

Particulars of rooms in the factory)

# Form No. 1

Name of Factory ----

Rule 3(1)

## Particulars of rooms in the factory

Name of room in factory	Dimension in feet					Total area in square feet	Floor area occupied by machinery in the room	Breathing space (contents in cubic feet).	Total volume of air in the room	Number and size of doors	Ventilation			Maximum capacity of the room	Maximum number of persons intended to be employed in the rooms	Whether the room is to be used as a work-room or for storage only	Date of construction	Remarks
	Length	Breadth	Height								Number and size of window openings	Number and size of skylight openings	Total area in square feet					
			Maximum	Minimum	Average													
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19

### Questionnaire Annexed to Form No. 1

[Rule 3(1)]

Carefull attention to the questionnaire will assist in drawing up the plans in accordance with the law, and thus prevent delay in dealing with the plans.

**Note.-** The site-plans should be drawn to a minimum scale of 100'-1" and the other plans drawn to a minimum scale of 10'-1".

Plans -

(a) Has a site-plan showing the immediate surroundings including adjacent buildings and other structures, roads, drains, etc., been submitted in triplicate.

(b) If there is a system of underground sewage within 100 ft. of the factory, has its position been shown in the site plans ?

- (c) Have the direction i.e., north, south, east and west been shown on the site-plans as well as on the detailed plans ?
- (d) Have the municipal nos. or the field nos. of the premises and the surrounding areas been shown on the site-plan ?
- (e) Have the factory premises been clearly demarcated in the site-plan in distinctive colour ?
- (f) Have the detailed plans of the factory indicating all relevant details relating to doors, windows, ventilators, fire escapes, etc., been submitted in triplicate?
- (g) Are all new buildings, parts of buildings (if extensions) or alterations in existing buildings shown by boundaries duly marked in a distinctive colour ?
- (h) Are all rooms, sheds, enclosures, etc., serially numbered inside a circle on the plans, corresponding to the serial entry in Form No. 1?
- (i) Are the outlines of all rooms, sheds, enclosures, etc., shown in the site-plan and allotted the same number as in Item 1(h) above?
- (j) Is the sectional elevation of such room or shed, etc., shown separately ?
- (k) Is the minimum and maximum height of every room, shed, etc., shown clearly in the sectional elevation ?
- (l) Is the material of which the roof is constructed indicated the sectional elevation ?
- (m) Are the heights of all the workrooms in accordance with the provisions of Rule 4 as under :
- (i) Is the minimum height 20 ft. with C. I. sheet roofing ?
  - (ii) Is the minimum height 14 ft. with A. C. sheet roofing or R.B./R. C. C. roofing ?
  - (iii) Has an inner ceiling of a heat resisting material with an air gap of at least 4" been provided at a minimum height of 14 ft. and the name of the heat resisting material given ?
  - (iv) Has an exemption been sought for a height of up to 12 ft. R.B/R. C. C. roofing ?
  - (v) Has an exemption been sought for on the assurance of not employing more than 50 workers in the factory on any day ?
- (n) Is the minimum distance of the nearest building from latrines and urinals shown on the plans ?
- (o) Is the minimum distance of the nearest well, hand-pump or other drinking water centers shown in the drawing ?
- (p) Are water centers shown on the plans ?

(q) Are the sizes of all the doors and ventilators shown on the plans along with their exact position ?

(r) Are all the drains, pipes and sewers for carrying sullage sewage water effluent and waste products running within the factory premises constructed and shown in the plans ?

(s) Are the positions of various machines fitted or proposed to be fitted shown in the drawing together with their names ?

## 2. Form No. 1

(a) Is Form No. 1 submitted in triplicate, filled in for all workrooms, godowns, etc. which are proposed to be constructed or extended ?

(b) Have the internal dimensions only been entered in all the columns of Form No. 1 ?

(c) Is the breathing space of workroom, shed, etc., calculated as shown below :

Floor area of room \* its mean height (height above 14 ft., has to be left out of calculation).

(d) Is the maximum capacity entered in Column No. 15 of Form No. 1 the maximum number of persons shown as the lower value of the two calculations shown below :

(i) Floor area of a room less area occupied by machinery in the room divided by 36 [Rule 4(ii)].

(ii) breathing space [as in (c) above] divided by 500.

(e) Have the maximum number of persons as worked out above (lower value) been also shown on the plans for each workroom corresponding to Column No. 15 of Form No. 17 ?

(f) Is the window, ventilator and skylight area provided at the minimum rate of 1 sq. ft. of floor area of the room ? (Rule 19) ?

(g) Can the windows and skylights under Columns Nos. 12 and 13 of Form No. 1 all be opened for ventilation ?

It is recommended that window and skylights may be provided one opposite to another so as to provide cross ventilation ?

(h) Has a flow chart of the manufacturing process supplemented by its brief description in various stages been submitted in triplicate ?

**3. Doors and ventilators** .- (a) Is every work room provided with at least two doors or exits ?

(b) Is the minimum size of every door or exit 6'-6"\*3'

(c) have any doors of ventilators in common with two adjacent rooms been counted in both ?

(d) Are all the doors opening outwards ?

(e) Do the windows and skylights entered under Cols. 12 and 13 of Form No. 1 actually serve the purpose of ventilation ?

**4. Fire Escapes.-** (In case buildings of more than one storey, Rule 61):

(a) Are two fire escapes provided on either side of building ?

(b) Are the fire escapes accessible from every room in the upper floor in the buildings ?

(c) is the material used in construction of the fire escapes non-combustible ?

(d) Are the windows, doors giving access to and external stair-case arranged to open immediately from inside.

(e) Is any fire escape or stair-way constructed at an angle greater than 45° with the horizontal ?

(f) Is any fire escape or stair-way less than 45" in width ?

(g) Is any part of the factory building further (along the line of travel) than 150 ft. from the fire escape stair ?

(h) Have the particulars given against Items 4(e), (f) and (g) above been also clearly shown in the various drawings being submitted ?

**5. Latrines and urinals.-** (a) Are the latrines and urinals provided separately for men and women?

(b) Are these sufficient to meet the requirements of Section 19, read with Rules 41 and 45 ?

(c) Is the surrounding ground up to a distance of 4 ft. all round of impermeable material ?

(d) Is the surrounding ground raised to at least 6" above the ground level ?

(e) Is any latrines, ventilator or opening in the proximity of any opening of main building ?

(f) Do any latrines or urinals communicate with any work room without any intervening space open to the sky ?

(g) Are the latrines of the flush type ?

(h) Are all the drains, pipes and sewers for carrying sullage, sewage water effluent and waste products running within the factory premises constructed of impermeable material ?

(i) Are the drain of flush type latrines connected to drainage system of the local Boards ?

(j) Is an efficient system of septic tanks provided if no drainage system exists ?

(k) Are the latrines provided with roofing ?

**6. Drinking water.-** (a) Is the drinking water provided from a source provided by local Board.

(b) Is any well constructed in the premises of the factory for drinking water or humidification purposes ?

(c) Is the cylinder of the well pucca and impervious to water throughout and up to a depth not less than the lowest level of sub-soil water ?

(d) Are the positions of water centers including wells, hand pumps situated at least 20 ft. away from the washing place, latrines and urinals ?

**7. Rest shelter, canteen and creches.-** If the plans relate to any of these, the following questions should also be answered-

(i) Rest shelter :

(a) Does the building fully meet the requirements of Rule 69(a) ?

(b) Is the roof of heat-resisting material ?

(c) Is the height of every room in the rest shelter at least 12 ft. from the floor level to the lowest part of roof

(ii) Canteen :

(a) Does the building fully meet the requirements of Rule 69(a) ?

(b) Is the roof of heat-resisting material ?

(c) is the height of every room in the rest shelter at least 12 ft. from the floor level to the lowest part of roof ?

(ii) Canteen :

(a) Does the building fully meet the requirements of - Rule 68(4), Rule 68(5), Rule 68(6), Rule 68(7).

(b) Are the canteen buildings situated not less than 50 yards from any latrines, urinals, boiler house, coals, stack coals dumps etc. ?

(c) What is the minimum height of the buildings of canteen measured from the floor level to the lowest part of the roof ?

(iii) Creche :

(a) Does the building of creche meet fully the requirements of - Rule 70(2)(a), Rule 70(2)(b), Rule 70(2)(d), Rule 70 (2) (g).

(b) Is the height of buildings not less than 12 ft. from floor level to the lowest part of roof ?

We certify that the replies given to questionnaire above are correct.

Signature of Manager.

Signature of Occupier.

N. B. - (i) After showing the above details, the plans and site-plans this questionnaire and Form No. 1 should all be submitted in triplicate to the Inspector of Factories of the region concerned for the approval of the Chief Inspector of Factories, Uttar Pradesh.

(ii) A certificate of stability signed by a person having the qualifications laid down in Rule 3(4) shall be submitted on Form No. 2 before the manufacturing process with the aid of power is begun in the building.