*Prepared by: UBSUP Technical Team  
Version: 2.0  
Last Update: August 2017*

**Checklist constructed toilet:**

|  |  |  |  |
| --- | --- | --- | --- |
| Customer name: |  | Telephone no.: |  |
| Address: |  | Plot no.: |  |
| Area: |  | GPS coordinates: |  |

**General:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| No. | Issue to be checked | Yes | No | Remarks |
| 1 | Is instruction poster “How to use this toilet” present? |  |  |  |
| 2 | Is instruction poster “How to clean this toilet” present? |  |  |  |
| 3 | Are people trained on the use of the toilet? |  |  |  |
| 4 | Are people aware of emptying options? |  |  |  |
| 5 | Is hand washing facility available? |  |  |  |
| 6 | Is a urinal available? |  |  |  |
| 7 | Is the general look of the construction good? |  |  |  |
| 8 | Has the construction site been cleaned up? |  |  |  |

**Technical check:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| No. | Issue to be checked | Yes | No | Remarks |
| 1 | Is the toilet build according to the provided drawings? |  |  |  |
| 2 | Are steps straight (not slanting)? |  |  |  |
| 3 | Are steps firmly fixed to the toilet? |  |  |  |
| 4 | Does the door open well? |  |  |  |
| 5 | Are there functioning locks inside and outside? |  |  |  |
| 6 | Is the total construction straight (plumb-lined)? |  |  |  |
| 7 | Is the surface of the toilet floor smooth? |  |  |  |

**Technical check (continued):**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| No. | Issue to be checked | Yes | No | Remarks |
| 8 | Is the squatting pan firmly attached and watertight (no gaps between pan and floor)? |  |  |  |
| 9 | Are two lids available to cover squatting pan holes? |  |  |  |
| 10 | Is the roof construction firmly attached and water proof? |  |  |  |
| 11 | Is the roof large enough (overhang) to avoid rain water from entering the toilet? |  |  |  |
| 12 | Is there enough overlap of iron sheets on the roof (minimal two corrugations)? |  |  |  |
| 13 | Are wooden structure parts treated against termites? |  |  |  |
| 14 | Is the vent pipe firmly attached to toilet with bracket? |  |  |  |
| 15 | Is the vent pipe firmly attached to vault (concrete)? |  |  |  |
| 16 | Does the vent pipe have a cover at the top stop water from entering the vaults? |  |  |  |
| 17 | Is the vent pipe of the right class, diameter and not cracked? |  |  |  |
| 18 | Are the vault doors opening/closing well and made of a durable material? |  |  |  |
| 19 | Are the vault doors water tight? |  |  |  |
| 20 | Is the inside of the vault well plastered? |  |  |  |
| 21 | Is the urine pipe properly and firmly fixed to the vault? |  |  |  |
| 22 | Is the toilet well ventilated not to get very hot during the day? |  |  |  |
|  | Record any other observations below | | | |
|  |  | | | |

|  |  |  |
| --- | --- | --- |
| Name inspecting officer: |  | Official Company Stamp |
| Signature: |  |  |
| Designation: |  |
| Date inspection: |  |