

## ***“Effective Maintenance of Toilets in Government Offices”***

*(Collective inputs from 330,000 strong Swachh Bharat Circle)*

1. A complaint book should be kept outside each toilet which should be reviewed every day
2. Instant automatic water rinsing with timer should be installed to keep the urinals clean
3. Cleaning of the washrooms to be done minimum three times daily say, 8am, 2pm and 5.30 pm by the maintenance staff
4. Cleaning should be done with good quality disinfectant
5. The maintenance job could be outsourced to private contractors
6. The cleaning staff should be made accountable for the upkeep of toilets
7. These contracts should be reviewed every 3 months for performance
8. Automatic air fresheners should be installed in toilets
9. Dedicated water tanks should be mounted for toilets in the building
10. Toilets should have proper ventilation
11. Exhaust fans should be installed in these toilets to get the air flow
12. Maintenance staff should do report malfunction/breakage and the head of the office should make sure that the required consumables and repairs are done in time
13. The pipes of the urinals must be replaced with all concealed piping
14. There should be a number mentioned in the toilet which could be called in case of a maintenance problem
15. Automatic flushing with a sensor-activated water, will reduce the stink, conserve water and be more hygienic
16. Provision of sensor-activated air blower for hand drying will eliminate the need for paper/supplies
17. The wash sink taps also need to have taps with sensor-activation for water flow, both for water conservation and hygiene
18. The toilets could have accessories like toilet paper and other items available on “purchase basis” via a vending machine/private contractor.
19. The entire office staff – from officers to the peons – should have a common toilet. This will ensure cleanliness
20. In every department once a month, a 30 min session must be devoted to sensitise staff towards aspiring for a superior sanitation and hygiene behaviour
21. The department head must be authorized to make some emergency toilet maintenance expenses every month.

This checklist is prepared from the responses received in the 330,000 strong Swachh Bharat Circle, the largest national community for the cause. Visit <http://tinyurl.com/SwachhBharat-NationalCircle> for more.