



## **GHANA EDUCATION SERVICE**



# **WASH IN SCHOOLS FACILITIES PLANNING AND MANAGEMENT GUIDE**

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## ABBREVIATIONS AND ACRONYMS

CBO	-	Community Based Organisation
CWSA	-	Community Water and Sanitation Agency
DA	-	District Assembly
DWD	-	District Works Department
EHO	-	Environmental Health Officer
FMP	-	Facility Management Plan
GES	-	Ghana Education Service
GSA	-	Ghana Standards Authority
GWCL	-	Ghana Water Company Limited
M&E	-	Monitoring & Evaluation
MLGRD	-	Ministry of Local Government and Rural Development
MMDA	-	Metropolitan, Municipal and District Assemblies
NGO	-	Non-Governmental Organisation
O&M	-	Operation and Maintenance
PTA		Parent Teacher Association
SHEP	-	School Health Education Programme
SMC		School Management Committee
UNICEF	-	United Nations Children's Fund
VIP	-	Ventilated Improved Pit
WASH	-	Water Sanitation and Hygiene
WATSAN	-	Water and Sanitation Committee
WHO	-	World Health Organisation
WinS	-	WASH in Schools

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# 1 INTRODUCTION

## 1.1 Background

Provision of sustainable school WASH facilities is critical for the health and well-being of school children in Ghana. The guide provides the key stakeholders at all levels and the roles and their responsibilities from the planning stage, through selection of feasible WASH options, design, construction and most importantly the operation and maintenance of the facilities provided to ensure long term sustainability. This falls in line with the Basic Education Division and the School Health Education Programme (SHEP) of the Ghana Education Service (GES).

## 1.2 Justification

Well designed WASH facilities do not necessarily guarantee that the facilities will be actually used or if they would be used properly. It does not also guarantee that the facilities will be well maintained in a hygienic and sustainable manner so that it will last up to its design life and beyond and the health and social well-being of school children will be achieved.

In an assessment carried out in public schools in Ghana as part of the preparation of this guide, over 70% of schools with toilets visited, problems were identified in the management and the operation and maintenance of the facilities. The purpose of this guide is to identify stakeholders and define their responsibilities to ensure the sustainable and healthy use of school WASH facilities for the benefit of school children in Ghana.

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## **2 ROLES AND RESPONSIBILITIES OF STAKEHOLDERS**

### **2.1 Identification of Key Stakeholders**

Key stakeholders involved in the delivery of WASH in Schools (WinS) at various levels include the following:

#### **National Level**

Basic Education Unit  
School Health Education Programme (SHEP), Ghana Education Service  
Funds Procurement and Management Unit (FPMU), Ministry of Education  
Environmental Health and Sanitation Directorate (EHSD), MLGRD  
Community Water and Sanitation Agency (CWSA)  
Ghana Health Service/Ministry of Health

#### **Regional Level**

Regional SHEP Office/Regional Education Unit  
Regional Environmental Health Unit  
CWSA Regional Offices

#### **District Level**

District SHEP Office  
District Environmental Health Office  
District Works Department  
School Circuit Supervisors

#### **Community Level**

Assembly Members  
Unit Committee Members  
Non Governmental Organisations  
Community Based Organisations

#### **School Level**

School Management Committee  
Parent Teacher Association  
School Health Committee  
Teachers  
Pupils

#### **Private Sector and NGOs**

School WASH Consultants  
Contractors and Artisans  
Local Non-Governmental Organisations

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## 2.2 Roles and Responsibilities of Stakeholders

### *National Level*

<b>School Health Education Programme, GES</b>
<ul style="list-style-type: none"><li>• Provide the requisite secretarial support for the smooth functioning of the National Steering Committee and Regional and District SHEP Committees.</li><li>• Provide the requisite secretarial support for the national level planning and budgeting for SHEP.</li><li>• Facilitate the development and production of relevant Behaviour Change Communication (BCC) and Information Education and Communication (IEC) material.</li><li>• Co-ordinate and monitor all SHEP activities among partners at all levels.</li><li>• Facilitate the establishment of School Health Committees and School Health Rooms.</li><li>• Develop Monitoring Checklists.</li><li>• Establish a database for programme monitoring and evaluation.</li><li>• Collate reports of all partners in school health.</li><li>• Provide leadership for Advocacy and Capacity Building for SHEP implementing stakeholders.</li><li>• Initiate Research, Documentation and Knowledge Management of SHEP activities.</li><li>• Facilitate the provision of logistics for SHEP Activities.</li><li>• Submit relevant proposals to mobilize funding and other resources for SHEP implementation.</li><li>• Organize national mid-year and annual review meetings.</li><li>• Organize annual celebrations of School Health Week.</li><li>• Establish a Periodical to chronicle and disseminate SHEP Activities.</li></ul>



<b>Funds Procurement and Management Unit, MOE</b>
<ul style="list-style-type: none"><li>• Responsible for all procurement within the ministry (including engaging services of consultants and contractors for water, sanitation and hygiene facilities and services)</li><li>• Conduct tender and biddings for school infrastructure, furniture, textbook etc.</li><li>• Review designs and make recommendations to suit site and budget</li><li>• Award contracts for construction of school infrastructure</li></ul>



<b>Environmental Health and Sanitation Directorate, MLGRD</b>
<ul style="list-style-type: none"><li>• Review existing national policies and ensure that there is a national policy framework that is supportive of improved conditions in schools</li><li>• Ensuring the provision and maintenance of safe school structures and other health-promoting facilities, including ventilation, lighting, toilets, safe water, safe play and recreational grounds and security;</li></ul>

- Enacting relevant bye-laws to promote safety and health standards for schools;
- Inspecting regularly to ensure compliance with safety standards for schools;
- Facilitating the certification of food vendors;
- Liaising with GES to regulate and co-ordinate school health activities of NGOs and other organizations.

#### **Community Water and Sanitation Agency**

- Facilitate the provision of water and sanitation facilities in schools which should be environmental, gender, child and disability friendly;
- Collaborate with GES and other stakeholders to train teachers in the integration of Hygiene Education into school activities.
- Assist the development and dissemination of relevant BCC/IEC materials;

#### **Ghana Health Service, Ministry of Health**

- Provide guidance on the environmental health aspects of school design, construction and maintenance.
- Monitor environmental health conditions, monitor child health.
- Provide training and advice for teachers, schoolchildren and parents on water, sanitation and hygiene.
- Provide technical assistance for the production of relevant IEC materials for the programme.
- Participate in the monitoring, supervision and evaluation of school health programme.
- Initiate, conduct and co-ordinate research in School Health.
- Provide ethical clearance for all School Health research activities carried on school children.

### ***Regional Level***

#### **Regional SHEP Coordinator/Regional Education Unit**

- Plan, co-ordinate and collaborate with all relevant stakeholders on SHEP implementation;
- Undertake budgeting for SHEP activities as appropriate;
- Mobilize resources to monitor and support district plans;
- Monitor school health activities and provide technical backstopping to the districts;
- Ensure effective implementation of relevant policies and decisions emanating from the National SHEP Secretariat;
- Ensure effective dissemination of relevant information within the region;
- Support capacity building of district education officers and other stakeholders;
- Provide feedback to districts;
- Prepare and submit timely reports to the national office.

#### **Regional Environmental Health Unit**



- Ensuring the provision and maintenance of safe school structures and other health-promoting facilities, including ventilation, lighting, toilets, safe water, safe play and recreational grounds and security;
- Ensuring District assemblies promulgate the relevant bye-laws to promote safety and health standards for schools;
- Inspecting regularly to ensure compliance with safety standards for schools;
- Facilitating the certification of food vendors at the regional level.
- Liaising with regional SHEP coordinator to regulate and co-ordinate school health activities of NGOs and other organizations.

#### **CWSA Regional Offices**

- At the regional level, facilitate the provision of water and sanitation facilities in schools which should be environmental, gender, child and disability friendly.
- Collaborate with GES and other stakeholders at the regional level to train teachers in the integration of Hygiene Education into school activities.
- Support SHEP activities among district assemblies in the region and facilitate the dissemination of relevant BCC/IEC materials;

#### ***District Level***

##### **District SHEP Office/District SHEP Coordinator**

- Develop comprehensive district-wide work plan to guide and supervise the activities of school-based Health Coordinators.
- Organize training programmes for School-based Health Coordinators, teachers and other stakeholders.
- Advocate for SHEP activities in the district.
- Support capacity building of relevant stakeholders.
- Organize relevant stakeholder forums for SHEP implementation.
- Co-ordinate the preparation of relevant reports on SHEP for the regional and national secretariats.
- Mobilize schools and communities for SHEP activities.
- Undertake budgeting for SHEP activities as appropriate.
- Co-ordinate and collaborate with all relevant stakeholders on SHEP implementation within the district.
- Ensure effective implementation of relevant policies and decisions emanating from the National and Regional SHEP Secretariats.
- Ensure effective dissemination of relevant SHEP information within the district.
- Provide feedback to schools

##### **District Environmental Health Office**

- Monitoring to ensure school WASH facilities are properly maintained and operated
- Monitoring food vendors are properly certified and have the capacity to provide services to schools

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- Facilitating the desludging of toilet facilities.

**District Works Department**

- Ensuring designs are in accordance with national standards for WASH in Schools
- Ensuring construction is done to national specifications for construction
- Monitoring to ensure school buildings including toilets and other WASH facilities are maintained to ensure safety of children and teachers during use.

**School Circuit Supervisors**

- To assess the role of teachers in ensuring WASH facilities are properly used.
- Assess if WASH training is integrated into classroom work.
- Inspect and ensure school WASH facilities are properly used.
- Ensure all schools in the circuit participate actively in School Health Week activities.

**Community Level****Assembly Members/Unit Committee Members**

- Advocate for schools in their areas of jurisdiction to have appropriate School WASH Facilities.
- Monitor to ensure community members do not use or vandalise School WASH Facilities.
- Follow-up to ensure School WASH Facilities are operated and maintained in accordance with national standards.

**CBOs/NGOs**

- Liaise with Environmental Health Units and District SHEP office in the provision of WASH facilities for schools.
- Advocate for funding for school WASH activities and facilities.
- Provide training and back-up support in collaboration with District SHEP office for school WASH activities.

**School Level****School Management Committee/Parent Teacher Association**

- Advocate locally for improvements in school water supply, sanitation and hygiene.
- Raise funds and help plan improvements with school directors and teachers.
- Support maintenance of school facilities.
- Support provision of consumables, such as soap.
- Ensure school participates actively in School Health Week.

**Head Teachers**

- Liaise with District Assembly, SMC, PTA and other stakeholders for implementation of School WASH Programme.
- Plan and Budget for School WASH Activities and ensure WASH activities are prioritized in the disbursement of the capitation grant.
- Ensure school participates actively in School Health Week.
- Develop work plans for School WASH Activities each term in collaboration with the School-Based Health Coordinator.
- Ensure SHEP activities are incorporated in school end of term report.
- Ensure health activities such as talks, quizzes and competitions, etc are incorporated in school activities each term.
- Ensure that a part of the worship time a few weeks each term are integrated with school WASH activities.
- Ensure teachers incorporate SHEP activities and use SHEP manuals as supplementary materials in preparation of session plans in relevant subjects.
- Ensure WASH messages and/or slogans are delivered during morning assembly at least three times a week.
- Ensure school notice board has WASH messages.

#### **School-Based Health Coordinator**

- Lead the development of work plans for the term, which will include all other members of staff as appropriate.
- Coordinate and provide technical support for School Health Committees and Clubs.
- Facilitate the planning and execution of health activities such as talks, quizzes and competitions, etc.
- Make input into the school end of term report by preparing the component on SHEP.
- Liaise with relevant stakeholders in the delivery of school based services.

#### **Teachers**

- Integrate school WASH messages into classroom teaching and other class activities.
- Supervise and monitor pupils in the use of school WASH facilities.
- Ensure hand washing with soap at critical times is practiced by all pupils.
- Inspect school WASH facilities when on duty to ensure they are properly used and maintained.

#### **Pupils**

- Use school WASH facilities in appropriate manner.
- Maintain school WASH facilities.
- Participate in all school WASH activities actively, including debates, quizzes etc.
- Serve as peer educators and monitor colleagues to ensure various WASH messages are practiced.
- Serve as change agents for WASH behavior change in communities.

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***Private Sector***

<b>Private Sector WASH Consultants, Contractors and O&amp;M Providers</b>
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| <ul style="list-style-type: none"><li>• Design of school WASH facilities.</li><li>• Design of O&amp;M plans and schedules</li><li>• Management of school WASH facilities.</li><li>• Training and capacity building for school WASH.</li></ul> |
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### 3 ASSESSING WASH IN SCHOOLS FACILITIES

At the beginning of each academic, each school shall carry out an assessment of all WASH in Schools (WinS) facilities. The assessment is to determine the state of the various facilities as well as to assess the commitments that need to be made to ensure the existing facilities are managed in a manner that ensures the optimum health of all school children.

The assessment will be carried out by filling the WinS Facilities Management Plan (FMP) for the school (see Annex 2). The WinS Checklist will also be used for the assessment (see Annex 3). The head teacher and the School Health Committee (SHC) will lead the assessment. The WinS facilities to be assessed include the following:

- Water Supply Facilities
- Hand Washing Facilities
- Toilets
- Urinals
- Menstrual Hygiene Facilities and Arrangements
- Solid Waste and Drainage Facilities and Arrangements

#### 3.1 The WinS Facilities Management Plan

This WinS Facilities Management Plan (FMP) is a document that expresses the commitment of the school to ensuring the proper Operation and Maintenance (O&M) of the specified School WASH facilities, including toilets and hand washing facilities among others. The commitment in signing the FMP is binding on the school and will be used to assess how well the school is managing its WASH facilities.

The key components of the FMP will include the following:

- Introduction to FMP
- General and Background Information on School.
- Type of Existing Toilet Facility and its condition.
- Other WASH Facilities and their Conditions.
- Institutional Set-up of School.
- Roles and Responsibilities for Management of WASH
- Funding for new WASH Facilities.
- Type of WASH Facilities Proposed (toilets, hand washing facilities and water supply).
- Funding for O&M.
- Guidelines for O&M Activities of Proposed Toilet.
- Guidelines for O&M Activities for other WASH Facilities
- Maintenance Schedule for Toilet Facility.
- Costing of all Maintenance Activities.
- Signatories to FMP.

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The signatories to the FMP will include the following:

- Head Teacher
- School-based Health Coordinator
- SMC/PTA Chairpersons or their representatives
- SHC Chairperson
- Boys School Prefect
- Girls School Prefect
- Other identified key stakeholders.

The FMP would be reviewed at the beginning of each academic year to ensure everyone is apprised of their roles and responsibilities. Throughout the year, the FMP will be referred to as often as possible in the Operation and Maintenance of the school WASH facilities to ensure no key activities are left out. If at any point in time, some adjustments have to be made to the O&M schedules or other aspects of the FMP, the school is free to make these changes and a sheet explaining the changes that have been done should be attached to the original document duly signed by the SHC Chairperson and the head teacher.

### **3.2 Planning and Budgeting for WASH Facilities**

The school head teacher is the lead person in ensuring funds are available for the provision and maintenance of school WASH facilities. The primary source of funds is the Capitation Grant for maintenance activities. The head teacher will use the Maintenance Activities and Cost guide (Annex 1) to guide the budgeting process for inclusion in the Capitation Grant. Where new facilities such as hand washing facilities are required, they may be included in budget. Where water supply or toilet facilities are required by a school, the school shall apply to the District Assembly for support and go through the WinS project cycle.

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## 4 THE WASH IN SCHOOLS PROJECT CYCLE<sup>1</sup>

The promotion of WASH in schools will be undertaken on a district-wide basis. The focus of providing appropriate WASH facilities is necessary to achieve the health and hygiene benefits for all pupils in schools across the country. The willingness or otherwise of school heads or teachers should not prevent any child from obtaining the benefits of school WASH services. The typical project cycle will be used in the delivery of school WASH services.

### 4.1 Promotion

The promotion of WinS will focus on key stakeholders in a district including the district SHEP office, the district Environmental Health Office, the District Works Department, the school circuit supervisors in the district, School Heads, Parent Teacher Associations, School Management Councils, Assembly Members, teachers and pupils.

The District SHEP officer will liaise with the District Works Department and the District Environmental Health Office for all WASH in Schools (WinS) interventions. The district officials will then contact school heads and give relevant information on WASH in Schools. The school head will also inform the School Management Committee (SMC) and the Parent Teacher Association (PTA) about the interventions. Other WASH stakeholders in the community or district who have the interest of school pupils at heart may be engaged to support in the process.

The benefits of having appropriate school WASH infrastructure and the benefits of the proper use and maintenance of the facilities will be the focus of the information, education and communication approach to be adopted. The details of the promotion message will include:

- The importance of hygiene, sanitation, and water in schools.
- Responsibility of the school for the continuous management and the operations and maintenance of WASH facilities provided for the school.
- Responsibility for financing the operations and maintenance and ensuring sustainable management of the facilities.
- Technology options and service level options and their implications for the sustainable management of the facilities.
- Minimum technical standards and quality.

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<sup>1</sup> Adapted from World Bank/WSP Toolkit on Hygiene, Sanitation and Water in Schools

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- Ownership, roles and responsibilities before construction activities in the school commences, during construction and for the management of the facilities provided.
  - Application and proposal formulation requirements.

## **4.2 Application**

All schools will have to formally apply to benefit from the relevant WASH facilities and services. The national WASH in Schools guide and manuals will be made available to all schools. The head teachers will be responsible for signing the application. The SMCs/PTAs and school health committees will be proactive to ensure the school undertakes the process in a timely manner.

The school will commence the process of filling the WASH in Schools (WinS) Facilities Management Plan (FMP) (see Annex 1). This will indicate the choice of facilities and the willingness of the school to manage them in a sustainable manner. The school will also show that they have the required knowledge on hygiene, sanitation and water issues and have put measures in place to impart key WASH messages to pupils in the school. During the application process the District SHEP office and the Environmental Health Office will maintain open communication lines with all schools.

Planning for an effective and efficient management of WASH facilities in schools is critical for the long term sustainability of the facilities provided. It is essential that the identified stakeholders play their roles effectively during the design process and in the operation and maintenance of a facility.

The School Health Committee with support from the head teacher will then carry out a basic plan for the location of the toilet as well as for the operation and maintenance of all the WASH facilities. The committee will take into consideration all possible options in the selection of a toilet type. Key factors to be considered during the planning process will include the following among others:

- Availability and regular flow of water.
- Soil type and soil conditions, including if the area is water logged or if it is rocky.
- The predominant types of anal cleansing material used in the community.
- Cost for design and construction.
- Operation and maintenance costs of the facilities.
- Availability of expertise for operation and maintenance.



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### **4.3 Pre-Selection**

The pre-selection process will not be aimed at eliminating any school from having improved WASH facilities. It will serve to prioritise the schools which will benefit first from the intervention. It is expected that when well prepared and motivated schools in a district benefit from the project, other schools in the district will be encouraged to apply when the benefits accruing to the schools which have benefitted become obvious. Communities which have been triggered due to CLTS activities and have started the process of getting toilets for their schools will be prioritized.

Pre-selection criteria will be prepared for every district with standardized score sheets. The District Education Office and the circuit supervisors, the District Planning Office, District Works Department and the District Environmental Health will be members of the pre-selection committee. A representative of the District Coordinating Director will chair the pre-selection committee.

### **4.4 Proposal Formulation**

All pre-selected schools will finalise the FMP indicating how the various components of the FMP will be achieved. A baseline study and situation assessment will be carried out to ensure the appropriate information is incorporated in the FMP.

In addition to the FMP, the school would be required to prepare a sketch, indicating the proposed location of school toilet, hand washing facilities. Where a borehole is to be provided, the services of an expert will be required to provide the exact location for drilling to be undertaken. Where an existing toilet is to be rehabilitated, copies of the design drawings for the toilet will included if available.

### **4.5 Appraisal**

Appraisal of the FMP will be undertaken by the same team that does the pre-selection. The main aim of the appraisal is to confirm the commitment of the school to ensure a sustainable management of the WASH facilities to be provided for the school. A Memorandum of Understanding (MoU) between the school and the District Assembly will be signed. The school circuit supervisor and the District SHEP officer will be witnesses to the MoU.

### **4.6 Implementation**

The implementation phase will have two key elements as follows:

- Construction and/or rehabilitation of existing WASH facilities, and
- Development and/or strengthening of hygiene education programmes by incorporating these activities into school curriculum and programmes.

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Procurement of services for construction and/or rehabilitation will be done in accordance with the Public Procurement Act, Act 663. Design and construction will be done in accordance with the national standards of the Ghana Institution of Engineers and the Ghana Institution of Surveyors. Before construction commences, a meeting of all stakeholders will meet on the school premises to hand over the site to the contractor. The representative of the contracting authority responsible for the supervision of the contractor will be presented at the hand-over meeting.

The representatives of the school will be mandated to be part of all site meetings. Any anomalies or challenges the school would have during construction will be addressed to the contracting authority (District Assembly), and copied to the District SHEP office and representative of the contracting authority on the site. Training on operation and maintenance requirements of the toilet facility will be included in the contractors work.

#### **4.7 Management, Operation and Maintenance**

The management and the operation and maintenance of school WASH facilities is critical in ensuring the sustainable and hygienic use of the facilities provided for each school. School WASH facilities provided will be managed as agreed in the FMP. Operation and maintenance activities will be done in accordance with the national standards and as agreed in the FMP. Funding for O&M is critical and schools will ensure that provision is made for all requirements especially soap and cleaning materials at the beginning of each term. Prescribed O&M activities will be done at the required time.

The school circuit supervisor, the district SHEP officer and the EHO at the District Assembly will include the monitoring of the WASH facilities provided by the school in their routine monitoring exercises. The circuit supervisors will be required to check to ensure the appropriate hygiene messages are incorporated into curriculum and required messages are delivered as required at school assembly sessions.

Existing management structures in schools will be adapted for the management of WASH facilities.

- The School Management Committee (SMC) and Parent Teacher Association (PTA) will be responsible for the overall management of School WASH.
- The SMC and PTA will provide support in the repair of components of school WASH facilities which will fall into disrepair. They will also facilitate the provision of soap, ensure availability of water from community water supplies and facilitate the provision of desludging services in conjunction with the

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Environmental Health Officers.

- The Head Teacher and the teacher responsible for hygiene education will have overall responsibility for the day-to-day management of WASH facilities.
- All teachers will be trained on the basic tenets of school WASH to enable them undertake proper supervision of the pupils when they are on duty.
- The District Assembly officials, especially the Environmental Health Officers, will include monitoring of school WASH facilities in their schedules as is required by law. They will facilitate the desludging of toilets when the pits/tanks get full. The District Works Department will ensure that school WASH facilities are constructed according to national standards as required by law.
- The District Coordinator of the School Health Education Programme (SHEP) will coordinate with the Environmental Health Officers in ensuring school WASH facilities are properly constructed and managed. They will also ensure appropriate hygiene materials are available for use in all schools in their district.
- Where there are Non-Governmental Organisations (NGOs) and Community Based Organisations working in WASH activities in the community, they may be included in the management of the school WASH facilities.

Key O&M activities to be undertaken will be for the following:

- Maintenance of water sources on the school premises
- Maintenance and disposal of wastewater from hand washing facilities
- Maintenance of school toilet facilities
- General cleaning of classrooms and school compound
- Collection and disposal of solid waste
- Disposal of food and other waste by food vendors
- Disposal of Menstrual Hygiene materials.

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## 5 O&M REQUIREMENTS OF TOILETS

The major characteristic of an improved toilet is that it must ensure the hygienic separation of human excreta from human contact. An improved toilet for use by schools must not do any of the following:

- Act as medium to fly breeding or provide access to flies, other insects and animals
- Require handling of raw human excreta
- Produce odour and produce ugly sight
- Pollute or contaminate ground water
- Pollute or contaminate surface water
- Pollute or contaminate the soil.

To ensure sustainability of school WASH facilities, a strict operation and maintenance schedule will be maintained. A training session on the use of the toilet facility will be done for every new toilet facility. This training will involve the people who will be involved in the cleaning, operation and maintenance of the facility.

Where feasible, schools will engage the services of a cleaner for the general cleaning and maintenance of the school WASH facilities. The operation and maintenance activities for a school toilet will be done in a manner to ensure the toilets are operated and used in a hygienic and environmentally sustainable manner to ensure the health of all pupils, especially adolescent girls.

### 5.1 The Conventional Flush Toilet

#### 5.1.1 Guidelines for Operation of a Conventional Flush Toilet

- Only soft anal cleansing materials must be used to avoid blockage of pipes. All anal cleansing materials should be put into the water closet.
- Anal cleansing material must NOT be kept in a basket or box in the chamber for waste paper. This will attract flies and other insects.
- The immediate surroundings of the toilet must be kept clean and weeded regularly. This will prevent rodents from entering the toilet.
- Septic tank must be emptied when it is full i.e. 500mm below the top surface of the tank.
- Soakaway or drain field must be professionally assessed yearly especially during the rainy season to ensure they do not get clogged and are properly drained.

- 
- Urinals must be checked regularly to ensure water flows through properly to avoid smells.
  - Hand washing facilities, taps and plumbing work must be checked regularly to ensure they are operating as designed and there are no leakages.

### **5.1.2 General Guideline for Maintenance of the Conventional Flush Toilet**

- Privy rooms must be swept daily to keep them clean.
- Privy rooms must be scrubbed to remove remains of faeces and urine.
- Cracks that appear on the structure must be professionally assessed and repaired immediately.
- Septic tanks must be checked quarterly to ensure they do not overflow.
- Vent pipes must be checked twice a year.
- Repair any locks that get damaged immediately.

## **5.2 The Pour Flush Toilet**

### **5.2.1 Guidelines for Operation of a Pour Flush Toilet**

- Only soft anal cleansing materials must be used to avoid blockage of pipes. All anal cleansing materials should be put into the water closet.
- Anal cleansing material must NOT be kept in a basket or box in the chamber for waste paper. This will attract flies and other insects.
- The immediate surroundings of the toilet must be kept clean and weeded regularly. This will prevent rodents from entering the toilet.
- Septic tank must be emptied when it is full i.e. 500mm below the top surface of the tank.
- Soakaway or drain field must be professionally assessed yearly especially during the rainy season to ensure they do not get clogged.
- Plunger must be used periodically to unblock pour flush bowl.
- Urinals must be checked regularly to ensure water flows through properly to avoid smells.
- Hand washing facilities, taps and plumbing work must be checked regularly to ensure they are operating as designed and there are no leakages.

### **5.2.2 General Guideline for Maintenance of the Pour Flush Toilet**

- Privy rooms must be swept daily to keep them clean.

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- Privy rooms must be scrubbed to remove remains of faeces and urine.
  - Plunger
  - Tree branches overhanging the toilet must be cut. This impedes the flow of light down the vent pipe.
  - Cracks that appear on the structure must be professionally assessed and repaired immediately.
  - Septic tanks must be checked quarterly to ensure they do not overflow.
  - Vent pipes must be checked twice a year.
  - Repair any locks that get damaged immediately.

### **5.3 The KVIP**

#### **5.3.1 *Guidelines for Operation of a KVIP***

- It is very important that the design population uses the toilet. An excess number disrupts the alternating arrangement and the toilet will not function as designed.
- Doors to the privy rooms must always remain shut even when the toilet is not in use.
- The drop hole in use must never be covered. This will disrupt the flow of air into the pit and would cause odour to remain in the rooms of the toilet. The drop hole not in use must be sealed such that it will not be used but should be easily unsealed when it is time to alternate.
- Only soft materials anal cleansing materials must be used. All anal cleansing materials should be put into the pit.
- Anal cleansing material must NOT be kept in a basket or box in the chamber for waste paper. This will attract flies and other insects.
- The immediate surroundings of the toilet must be kept clean and weeded regularly. This will prevent rodents from entering the toilet.
- Urinals must be checked regularly to ensure water flows through properly to avoid smells.
- Hand washing facilities, taps and plumbing work must be checked regularly to ensure they are operating as designed and there are no leakages.

#### **5.3.2 *General Guideline for Maintenance of the KVIP***

- Defective vent pipe must be replaced immediately.
- A little water must be poured down the vent pipe at the end of each month to remove cobwebs.

- 
- Privy rooms must be swept daily to keep them clean.
  - Privy rooms must be scrubbed to remove remains of faeces and urine. Disinfectants must be diluted before use.
  - Tree branches overhanging the toilet must be cut. This impedes the flow of light down the vent pipe.
  - Cracks that appear on the structure must be professionally assessed and repaired immediately.
  - Fly screen must be inspected and changed half yearly. If found to be torn during inspections, it must be replaced immediately.
  - Repair any locks that get damaged immediately.
  - Pits must be alternated when faecal matter rises up to 500mm below the squat slab.

## **5.4 The VIP**

### **5.4.1 *Guidelines for Operation of a VIP***

- It is very important that the design population uses the toilet. An excess number causes the pits to fill up very fast.
- Doors to the privy rooms must always remain shut even when the toilet is not in use.
- The drop hole must never be covered. This will disrupt the flow of air into the pit and would cause odour to remain in the rooms of the toilet.
- Only soft materials anal cleansing materials must be used. All anal cleansing materials should be put into the pit.
- Anal cleansing material must NOT be kept in a basket or box in the chamber for waste paper. This will attract flies and other insects.
- The immediate surroundings of the toilet must be kept clean and weeded regularly. This will prevent rodents from entering the toilet.
- Urinals must be checked regularly to ensure water flows through properly to avoid smells.
- Hand washing facilities, taps and plumbing work must be checked regularly to ensure they are operating as designed and there are no leakages.

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### **5.4.2 General Guideline for Maintenance of the VIP**

- Defective vent pipe must be replaced immediately.
- A little water must be poured down the vent pipe at the end of each month to remove cobwebs.
- Privy rooms must be swept daily to keep them clean.
- Privy rooms must be scrubbed to remove remains of faeces and urine. Disinfectants must be diluted before use.
- Tree branches overhanging the toilet must be cut. This impedes the flow of light down the vent pipe.
- Cracks that appear on the structure must be professionally assessed and repaired immediately.
- Fly screen must be inspected and changed half yearly. If found to be torn during inspections, it must be replaced immediately.
- Repair any locks that get damaged immediately.
- Pits must be emptied when faecal matter rises up to 500mm below the squat slab.

## **5.5 The Biofil Toilet**

### **5.5.1 Guidelines for Operation of a Biofil Toilet**

- Only soft materials anal cleansing materials must be used. All anal cleansing materials should be put into the water closet.
- Anal cleansing material must NOT be kept in a basket or box in the chamber for waste paper. This will attract flies and other insects.
- The immediate surroundings of the toilet must be kept clean and weeded regularly. This will prevent rodents from entering the toilet.
- Biofil digester should be checked regularly to ensure bio-media is functional.
- Urinals must be checked regularly to ensure water flows through properly to avoid smells.
- Hand washing facilities, taps and plumbing work must be checked regularly to ensure they are operating as designed and connected to the biofil squat bowl for use as water seal.



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### 5.5.2 *General Guideline for Maintenance of the Biofil Toilet*

- Privy rooms must be swept daily to keep them clean.
- Privy rooms must be scrubbed to remove remains of faeces and urine.
- The use of disinfectants and other cleansing agents for the biofil bowl should be kept at the minimum or not used at all.
- Detergents may be used sparingly in cleaning bowls.
- Tree branches overhanging the toilet must be cut. This impedes the flow of light down the vent pipe.
- Cracks that appear on the structure must be professionally assessed and repaired immediately.
- Vent pipes must be checked twice a year.
- Repair any locks that get damaged immediately.

## 5.6 **The Biogas Toilet**

### 5.6.1 *Guidelines for Operation of a Biogas Toilet*

- Only soft materials anal cleansing materials must be used. All anal cleansing materials should be put into the water closet.
- Anal cleansing material must NOT be kept in a basket or box in the chamber for waste paper. This will attract flies and other insects.
- The immediate surroundings of the toilet must be kept clean and weeded regularly. This will prevent rodents from entering the toilet.
- Soakaway or drain field must be professionally assessed yearly especially during the rainy season to ensure they do not get clogged.
- Biogas digester should be checked regularly to ensure that it is functioning as designed.
- The gas collection mechanism and all accessories must be inspected monthly by a professional to ensure it operates as designed and there are no gas leaks.
- Periodic emptying of sludge has to be undertaken according to design to avoid sludge build up in tanks which reduces volume of the digester.
- Urinals must be checked regularly to ensure water flows through properly to avoid smells.
- Hand washing facilities, taps and plumbing work must be checked regularly to ensure they are operating as designed and there are no leakages.

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### 5.6.2 General Guideline for Maintenance of the Biogas Toilet

- Privy rooms must be swept daily to keep them clean.
- Privy rooms must be scrubbed to remove remains of faeces and urine.
- Tree branches overhanging the toilet must be cut. This impedes the flow of light down the vent pipe.
- Cracks that appear on the structure must be professionally assessed and repaired immediately.
- Septic tanks must be checked quarterly to ensure they do not overflow.
- Vent pies must be checked twice a year.
- Repair any locks that get damaged immediately.

### 5.7 Required Frequency of Cleansing and Maintenance Activities

The required frequency for cleansing and maintenance activities for a toilet will include the following:

No.	Activity	Frequency
1	Cleaning of Walls and Floors	Daily
2	Cleaning of Toilet Bowls & Drop Holes	Daily
3	Cleaning of Wash Hand Basins & Drains	Daily
4	Sweeping	Daily
5	General cleaning of Building & Surroundings	Weekly
6	Weeding around facilities	Monthly/as necessary
7	Inspect and repair of technical components (vents, nets, chambers, plumbing etc)	Monthly
8	Painting	Yearly
9	General repairs of structure, chambers etc	Yearly
10	Emptying of pits, tanks etc	As necessary
11	Inspection of electrical works	As necessary

### 5.8 Responsibilities for O&M

It is important to maintain cleanliness in and around toilet facilities. Various stakeholders have different roles in the ensuring cleanliness. These include the following:

No.	Activity	Responsibility	How Often
1	Resource Mobilisation for O&M	SMC/PTA	Every Term

2	Periodic Repairs	SMC/PTA/School Head	Annually
3	Monitoring	EHO/SHEP	Twice a term
4	Supply of Consumables	SMC/PTA/ Capitation Grant	Every term
5	Supervision	School Head/ Teacher on duty/ Hygiene Coordinator	Daily
6	Cleaning and General Maintenance	Pupils or employed cleaner	Daily

Where pupils are responsible for cleaning, a cleaning schedule will be prepared and will include all pupils in the classes who are expected undertake cleaning activities including both boys and girls.

## 5.9 Basic Cleaning Tools, Equipment and Materials

Basic tools, equipment and materials required for cleaning toilets will include the following:

No.	Item Description	Minimum Quantities
1	Scrubbing Brush	2
2	Local Broom	2
3	Long Broom	2
4	Mop	2
5	Wellington Boots	1
6	Nose Mask	4
7	Gloves	2
8	Disinfectant	4 litres
9	Liquid Soap	2 litres
10	Detergent	1 kg
11	Plunger	1
12	Bucket	2
13	Cutlass	1
14	Water Storage Container	300 litres

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## **6 O&M REQUIREMENTS OF OTHER WASH FACILITIES**

### **6.1 O&M of Water Supply Facilities**

- Ensure there is a fetching vessel under the tap when tap is opened except when hands are being washed.
- Repair all leakages immediately they appear on storage tanks, along pipe lines and at the taps.
- Ensure drains and/or soakaway are clean and functional.
- Clean area around tap/ fetching point daily.
- Ensure storage tanks are cleaned at least once a year.

### **6.2 O&M of Hand Washing Facilities**

- Hand washing containers must be cleaned daily
- Hand washing containers must be disinfected weekly.
- Taps must be repaired immediately leakages appear.
- Ensure drains and/or soakaway are clean and functional.

### **6.3 Cleaning of School Compound**

- School compound must be swept regularly (at least once a week)
- Weeding of school compound must be done at least once a term. During the rainy season weeding must be done monthly.

### **6.4 Solid Waste Disposal**

- Bins should be provided for the collection of solid waste.
- Source separation and recycling of waste may be carried out. Special bins will be provided for organics, paper and plastics separately.
- Paper and plastics will be sent for recycling especially when collection agents or the recycling agents are available in the district.
- Where composting of organic fraction of waste is carried out, it should be done under strict supervision of a teacher who has the technical know-how.
- All bins and surrounding areas, especially bins for the organic fraction of the waste shall be kept clean.

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## 7 MANAGEMENT OPTIONS FOR SCHOOL TOILETS

The management system put in place for the management as well as operation and maintenance is critical for the long term sustainability of school WASH facilities. Funding is critical since the lack of funds impacts negatively on the O&M of the facilities. Three options have been identified for the management of school WASH facilities. In the preparation of the FMP for each school, the management option has to be established, and all stakeholders will have to agree and support the selected model to ensure the system is sustainable. The management options include the following:

- Management by school with pupils responsible for O&M under supervision of teachers.
- Management by a food vendor or stationery vendor or any other vendor on the school compound.
- Full privatization of management of the toilet to a group of individuals or company.

### 7.1 Management by School

The management of a school toilet by the school with O&M activities by pupils is the traditional method used in most public schools in Ghana. The main advantage of this system is the absence of payment for the services rendered since the cleaning is part of activities undertaken by all pupils in a school. The major drawback of this system is time taken by children early in the morning to undertake the cleaning activities, which sometimes involves fetching water over long distances to undertake the cleaning activities. Another drawback is the dependence solely on the capitation grant for funding.

To make this system more sustainable, it may be necessary to involve the SMC and/or PTC in the raising of funds to ensure the required materials, tools and consumables are always available, especially at the beginning of the term when the capitation grant is not yet available.

### 7.2 Management by Vendor

The management of a school toilet by a vendor on the school compound is a system where the rent the vendor will be required to pay for the use of the shop, canteen or the premises of the school is negotiated and that is converted into a management fee for the cleaning of the toilet.

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The major advantage of this system is that children are absolved of the chore of cleaning and the school can use the funds earmarked for WASH consumables for IEC materials and training for the school pupils. The major drawback would be if the vendors do not have the skills or expertise for undertaking the O&M activities and/or the rent payable per term is not adequate to fund the O&M activities for the term. Depending on the location of the school, especially in urban settings, the vendor may sell items like newspapers etc on outskirts of the school compound, without patrons coming onto the compound, and this could increase the revenue required to pay the vendor.

### **7.3 Management by Private Entity**

A private entity may be engaged to undertake the management of a school toilet. The entity is paid a fixed monthly sum and they are responsible for all the O&M activities associated with the facility. The private entity does not have to be engaged in any other activity on the school compound and as such may have the required expertise for undertaking the cleaning.

The major advantage of this system is the assurance that the toilet facilities are constantly clean and the children do not have the chore of cleaning of the facility. The major drawback of this system is the funding requirement for the payment of the private entity. Revenues obtained from vendors as well as contributions from the SMC and PTA can be used in the payment of the vendor

## APPENDIX 1: MAINTENANCE ACTIVITIES AND COSTS

ACTIVITY	WHO	HOW	HOW OFTEN	COST
Cleaning of toilets	Pupils on rotation basis	Sweeping and scrubbing	Every day	
Provision of water	Pupils on rotation basis	Filling of water tank	Every day	
Provision of soap	Head teacher, School based Health Coordinator	Supplying soap	Soap available every day	
Securing the toilet after school hours	Head teacher, School based Health Coordinator	Buying padlocks to lock the toilet	Replace as and when	
Changing of fly screen	Head teacher, School based Health Coordinator	Buying nets to replace existing one	Twice a year	
Repairing/changing locks	Head teacher, School based Health Coordinator	Repairing or replacing of locks & hinges	Immediately detected	
Repairing cracks in walls	Head teacher, School based Health Coordinator	Arranging for mason to repair	Immediately detected	
Repairing of foot rests	Head teacher, School based Health Coordinator	Arranging for mason to repair	Immediately detected	
Repairing/changing defective vent pipes	Head teacher, School based Health Coordinator	Repairing or replacing vent pipe	Immediately detected	
Repairing changing leaking roofs	Head teacher, School based Health Coordinator	Repairing or Replacing roofing sheet	Immediately detected	
Desludging of filled septic tank/pit	Head teacher, School based	Arranging with DWD	Immediately full	

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	Health Coordinator			
Re-painting	Head teacher, School based Health Coordinator	Arranging for repainting	Every two years	
<b>Total Cost GH¢</b>				

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**APPENDIX 2: STANDARD FMP FOR SCHOOL WASH**



**GHANA EDUCATION SERVICE  
BASIC EDUCATION UNIT**



**WASH IN SCHOOLS  
FACILITIES MANAGEMENT PLAN**

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**DECEMBER 2013**

**BY ANNEMARIEKE MOOIJMAN, HAROLD ESSEKU AND VINCENT TAY**



**GHANA EDUCATION SERVICE**

**BASIC EDUCATION UNIT**

**(SCHOOL HEALTH EDUCATION PROGRAMME)**

**WASH in SCHOOLS (WinS)**

**FACILITIES MANAGEMENT PLAN**

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For School WASH Facilities

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## **INTRODUCTION**

This Facilities Management Plan is a document that expresses the commitment of the signatories to ensuring the proper Operation and Maintenance (O&M) of the School WASH Facilities including Toilet, Hand Washing facilities and to ensure the school environment is kept in an environmentally friendly and healthy manner. The commitment in this document is binding on the school and will be used to assess how well the school is in maintaining a healthy environment conducive to the health and well-being of the school children.

The document should be referred to as often as possible in the Operation and Maintenance of the facilities. If at any point in time, some adjustments have to be made to the O&M schedules or other aspects of the FMP, the school is free to make these changes and a sheet explaining the changes that have been done should be attached to the original document duly signed by the Head teacher and the SHC Chairperson.

### **Processing**

The FMP should be discussed with the School Health Committee and filled by the Head teacher on behalf of the school. Once the document is filled and signed, it should be given to the Municipal/District SHEP Coordinator who will in turn endorse it and pass it on to the Municipal/District Works Department for verification and endorsement. Copies of the completed and endorsed FMP are made and distributed to the Municipal/District Education Office, the Municipal/District Assembly and the original sent to the school.

December 2013

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<b>BASIC INFORMATION ON SCHOOL</b>							
NAME OF SCHOOL			LOCATION		CIRCUIT		
CONTACT PERSON(S) IN SCHOOL							
						Contact No.	
1.							
2.							
SCHOOL POPULATION		KG/PRIMARY		JHS		TOTAL	
		Male	Female	Male	Female	Male	Female
1. Teachers							
2. Pupils							
3. Food Vendors							
4. Others							
Grand Total							
<b>EXISTING TOILETS AND URINALS</b>							
Does the school have a Toilet?	Yes	No	Does the school have separate toilets for girls boys and teachers			Yes	No
Does the school have a Urinal?	Yes	No	How many rooms are there in the toilet?		Girls	Boys	Teachers
Does the girls toilets have a changing room for girls during their period?	Yes	No	Describe the menstrual hygiene materials are disposed off?				
Type of Existing Toilets:							
Present condition of Toilets:				Present condition of Urinals			
Describe the type of maintenance done and how often it is done:							

<b>HAND WASHING FACILITIES</b>					
Does the School have Hand Washing Facilities	Yes	No	What type of hand washing facilities are they?		
Where are the hand washing facilities located?	Near toilet		Near canteen	Near classroom	
<b>DRAINAGE</b>					
How is excess water from hand washing disposed off?	Soakaway		Drains	Other. Describe	
How is rain water taken away from the school compound?					
Is there erosion taking place around classroom blocks	Is there erosion taking place around toilets		Is there erosion on the school compound		
Yes	No	Yes	No	Yes	No
What measures have been put in place to check erosion on the compound?					
<b>SOLID WASTE</b>					
How does the school dispose of solid waste?					
Refuse Dump		Refuse Bin		Other	
Does the school practice any special solid waste collection?					
Source separation		Composting		Recycling	
<b>WATER SUPPLY</b>					
What type of water supply system does the school have?					
Piped Water		Borehole		Rainwater Harvesting	
Is the water piped in various classrooms, canteen etc?					
Describe cleanliness around the water supply sources					

<b>INSTITUTIONAL SETUP</b>					
Does the School have a School Management Committee?	Yes	No	Does the School have a School Health committee?	Yes	No
<b>MEMBERS OF THE SCHOOL HEALTH COMMITTEE</b>					
Name		Designation		Signature	
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
<p>We the above duly constitute the School Health Committee of .....</p> <p>..... School which is located at</p> <p>..... in the ..... District.</p> <p>We undertake to be responsible for health (including sanitation) development of the pupils in this school in line with the Ghana Education Service's School Health Education Programme (SHEP).</p>					

<b>SOURCES OF FUNDS</b>				
Does the School benefit from the Government's Capitation Grant?	Yes	No		
Does the School have other sources for funds?	Yes	No		
Please describe the other sources of funds:				
<b>PROPOSED WASH FACILITIES</b>				
What type of <b>TOILET FACILITY</b> will be constructed in the School?				
How many rooms will it have?	Boys	Girls	Teachers	Total
What type of <b>WATER SUPPLY FACILITY</b> will be provided in the School?	Piped Water		Borehole	
Will a <b>Rain Water Harvesting</b> system be provided?	Yes		No	
What type of <b>HAND WASHING FACILITIES</b> will be provided for the School?				
Where will the hand washing facilities be located				
How will water be <b>DRAINED</b> from the school?				
How will <b>SOLID WASTE</b> be disposed from the compound				
<b>OPERATION AND MAINTENANCE</b>				
How much money will be required for Operation and Maintenance (O&M) annually?	GH¢			
Describe how the money for O&M will be raised				



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**SKETCH SHOWING PROPOSED LOCATION OF TOILET FACILITIES**

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We the management of the School, hereby undertake to raise the specified amount for the Operation and Maintenance (O&M) of the School Toilet with the assistance of the School Health Committee, the Parents Teacher Association, the School Management Committee and any other sources to ensure the maintenance requirements of the School Toilet are met from the time of handing over the facility to the school.

Signed: ..... Head Teacher Date: .....

<b>MAINTENANCE SCHEDULE</b>	
Describe how sweeping and cleaning will be organized:	
Who will supervise?	
How often will the surrounds of the school compound be weeded?	
Describe how the weeding will be organized	
Who will supervise?	
Can the school protect the WASH Facilities from being Vandalized?	
Describe how the WASH Facilities, especially Toilets and Water Supply will be protected from Vandalism:	
Describe how water for the hand washing facility will be provided:	

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**DECLARATION**

This Facilities Management Plan (FMP) for the Toilet facility in this school was adopted at a meeting held on ..... after it was discussed and agreed on by staff members and pupils of the school accepting to adopt it for the common good of the school.

In this regard, the elected School Health Committee members, whose particulars appear below, were authorized to sign the document on behalf of the school accepting the information contained in the document as from the date indicated.

Name	Position	Signature/Mark
Witnessed by Municipal/District SHEP Coordinator:		
Date		

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**(FOR OFFICE USE) MUNICIPAL/DISTRICT ASSEMBLY**

Name of Municipal/District Assembly:		
<b>COST OF FACILITY</b>		
Type of facility	Total Cost GH¢	
<b>CONTRACTOR</b>		
Name of Construction Company		
Contact Address:		
Phone Number:		
Contract awarded on (date)		
Works completed on (date)		
Toilet handed Over on (date)		
<b>DWD Record</b>		
Received, Checked and Certified by:		
1.		
2.		
Name	Position	Date
<b>(FOR OFFICE USE) GES DISTRICT OFFICE</b>		
Received, Checked and Certified by:		
1.		
2.		
Name	Position	Date

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**APPENDIX 3: GUIDELINES FOR O&M OF WASH FACILITIES**

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