



Making a real difference, delivering real results

# Sanitation Planner

School Name:

Date of Issue:

Principal:

Hygiene Teacher:

PTA President:

Inventory List:

Girls Toilet	Boys Toilet	Classroom Toilet	Teachers Toilet	Handwashing Facilities	Storage rooms	Urinals for boys/girls
						

This planner is a tool for school-based management of WASH facilities. The goal is to make your school a healthy place. This planner helps your school to organize daily cleaning activities, to clarify roles and responsibilities and material supply.

## Frequently Asked Questions

### What can we do immediately to promote daily cleaning activities?

First of all, clarify roles and responsibilities within the school (principals, students, teachers, staff) and the community (PTA, barangay officials). Attractive toilets are more likely to get cleaned. Child-friendly toilets with proper lighting, privacy, appropriate dimensions and even mirrors will raise the attractiveness.

### What can we do, if the toilet is clogged?

You can clear most cloggings yourself with these simple steps:

- A plunger is the most simple tool to unclog toilets
- Dish soap and hot water: Add a little dish soap and pour a bucket of hot-water (not boiling) from about waist level into the bowl.

If this does not work, it is possible that the septic tank is full and should be referred to a professional.

### How expensive is toilet cleaning?

A properly maintained toilet block will cost less PHP 85.00 a month to clean and maintain purchasing cleaning materials in bigger packages is cheaper and makes monitoring the supply easier.

### How to involve the community?

It is important to keep parents and the community informed about the condition of the toilets and washing facilities in the school. The community can contribute voluntary labor and do small repair works and improvements (e.g. painting) of facilities. The community can also do fundraising to help financing operation and maintenance of sanitation facilities.

### How can we reduce our water bill?

It is easy to save water and money! Use a pail and a water dipper/taboy for flushing the toilets, instead of a cistern flush system.

For proper handwashing dripping water is enough. For group handwashing punched pipes work well and consume less water. The holes in the pipe should be as small as possible. Water should be turned off during lathering hands and brushing teeth.

Also you should raise awareness and regularly remind children how to save resources. You should collect and reuse wastewater from handwashing to water plants, to wet dusty areas at the school ground or to flush the toilets.

## Three Steps to Keep a Toilet Clean and Functioning

### 1. Use it

Sit down properly.

Clean yourself.

Dispose cleansing material in trashbin.

Flush sufficiently to remove urine/ feces with a bigger tabo or bucket.

Check to ensure that there are no remains in the toilet.

Wash your hands with soap.

### 2. Clean it

Toilet bowl/pan:

- Spray detergent across the toilet bowl/pan on the inside and outside.
- Scrub the inside of the bowl/pan with toilet brush.
- Wipe the outside of the bowl/pan with wet cleaning cloth.

Solid Waste:

- Collect solid waste.
- Dispose it.

Floor:

- Sweep the floor with broom and dustpan.
- Spray the floor with detergent.
- Scrub the floor with wet floor brush.

Solid Waste:

- Spray the sink with detergent.
- Wipe the sink with wet cleaning cloth.

Wash your hands with soap.

### 3. Maintain it

Refill:

- Water and soap.

Check and Report:

- Leaking pipes or faucets.
- Broken doors.
- Missing door lock, tabo, bucket, cleaning materials



## Cleaning Schedule for Each Toilet

Teacher: \_\_\_\_\_

Class: \_\_\_\_\_

	Sunday	Monday	Tuesday	Wednesday	Thursday
<b>Clean it</b> "I help to clean our CR, that it is nice to use."	Names: 				
<b>Maintain it</b> "I help to ensure that our CR stays usable."					

It is necessary to have a written plan with clearly defined tasks and responsibilities. The planning should be fair and transparent. With a schedule in the classroom students know when they are in charge of an activity. It is recommended to create a schedule based on cardboard. This can be covered with cellophane to make it more durable. The schedule should indicate the tasks and days of the school week. Name tags need to be prepared for each student. The name tags can easily be added to and removed from the schedule with pins. They can also be put into open envelopes/paper bags fixed to the schedule. It is easy to keep an overview of who already cleaned and who still has to do so with two boxes or cans with the labels "not yet cleaned" and "already cleaned".


The schedule should clarify all tasks and responsibilities, be easy to understand, durable and adjustable.

## Clarification of Budget and Responsibilities

Activities	Product	Price	Costs per School Year	Responsible Level (Classroom - School - Barangay)
Operation	Soap for hand washing	 /month		
	Water	/month		
	Tabo/ dipper	/item		
	Rubbish bin	/item		
	Pail	/item		
Cleaning	Detergent and cleaning cloth	/month		
	Floor brush with stick	/item		
	Toilet brush	/item		
	Spray bottle	/item		
Repair and Maintenance	Plunger	/item		
	Wrench	/item		
	Water pipe spare parts	/item		
	Faucet	/item		
	Bowls, Urinal	/item		
	Teflon	/item		
	Door lock	/item		
In total:				

The table below lists the products needed for operation, cleaning and maintenance of toilets. For long-term planning and budgeting, it is helpful to have an overview on prices per item or month and the costs per school year. You can also indicate who is responsible for buying the materials. Proper budgeting should be done to avoid that teachers pay out of their own pocket.

## Contact List

	Name	Contact Number/ Address
Barangay Captain		
Barangay Kagawad for Education		
Barangay Health Worker		
PTA President		
District Supervisor		
Department of Education School Nurse		
Carpenter		
Plumber		
Construction supply store		
Cleaning material supply store		
Septic tank desludging		

## List of Repair Works

Type of Problem	Date of Repair	Responsible Persons	Cost
			



In cooperation with

