided for shower baths to accommodate the facility and allow for convenient drying, waiting and aisle space.

5.3.3.4 The width of an aisle shall be not less than 24 inches.

5.3.4 Construction specifications

5.3.4.1 Washrooms

5.3.4.1.1 Walls should have a minimum height of nine feet and in no case shall be less than eight feet and may either extend from floor to ceiling or be completely ceiled over where there is a high ceiling.

5.3.4.1.2 Flooring shall be impervious to moisture, to sanitary floor washing solutions, and shall be water tight.

5.3.4.1.3 Egress doors shall be provided with automatic closing devices.

5.3.4.1.4 Egress doors shall be so located that the washing area is not visible from the exterior. Where necessary, screens shall be provided on either the exterior or interior in such a manner as to shield the view from outside the door. Such screens shall be not less than 6 feet high and

shall be built to within 12 inches or less of the floor. Connecting doors shall be provided between adjoining washrooms, locker rooms and toilet rooms.

5.3.4.2 Shower Baths

5.3.4.2.1 Individual shower stalls shall be not less than 32 inches wide and 32 inches from front to back.

5.3.4.2.2 Where multiple shower baths are provided, the shower heads shall be 36 inches apart except in circular segmented units divided by partitions and each shower head shall be the equivalent of one shower bath.

5.3.4.2.3 Partitions may be omitted between shower heads in multiple shower baths for males only.

5.3.4.2.4 Shower bath floors and walls shall be impervious to moisture, to sanitary washing solutions and shall be water tight. Connections with walls shall be made by means of an integral cove at least 6 inches high.

5.3.4.2.5 A 24" aisle-way shall be provided with non-slip material along the front of shower stalls.

5.3.4.2.6 Shower baths shall be provided with adequate floor drains.

5.3.5 Special Requirements

5.3.5.1 Where shower baths are provided for the use of females, individual dressing room facilities shall be provided adjacent to the shower facilities.

5.3.5.2 An antiseptic foot treatment shall be provided for shower bath users.

5.3.5.3 Shower bath floors shall be disinfected at least weekly with an antiseptic solution.

5.3.5.4 Flood-type showers shall be installed in sufficient numbers and in close proximity to all operations where employees are exposed to a potential hazard through the handling of acids, alkalies, high flammable materials and similar substances.

5.3.5.5 In order to provide for the control of industrial dermatoses, sufficient wash basins shall be provided in an approved location within the working area where such exposures may exist.

5.3.5.6 In all toilet rooms, wash rooms, dressing rooms and lunch rooms, two means of egress as remote from each other as possible shall be provided when under conditions of regular and normal use 25 or more persons may be present within the enclosed area at any one time.

SECTION 6 - EMPLOYEE SERVICE ROOMS

6.1 Dressing Rooms

6.1.1 General Requirements

6.1.1.1 A dressing room shall be provided in every place of employment where any employee is either engaged in handling poisonous materials; exposed to injurious dusts or fumes; or excessive heat, humidity or fatigue from physical exertion.

6.1.1.2 In every other place of employment, each employee shall be provided with a clean place, which should be screened, in which to change from street clothes to working clothing; a pipe rail equipped with clothes hangers and installed at a sufficient height to prevent dragging of clothes will be approved.

6.1.1.3 Where the nature of the work by female employees requires a change of dress from street clothes to work clothes a dressing room shall be provided for one or more female employees.

6.1.1.4 Separate dressing rooms shall be provided for all males and all females regardless of number employed in bakeries and confectionery establishments and in all other places mentioned in Sec. 5.2.1.3

6.1.1.5 In places of employment not included in Sections 6.1.1.1, 6.1.1.3, and 6.1.1.4 a dressing room shall be required where ten or more females are employed.

6.1.1.6 Dressing rooms shall be separate from the workroom and should be connected directly or indirectly therewith; they shall be completely separated from the water closets and toilet rooms by adequate partitions except that connecting doors are permitted.

6.1.1.7 Dressing rooms shall be provided with seats and also individual lockers or suitable means for hanging clothes.

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6.1.1.8 Dressing rooms should be conveniently located throughout a place of employment and near the toilet rooms.

6.1.2 Space Requirements

6.1.2.1 Every dressing area or room shall have adequate floor space and shall be in accordance with the following table:

<u>Number of females employed per shift</u>	<u>Minimum Area</u>
1 to 4 inclusive	12 square feet
5 to 9 inclusive	12 square feet plus 3 sq. ft. per person over 4
10 and over	60 square feet plus 2 sq. ft. per person over 10

6.1.2.2 In dressing rooms serving more than 10 persons a reduction of 20 square feet of floor will be allowed if cot or couch is not required or is provided elsewhere.

6.1.2.3 Where lockers are provided or required a proportional increase shall be made in the floor area requirement for facilities serving less than ten persons.

6.1.3 Construction

6.1.3.1 Every dressing room shall be constructed and maintained in such a manner that privacy is secured at all times.

6.1.3.2 Walls or partitions shall be at least seven feet high and of solid construction, excepting that glass of approved translucency may be installed in the walls or partitions.

6.1.4 Lockers

6.1.4.1 When poisonous materials are handled which expose the person of the worker to contamination, double lockers shall be provided in the dressing room and such lockers shall be 24 inches wide and 12 inches deep, and 60 inches high, divided by perpendicular partitions.

6.1.4.2 Where workers are exposed to heat and humidity or are engaged in operations requiring excessive physical exertion, single lockers having a minimum area of one (1) sq. ft. and a minimum height of 60 inches shall be provided in a dressing room.

6.1.4.3 Lockers shall be provided with perforated bottoms and fluted or perforated doors.

8.2 Rest Rooms for Females

6.2.1 Where twenty-five (25) or more females are employed at least one rest room or equivalent facility shall be provided for their exclusive use.

6.2.2 Where ten and not more than twenty-five females are employed a part of the dressing room may be set off and made suitable for the use of female employees as a resting area.

6.2.3 Where over twenty-five (26) females are employed a combination dressing room and rest room shall be permitted but an additional one-half ($\frac{1}{2}$) sq. ft. for each person above the areas prescribed in Sec. 6.1.2.1 shall be provided.

6.2.4 The minimum floor area of a rest room for twenty-five (25) females shall be 60 sq. ft. in order to accommodate up to 50 females and an additional one-half ($\frac{1}{2}$) sq. ft. for each female over 50.

6.2.5 A rest room shall be constructed in accordance with Sec 6.1.3.

6.2.6 A cot, couch or equivalent lounge furniture shall be provided in every place of employment for the use of females in accordance with the following table:

<u>Number females Employed per shift</u>	<u>Number of Cots or couches required</u>
1 to 9 inclusive	None
10 to 39 inclusive	1
40 to 99 inclusive	2
100 to 249 inclusive	3
250 and over	3 - plus 1 for each additional 250 employees.

6.2.7 When a separate hospital or emergency room is provided and maintained and cots or beds are available the requirements of Sec. 6.2.6 may be reduced accordingly. A reduction in area of 20 sq. ft. shall be permitted in each rest room for each cot or bed so provided.

6.3 Lunch Rooms

6.3.1 In all places of employment where workers are exposed to dangerous dusts and fumes or poisonous substances, a lunch room shall be provided which is separate and apart from the work room.

6.3.2 In all other places of employment where employees are permitted to eat lunch on the premises suitable facilities for eating purposes shall be provided.

6.3.3 Where an employee is exposed to any industrial poison or other unhealthful substance, the eating of food in any place within the building except the lunch room shall be prohibited.

6.3.4 Suitable means shall be taken to dispose of all lunch waste.

6.3.5 Lunch room areas, exclusive of any service requirements, shall be in accordance with the following table:

<i>Number of persons using facility</i>	<i>Required floor area per person in sq. ft.</i>
Not more than 25	8
Not more than 75	7
Not more than 150	6
Not more than 500	5
Over 500	4

SECTION 7 - VENTILATION, LIGHTING AND HEATING

7.1 Ventilation

7.1.1 Every toilet room, water closet, compartment, urinal compartment, wash room, locker room and dressing room shall be ventilated to outdoor air by window, skylight or ventilating system with tempered air supply and exhaust or a combination thereof.

7.1.2 Each such window or skylight shall open easily and upon a street, yard or open space; the yard or open space shall be uncovered at the top and in least horizontal dimension shall be a minimum of one-tenth of the highest abutting wall but in no case less than six feet.

7.1.3 Windows in toilet rooms, water closet or urinal compartments shall be not less than twelve inches wide, not less than six square feet of window area for one water closet or urinal, half of which shall be openable.

7.1.4 For each additional such fixture, the window area shall be increased by one square foot, one-half of which shall be openable.

7.1.5 A skylight shall be considered to be the equivalent of a window provided that it has fixed or movable louvres with net openable area as prescribed for windows.

7.1.6 Shower baths shall be adequately ventilated.

7.1.7 In all cases where windows, skylights or natural ventilation do not furnish adequate ventilation, additional positive ventilation as prescribed by the Commissioner shall be provided.

7.1.8 All toilet rooms not lighted by windows that open easily to outside air shall be adequately ventilated to the outside air by artificial means, subject to the restrictions of sections 7.1.10 and 7.1.11.

7.1.9 Every water-closet compartment entirely separated from the remainder of the toilet room by partitions extending from the floor to the ceiling and not provided with a window opening easily shall be adequately ventilated to the outside air by artificial means, subject to the restrictions for sections 7.1.10 and 7.1.11.

7.1.10 For existing toilet facilities an exhaust ventilation system shall be provided which has a capacity of at least 50 cfm per toilet fixture but in no case shall the system provide less than 6 air changes per hour in the toilet room or compartment.

7.1.11 Only in buildings or sections of buildings equipped with artificial ventilating systems may new toilet room installations be ventilated with tempered fresh air supplied at a rate of at least twelve air changes per hour, provision also being made to vent an equal amount of air to outdoors.

7.2 Lighting

7.2.1 Minimum standards of illumination for places of employment and processes therein shall not be less than those specified in the rules and regulations for industrial lighting and recommended practices therefor.

7.2.2 A minimum of five-foot candles in service illumination measured at a standard distance of thirty inches above the floor shall be maintained in all toilet rooms, wash rooms, locker rooms, dressing rooms, rest rooms and lunch rooms.

7.2.3 General lighting fixtures shall be mounted beyond ordinary reach.

7.2.4 Lighting switches shall either have electrically insulated cover plates and operating handles or be so located that they are not operable by any person who may be in contact with a grounded conductor or part of a water system.

7.3 Heating

7.3.1 All places of employment shall be kept at a comfortable temperature while occupied. In instances where other than prescribed temperatures prevail because of inherent characteristics of the operation or process reasonable control measures for the comfort of the employees shall be provided.

7.3.2 During working hours the workroom temperature shall be at least 69° F when operators are assigned to a fixed position or location and are not subject to physical exertion. Where the operator is permitted freedom of movement and is not restricted to a fixed position proportionate lower workroom temperatures may be permitted but in no cases less than 55° F.

7.3.3 Toilet room temperature shall be not less than 65° F. Wash, locker, rest, dressing, and lunch room temperature shall be not less than 70° F.

7.3.4 Heating facilities shall be so arranged as to permit thorough cleaning of the floor and walls.

7.3.5 Heating pipes, radiators and other appliances shall be protected in such a manner that workers cannot be burned.

7.3.6 Where heated gases emanate from heating appliances, venting to outer air shall be provided.

7.3.7 Open flame heaters not vented to the outer air are prohibited.

SECTION 8 - SPECIAL REQUIREMENTS

8.1 Housekeeping

8.1.1 Grounds and buildings of all places of employment shall be kept in a clean and sanitary condition.

8.1.2 The floor of every workroom shall be maintained in a clean, and, so far as possible, in a dry condition. Where wet processes are used, reasonable drainage shall be maintained and false floor, platforms, mats or other dry standing places shall be provided. The employer shall, with minimum expense to the employee, furnish proper boots or shoes for the use of the employee while at work in such places.

8.1.3 So far as is practicable, sweeping and cleaning shall be done outside of working hours and in such manner as to avoid the contamination of the air with dust.

8.1.4 Every floor, working place, and passageway shall be kept free from protruding nails, splinters, or holes, and loose boards.

8.1.5 The furniture and utensils in every room used for the manufacture of foodstuffs as mentioned in Sec. 5.2.1.3 shall be so arranged as to maintain the room and its contents in a clean and proper sanitary condition.

8.2 Expectorating and Smoking

8.2.1 Expectorating upon the walls, floors, workplaces, or stairs of any establishment covered by these regulations shall not be permitted.

8.2.2 Cuspidors, if used, shall be of such construction that they are kept cleaned and disinfected, and they shall be cleaned often enough, and at least daily, to prevent them from becoming in any way a menace to health.

8.2.3 Smoking in any factory, workshop, mill or other place where the manufacture of goods is carried on, except in protected portions designated by the Commissioner is forbidden.

8.2.4 The smoking, snuffing or chewing of tobacco, in any place licensed for the manufacture of foodstuffs is prohibited. Plain notices shall be posted forbidding the use of tobacco and spitting on the floor.

8.3 Waste Disposal

8.3.1 Whenever a receptacle is used for waste or refuse which is liquid or liable to decompose, it shall be so constructed that it does not leak and may be conveniently and thoroughly cleaned, and it shall be maintained in a sanitary condition.

8.3.2 All sweepings, waste, refuse, and garbage shall be removed, if possible, outside of working hours, in such a manner as to avoid creating a menace to health and as often as necessary to maintain the place of employment in a sanitary condition.

8.4 Employee Responsibility

8.4.1 An employee shall not cause the workroom or any of the facilities included in these regulations to become unsanitary by improper use and shall not deface or destroy any part of such facilities.

8.4.2 Every employee engaged in any work or process included in Sec. 5.3.1.11 of these regulations shall observe the following rules and precautions as set forth in sections 8.4.2.1 to 8.4.2.4 incl.

8.4.2.1 He shall use the washing facilities provided by his employer and wash himself at least as often as a time allowance is granted under Sec. 5.3.1.11 and 5.3.1.12.

8.4.2.2 He shall use the eating room provided by the employer unless he goes off the premises for his meals.

8.4.2.3 No employee shall take or be allowed to take any food or drink of any kind into any workroom nor shall any employee remain or be permitted to remain in any workroom during the time allowed for his meals.

8.4.2.4 He shall put on and wear at all times while at work the clothing provided by his employer and remove the same before leaving at the close of the day's work. He shall keep his street clothes and working clothes in separate parts of the locker provided by his employer.

8.4.3 Wherever the manufacture of foodstuffs is carried on as mentioned in Sec. 5.2.1.3 the operative, employees, clerks and all persons who handle any of the material from which any of the articles are manufactured or who handle the finished product, before beginning work and immediately after visiting the toilet or lavatory shall wash their hands and arms thoroughly in clean water.

8.4.3.1 The outer clothing of all such operatives while employed in any such room or place shall be made of washable material, shall be kept clean at all times and shall be worn by the operatives only when at work in any such room or place.

8.4.3.2 The street clothing worn by any such operatives shall not be kept in any work room.

8.5 Special Locations Due to Severe Fire and Explosion Hazards

8.5.1 Personal hygiene rooms and employees service rooms shall be located wherever possible away from severe fire and explosion hazards, and shall be in compliance with the following:

8.5.1.1 Where such rooms are located in buildings primarily used for housing operations of severe fire and explosion classification these rooms shall be located on the grade floor and separated from the interior operating areas by an unpierced approved masonry wall.

8.5.1.2 In areas where operations include outdoor equipment and/or indoor equipment of severe fire and explosion classification, such rooms shall be located in buildings out of the immediate hazardous area.

8.5.1.3 Toilet facilities of small capacity to accommodate the immediate needs of the personnel may be provided in appropriate sections of the general operating area when approved by the Commissioner.

8.6 Insect Screens

8.6.1 All buildings or rooms licensed for the manufacture of foodstuffs as mentioned in Sec. 5.2.1.3 shall have between the first day of April and the thirty-first day of October of each year all doors, windows and other openings kept thoroughly screened to prevent the entrance of flies and other insects.

8.7 Clothing

8.7.1 Where employees are engaged in work or processes mentioned in Sec. 5.3.1.11 the employer shall provide at least two pairs of overalls and two jumpers for each such employee and repair and renew such clothing when necessary and wash the same weekly. Such clothing shall be kept exclusively for the use of that employee.

SECTION 9 - PLAN EXAMINATION AND APPROVAL

9.1 Requirements for filing of plans and specifications

9.1.1 Applications will be considered for approval only when there is compliance with all rules and regulations governing sanitation in places of employment.

9.1.2 Application shall be made on forms provided by the Department and shall be submitted in triplicate and be accompanied by a filing fee of two dollars (\$2.00) per thousand dollars or fraction thereof of the valuation of the project based on the installation and applicable equipment costs up to \$20,000. Fifty cents (\$.50) is payable on each thousand dollars (\$1,000) valuation thereafter to a maximum fee of (\$300.00). Checks or money orders are to be made payable to the Commissioner of Labor.

9.1.3 Alterations, additions and all new work involving layout, arrangement, installation, ventilation and construction of personnel hygiene and service rooms shall be filed for plan approval.

9.1.4 Plans with adequate specifications included thereon or separately shall be submitted in triplicate. All plans shall be in blueprint form and shall bear a fully descriptive title and nameplate to include the name of owner or tenant, address of premises, date and scale.

9.1.5 When sanitary, plumbing or other work involves structural changes, design or major alterations to facilities, all blueprints shall be signed and sealed by a New Jersey licensed professional engineer or registered architect.

9.1.6 A complete plan view of the facilities and work involved shall be drawn to scale and shall include an area location plan, arrangement of walls, windows, doors, fixtures and shall reveal the method and materials to be used in construction and installation. Sufficient detail and specifications covering the materials and workmanship shall be submitted and shall include ceiling height, all surface finishes and such matter as will assure installation and construction in accordance with this code.

9.1.7 Applications and submittal of plans shall not be required in instances where the repair, maintenance or replacement of plumbing and plumbing fixtures is concerned.

9.1.8 All correspondence and applications concerning plans is to be addressed to

*Plan Examining Section
Division of Engineering and Safety
Department of Labor
1 Exchange Place Room 714
Jersey City 2, New Jersey*