

WASH IN SCHOOLS

Facilities Management Plan



GHANA
EDUCATION
SERVICE



Ghana Education Service

WASH in Schools (WinS)
Facilities Management Plan for School WASH Facilities
January 2014

Developed with technical and financial support from:
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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 SMC Chairperson.

Processing

The FMP should be discussed with the School management 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.

BASIC INFORMATION ON SCHOOL							
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							
EXISTING TOILETS AND URINALS							
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?		Yes	No
Type and number of Existing Toilets:							
Present condition of Toilets:				Present condition of Urinals			
Describe the type of maintenance done and how often it is done:							
HAND WASHING FACILITIES							
Does the School have Hand Washing Facilities		Yes	No	What type of hand washing facilities do they have?			
Where are the hand washing facilities located?		Near toilet		Near canteen	Near classroom		
DRAINAGE							
How is excess water from hand washing disposed off?		Soak away		Drains		Other: Describe	
How is rain water drained 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 stop or repair erosion on the compound?							

SOLID WASTE		
How does the school dispose of solid waste?		
Refuse Dump	Refuse Bin	Other: Describe
Does the school practice any special solid waste collection?		
Source separation	Composting	Recycling
WATER SUPPLY		
What type of water supply system does the school have? (more than one is possible)		
Piped Water	Borehole	Rainwater Harvesting
Is there water piped in various classrooms, canteen etc.?		
Describe cleanliness around the water supply sources		
INSTITUTIONAL SETUP		
Does the School have a functioning School Management Committee?	Yes	No
MEMBERS OF THE SCHOOL MANAGEMENT COMMITTEE		
Name and Contact No.	Designation	Signature
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
We the above duly constitute the School management committee of		
..... School which is located at		
..... in the District.		
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).		

SOURCES OF FUNDS					
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:					
PROPOSED WASH FACILITIES					
What type of TOILET FACILITY is proposed to be constructed in the School?					
How many rooms will it have?		Boys	Girls	Teachers	Total
Will a Rain Water Harvesting system be provided?			Yes	No	
What type of HAND WASHING FACILITIES will be provided for the School?					
Where will the hand washing facilities be located					
How will water be DRAINED from the school buildings and compound?					
How will SOLID WASTE be disposed from the compound					
OPERATION AND MAINTENANCE					
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			
How much money will be required for Operation and Maintenance (O&M) annually (including the above list of tools, equipment and materials?)		GH¢			
Describe the sources of funding for O&M:					

SKETCH SHOWING PROPOSED LOCATION OF TOILET FACILITIES

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 management 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:

MAINTENANCE SCHEDULE			
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	
Describe how cleaning and maintenance according to above schedule will be organized:			
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
Would you be able to undertake the responsibilities for O&M according to above schedule? If not, indicated proposed alterations.			

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:	

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 management 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

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

(FOR OFFICE USE) MUNICIPAL/DISTRICT ASSEMBLY

Name of Municipal/District Assembly:		
COST OF FACILITY		
Type of facility	Total Cost GH¢	
CONTRACTOR		
Name of Construction Company		
Contact Address:		
Contact No.		
Contract awarded on (date)		
Works completed on (date)		
Toilet handed Over on (date)		
DWD Record		
Received, Checked and Certified by:		
1.		
2.		
Name	Position	Date
(FOR OFFICE USE) GES DISTRICT OFFICE		
Received, Checked and Certified by:		
1.		
2.		

GUIDELINES FOR O&M OF WASH FACILITIES**A. Responsibilities for O&M**

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

B. Cleaning Tools, Equipment and Materials

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 – 1,000 litres

C. Cleansing and Maintenance Activities for Toilets

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

Additional operational activities related to specific toilets can be found in the Facilities Management and Planning Guide

D. O&M of Other WASH Facilities

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 soak away are clean and functional.
- Clean area around tap/ fetching point daily.
- Ensure storage tanks are cleaned at least once a year.

O&M of Hand Washing Facilities
<ul style="list-style-type: none"> • 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 soak away are clean and functional.
Cleaning of School Compound
<ul style="list-style-type: none"> • 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.
Solid Waste Disposal
<ul style="list-style-type: none"> • 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.

E. Estimated Operation and Maintenance Cost

ACTIVITY	WHO	HOW	HOW OFTEN	COST
Provision of cleaning materials (Scrubbing brushes, brooms, mops, buckets, disinfectants etc)	Head teacher, PTA, SMC	Purchase of materials	Every term and/or when needed	
Cleaning of toilets	Pupils on rotation basis/cleaner	Sweeping and scrubbing	Every day	
Cleaning of water supply & hand washing facilities	Pupils on rotation basis/cleaner	Sweeping and scrubbing	Every day	
Provision of water	Pupils on rotation basis/ tanker services	Filling of water tank	Every day	
Provision of soap for hand washing	Head teacher, PTA, School based Health Coordinator	Supplying soap	Soap available every day	
Provision of appropriate anal cleansing materials	Head teacher, PTA, School based Health Coordinator	Supplying anal cleansing materials	Anal cleansing material available every day	
Cleaning of water storage tank	Head teacher, PTA, School based Health Coordinator	Cleaning the tank	Once a year	
Securing the toilet after school hours	Head teacher, PTA, School based Health Coordinator	Buying padlocks to lock the toilet	Replace as and when	

ACTIVITY	WHO	HOW	HOW OFTEN	COST
Repair/changing locks and hinges for WASH facilities	Head teacher, PTA, School based Health Coordinator	Repairing or replacing of locks & hinges	Immediately detected	
Repair of leakages on storage tanks, taps, hand washing facilities and drainage.	Head teacher, PTA, School based Health Coordinator	Repairing or replacing damaged parts	Immediately detected	
Repair of toilet structure, roofs, chambers etc.	Head teacher, PTA, School based Health Coordinator	Arranging for mason to repair	Immediately detected	
Inspection & repair of toilet technical components (vents, screens, plumbing, electrical, chambers, cover slabs, etc)	Head teacher, PTA, School based Health Coordinator	Repairing or replacing vent pipe	Immediately detected	
Inspection and repair of water supply and hand washing facilities	Head teacher, PTA, School based Health Coordinator	Repairing or Replacing roofing sheet	Immediately detected	
Inspection and repair of drains, soakaways	Head teacher, PTA, School based Health Coordinator	Repairing or Replacing roofing sheet	Immediately detected	
Sweeping of School Compound	Head teacher, School based Health Coordinator	Sweeping	Weekly	
Emptying of Refuse Bins	Head teacher, School based Health Coordinator	Proper disposal	Weekly	
Emptying of Tanks or Pits	Head teacher, PTA, School based Health Coordinator	Arranging with DWD/ EHA to support desludging	Two years after sealing of Pit	
Re-painting	Head teacher, PTA, School based Health Coordinator	Arranging for repainting	Every two years	
Total Cost GH¢				



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