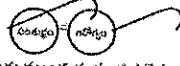


**D. MURALIDHAR REDDY, IAS**  
Managing Director

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**SWACHHA ANDHRA CORPORATION**

MA & UD Department,  
Government of Andhra Pradesh

#501, NCL Kaveri-I Apartments, Shanthi Nagar,  
Masab Tank, Hyderabad – 500028.

Circular Memo No: SAC/ CT & PT /2015

Dated :13-08-2015.

Sub :SBM-Swachha Andhra Corporation – Construction of  
Community & Public Toilets – Guide Lines - Communicated-  
Reg.

Ref: 1.G.O.MS.No.51of MA&UD(B2)Department Dated 16-03-2015

2.No.1/5/2015- SBM Ministry of Urban Development ,GoI  
Dated 18-02-2015

3. G.O.RT.No.185 MA&UB(B2)Department Dated 20-03-2015.

Vide reference first cited Government of AP has sanctioned an amount of Rs.15.00 Crores towards construction of Community toilets.

Vide reference second cited GoI has sanctioned an amount of Rs.1.87 Crores to Government of Andhra Pradesh towards payment of first instalment for construction of Community Toilets under swachh Bharat Mission .

Vide reference third cited the Government of AP has distributed an amount of Rs.69.00 Crores towards the state share to various ULBs for utilization of the amount for construction of individual household toilets and Community toilets in ULBs. Out of Rs.69.00 Crores Rs.9.00 Crores was allotted and released for construction of community toilets and distributed to various ULBs as per the Annexure-B enclosed.

The financial assistance for construction of Community toilets by the GoI and GoAP for seat is as follows.

GoI share : Rs 26.000/-

GoAP share : Rs.39,000/-

Total : Rs.65,000/-

Implementation of construction of IHTs has been taken up in the state and so far about 24307 beneficiaries were found ineligible and for the beneficiaries about 1,00,000 found eligible sanctions were

given by Municipal Commissioners and construction of toilets are in progress. So in order to provide toilet provision to ineligible beneficiaries to avoid open defecation Community toilets are to be provided to them. Hence amount towards construction of Community toilets released to all ULBs as per Annexure-B.

The Guide lines to be followed while taking up the Community & Public Toilets are also enclosed.

Hence all the Municipal Commissioners of ULBs are requested to follow the Guide Lines enclosed for successful implementation of the Construction of Community & Public Toilets.

Encl: 1. Annexure-B  
2. Guide Lines

Hyderabad  
Date: 13-08-2015

Yours faithfully

  
Managing Director  
Swachha Andhra Pradesh

To

Municipal Commissioners of all Municipal Corporations  
Municipal Commissioners of all Municipalities  
TLFs / SLFs in all ULBs in the state through the Commissioners of ULBs.  
All Superintending Engineers and Executive Engineers of Public Health Department.

Copy to All Regional Directors of Municipal Administration for necessary action.

**Copy submitted to**

The Principal Secretary, MA&UD department for kind information  
The Secretary, MA&UD department for kind information  
The Director of Municipal Administration for kind information  
The Engineer-in-Chief, PH for kind information.

**Annexure-B**

Sl.No	Name of the ULB	No.Of units proposed (5seats per unit) as on 20-03-2015	Total Units Cost (5 seats community toilets@65000/ per seat )	GOI share 40% in unit cost as at column No.4 only ( Cloun No 4X40%)	State Government share and now released
1	2	3	4	5	6
1	Addanki	1	3.25	1.3	1.95
2	Allagadda N.P.	4	13	5.2	7.8
3	Adoni	3	9.75	3.9	5.85
4	Amadalvalsa	2	6.5	2.6	3.9
5	Amalapuram	2	6.5	2.6	3.9
6	Anantapur Corp	10	32.5	13	19.5
7	Atmakur (Nellore)	1	3.25	1.3	1.95
8	Atmakur NP (Kurnool)	1	3.25	1.3	1.95
9	Badvel	3	9.75	3.9	5.85
10	Bapatla	2	6.5	2.6	3.9
11	Bhimavaram	5	16.25	6.5	9.75
12	Bobbili	5	16.25	6.5	9.75
13	Chirala	2	6.5	2.6	3.9
14	Chilakaluripet	2	6.5	2.6	3.9
15	Chimakurthy	2	6.5	2.6	3.9
16	Chittoor Corp	10	32.5	13	19.5
17	Dharmavaram	8	26	10.4	15.6
18	Dhone	2	6.5	2.6	3.9
19	Eluru Corp	5	16.25	6.5	9.75
20	Gollaprolu	1	3.25	1.3	1.95
21	Giddalur	2	6.5	2.6	3.9
22	Gooty	2	6.5	2.6	3.9
23	Gudur (Nellore)	5	16.25	6.5	9.75
24	Gudur (Kurnool)	1	3.25	1.3	1.95
25	Gudivada	5	16.25	6.5	9.75
26	Guntakal	9	29.25	11.7	17.55
27	Guntur Corp	15	48.75	19.5	29.25
28	GVMC	40	130	52	78
29	Hindupur	6	19.5	7.8	11.7
30	Ichapuram	2	6.5	2.6	3.9
31	Jaggaihpetta	1	3.25	1.3	1.95
32	Jammalamadugu	1	3.25	1.3	1.95
33	Jangareddy Gudem N.P.	1	3.25	1.3	1.95
34	Kadapa Corp	12	39	15.6	23.4
35	Kadiri	2	6.5	2.6	3.9
36	Kandukur	2	6.5	2.6	3.9
37	Kakinada Corp	3	9.75	3.9	5.85
38	Kanigiri	1	3.25	1.3	1.95
39	Kalyandurgam	1	3.25	1.3	1.95
40	Kavali	2	6.5	2.6	3.9
41	Kovvur	2	6.5	2.6	3.9
42	Kurnool Corp	5	16.25	6.5	9.75
43	Madanapalle	2	6.5	2.6	3.9
		<b>193</b>	<b>627.25</b>	<b>250.9</b>	<b>376.35</b>

Sl.No	Name of the ULB	No.Of units proposed (5seats per unit) as on 20-03-2015	Total Units Cost (5 seats community toilets@65000/ per seat )	GOI share 40% in unit cost as at column No.4 only) ( Cloun No 4X40%)	State Government share and now released
44	Madakasira	1	3.25	1.3	1.95
45	Machilipatnam	5	16.25	6.5	9.75
46	Macherla	2	6.5	2.6	3.9
47	Markapur	2	6.5	2.6	3.9
48	Mandapet	3	9.75	3.9	5.85
49	Mangalagiri	3	9.75	3.9	5.85
50	Mummadivaram	1	3.25	1.3	1.95
51	Mydukur	2	6.5	2.6	3.9
52	Nagari	1	0	0	0
53	Naidupeta	1	3.25	1.3	1.95
54	Nandigama N.P.	6	19.5	7.8	11.7
55	Nandyal	31	100.75	40.3	60.45
56	Nandikotkur	1	3.25	1.3	1.95
57	Nidadavole	2	6.5	2.6	3.9
58	Narsapur	5	16.25	6.5	9.75
59	Narsipatnam	1	3.25	1.3	1.95
60	Narsaraopeta	2	6.5	2.6	3.9
61	Nellore Corp	24	78	31.2	46.8
62	Nellimarla	1	3.25	1.3	1.95
63	Nuzvid	2	6.5	2.6	3.9
64	Ongole Corp	5	16.25	6.5	9.75
65	Paamidi N.P.	3	9.75	3.9	5.85
66	Palakole	4	13	5.2	7.8
67	Palakonda N.P.	5	16.25	6.5	9.75
68	Palamner	1	3.25	1.3	1.95
69	Palasa Kasi-bugga	2	6.5	2.6	3.9
70	Parvathipuram	2	6.5	2.6	3.9
71	Pedana	2	6.5	2.6	3.9
72	Peddapuram	2	6.5	2.6	3.9
73	Pidugurall	2	6.5	2.6	3.9
74	Pithapuram	2	6.5	2.6	3.9
75	Ponnur	2	6.5	2.6	3.9
76	Proddatur	2	6.5	2.6	3.9
77	Pulivendula	2	6.5	2.6	3.9
78	Punganur	1	3.25	1.3	1.95
79	Puttathy NP	1	3.25	1.3	1.95
80	Puttur	1	3.25	1.3	1.95
81	Rajam	1	3.25	1.3	1.95
82	Rajampet N.P.	3	9.75	3.9	5.85
83	Ramchandrapuram	2	6.5	2.6	3.9
84	Rayachoti	2	6.5	2.6	3.9
85	Rayadurg	1	3.25	1.3	1.95
86	Rajahmundry Corp	5	16.25	6.5	9.75
87	Repalle	2	6.5	2.6	3.9
88	Salur	4	13	5.2	7.8
		<b>155</b>	<b>500.5</b>	<b>200.2</b>	<b>300.3</b>

Sl.No	Name of the ULB	No.Of units proposed (5seats per unit) as on 20-03-2015	Total Units Cost (5 seats community toilets@65000/ per seat )	GOI share 40% in unit cost as at column No.4 only) ( Cloun No 4X40%)	State Government share and now released
89	Srikalahasti	5	16.25	6.5	9.75
90	Samalkot	6	19.5	7.8	11.7
91	Sattenapalle	3	9.75	3.9	5.85
92	Srikakulam	5	16.25	6.5	9.75
93	Sullurpeta	1	3.25	1.3	1.95
94	Tadipatri	5	16.25	6.5	9.75
95	Tanuku	2	6.5	2.6	3.9
96	Tenali	4	13	5.2	7.8
97	Tirupati Corp	10	32.5	13	19.5
98	Tadepalli NP	3	9.75	3.9	5.85
99	Tadepalligudem	5	16.25	6.5	9.75
100	Tiruvuru	1	3.25	1.3	1.95
101	Tuni	1	3.25	1.3	1.95
102	Venkatagiri	2	6.5	2.6	3.9
103	Vijayawada Corp	20	65	26	39
104	Vinukonda	2	6.5	2.6	3.9
105	Vizianagaram	15	48.75	19.5	29.25
106	Vuyyuru	1	3.25	1.3	1.95
107	Yelamanchili	9	29.25	11.7	17.55
108	Yeleswaram N.P.	2	6.5	2.6	3.9
109	Yemmiganur	12	39	15.6	23.4
110	Yerraguntla	1	3.25	1.3	1.95
		<b>115</b>	<b>373.75</b>	<b>149.5</b>	<b>224.25</b>
	<b>Total</b>	<b>463</b>	<b>1501.5</b>	<b>600.6</b>	<b>900.9</b>



# GUIDELINES ON COMMUNITY & PUBLIC TOILETS

AUGUST - 2015



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**Swachha Andhra Corporation**  
**MA&UD Department**  
**Government of Andhra Pradesh**

# **Guidelines for Community Toilets**

## **Section -I GENERAL**

### **1. INTRODUCTION**

The Government of India has launched flagship program the Swachh Bharat Mission (SBM), a joint mission of the Ministry of Urban Development (MoUD) and the Ministry of Drinking Water and Sanitation (MDWSS). The vision set forth is to realize the dream of Mahatma Gandhi that all cities, towns and villages should become clean, as tribute on his 150<sup>th</sup> Birth Anniversary to be celebrated on 2<sup>nd</sup> October 2019.

Government of Andhra Pradesh has launched the **Swachh Andhra Mission** with a goal of achieving “**Open Defecation Free Cities**” by **2019** in line with the above vision.

Elimination of open defecation is one of the key components of the Swachh Andhra Mission. In order to achieve open defecation free towns, ensuring adequacy through construction of toilets –individual, community and public toilets and effective operations and maintenance is the strategic approach which the scheme emphasizes. Behavioral change communication is equally important to create demand and ensure sustainability.

Individual Household Toilet (IHHT) is a major component of the SBM the aspect of public or community sanitation also assumes greater importance because, in some cases, an IHHT may not be feasible (for example, lack of space for toilet construction), or in situations with a high percentage of floating population (for example, at markets, temples or seasonal fairs).

The provision of providing sanitation facilities through community toilet complexes is the most suitable option for those who cannot afford individual toilets for monetary reasons or due to lack of space and go for open defecation. Community toilets cognitive development of healthy sanitation practices in the community. The Swachh Bharat Mission recognizes Community toilets as one of the options to reduce open defecation and has provision of a maximum unit cost of 65000 per seat for construction of community toilets with a 40% VGF from central government and remaining from the state/ULB share



These Guidelines are to help the Local Urban Bodies move forward towards the policy objectives of Swachh Andhra Mission and to help them achieve the physical targets set in it and aimed at providing comprehensive directions to the implementing agencies.

## **2. DEFINITION:**

Community toilet blocks are used primarily in low-income and/or informal settlements / slums, where space and/or land are constraints in providing a household toilet. It is used, owned and maintained by community members or local governments. A community toilet may also have other utilities such as a bathing facility or a place for washing clothes, depending upon the needs of the community. It is mostly located within the community, where people reside.

## **3. PURPOSE :**

- ❖ To guide the planning, design, implementation, operation and maintenance of community toilets in a participatory approach by involving the relevant stakeholders
- ❖ To bring about behavioral change in the Urban community, not having individual toilets, to eliminate open defecation by promoting cleanliness, hygiene and to adopt ecologically safe and sustainable sanitation systems

## **4. APPROACH :**

### **Action 1: Needs Assessment & Identification of Stakeholders**

Construction of a community toilet shall only be taken up based up the need assessment in a proposed area, the following activities have to be undertaken as a part of need identification.

- a) An assessment of slums/pockets/localities shall be made in the ULBs where open defecation practice is going, irrespective of the reason whether due to constraint of space for IHTs or due poor financial status of the community.

- b) Field survey for identification of such households in those slums/localities /pockets and list out such families.
- c) The community shall be sensitized on the need and importance of use of toilets and the beneficiaries shall be grouped together and 'User Groups' from the community shall be formed.
- d) List out the number of households (beneficiaries) with in their respective slums/localities /pockets and arrive at the number people for which Community toilets to be provided.
- e) Ideal sites available for construction of the community toilets within a walk able distance of **200-350 mts to such** slums/localities /pockets
- f) Finally, assessment shall be done for the following
  - 1. Name of the slums/localities /pockets
  - 2. No of people for which Community toilets needed
  - 3. Location of probable sites for construction of Community toilets

**Action 2: Capacity building and Empowerment of Community:**

- a) Community awareness programmes on Community toilets shall be conducted for all the identified households involving local public representatives.
- b) Special awareness programmes for women, children and physically challenged on need and usage of community toilets may be conducted.
- c) 'User Groups' shall be formed for further planning, designing, implementation and O&M of Community toilets.
- d) Capacity building programmes for the community on operation and maintenance of community toilets shall be conducted.
- e) Community consultations shall be done on O&M arrangements with all stockholders

**Action 3: Initiation:**

- a) Users Groups shall request in writing to the ULB for providing community toilets at the respective slums/pockets/localities.
- b) ULB shall conduct filed visit of the concerned slums/pockets/localities and identify the suitable site for the

construction of the community toilet for the targeted beneficiaries as per the norms within.

**Action 4: Selection of Community Toilet Design**

- a) Various models for the Community toilets shall be developed based on the number of users and extent of site in a particular slum/pocket/locality Community toilets considering the following aspects
  - 1. No of toilets to be constructed with location
  - 2. No of seats / urinals per each toilet men /female /disabled / children required
  - 3. Category of toilet required Viz. Toilet & urinal / toilet & urinal along with bathing facility / toilet & urinal along with bathing and washing facility
- b) Toilet model (s) shall be finalized in consultation with the User groups slums/pockets/localities.

**Action 5: Preparation of Proposals**

- a) Field visit and site investigation shall be carried out for Social, technical and legal feasibility of the proposed site for the construction of Toilet.
- b) Survey to be carried out for water, electricity, sewage disposal and treatment facilities available to the proposed site(s) and treatment
- c) O&M plan shall also be included in the proposals.
- d) Water , electricity, sewage disposal and treatment facilities , if not available, shall also to be estimated and included in the estimate.
- e) Proposal shall be prepared along with plans, estimates and funding pattern for all the proposed toilets and obtain necessary approvals for construction, both administrative and technical.

**Action 6: Construction of Community Toilets**

- a) Construction and payment shall be carried out as per the ongoing practice for the civil work as per the applicable Govt. rules - calling and finalization of tender, Supervision / Recording /Payment of work and handing over of work.

- b) Community shall be involved in supervision and monitoring of the work and quality of construction.

**Action 7: Operation and Maintenance**

- a) Work out the modalities for the O&M of Community toilets including fixing User charges.
- b) Financial plan for the VGF
- c) MoU shall be entered between the User group and the ULB on operation and maintenance of Community toilet.
- d) Caretakers must be selected in consultation with User Group.

**Action 8: Monitoring & Follow-up**

ULB shall monitor the functionality, usage and cleanliness of the toilet blocks at regular intervals. The following aspects should be considered during monitoring by ULB.

- a) Sufficient supply of water to toilet
- b) Lighting to Toilet
- c) Functionality of the septic tanks, soak well;
- d) Cleanliness of the toilet chambers, drains and surrounding;
- e) Status of the roof, doors and overall repair & maintenance;
- f) Performance of caretakers/ leases;

**5. ROLES & RESPONSIBILITIES**

**a) Urban Local Body**

- 1) The Town Level Swachha Andhra Committee (TLSC) in the ULB shall initiate the Community Toilet Programme.
- 2) The Health officer of the ULB shall identify the Slums/Pockets/Localities where open defecation practice is going on and he shall submit the list of such Slums/Pockets/Localities to the commissioner.
- 3) The Commissioner shall entrust the task of preparing the User Group in such Slums/Pockets/Localities to the selected COs from UCD wing through TPRO.
- 4) The Head of the Town planning wing shall finalize the sites for the construction of Community toilets in such Slums/Pockets/Localities

- 5) The Municipal Engineer shall develop various models based on the no of users given by the COs /UCD wing and extent of sites given Town planning wing.
- 6) The Town Level Swachha Andhra Committee (TLSC) shall finalize the Models suitable to such Slums/Pockets/Localities in consultation with the community.
- 7) The Municipal Engineer shall prepare the proposal in coordination with head of the UCD wing / TPR and submit the proposal to the Commissioner.
- 8) The Commissioner shall obtain the approvals from SAC and Municipal Engineer shall obtain /give the necessary Technical sanction.
- 9) The Commissioner is responsible for completion of the work through the Municipal Engineer.
- 10) ULB shall take the following responsibilities for success of the programme.
  - i. Financial contribution for their share for the construction of Community Toilets
  - ii. Providing sufficient Water, Electricity, Sewage disposal and treatment(Septic Tank or Sewer lines) facilities to the Toilets
  - iii. Identification of other sources or other approaches to meet the financial gaps for the construction of Toilets like PPP/CSR etc.
  - iv. Providing supervision and monitoring of the construction work
  - v. Facilitate the User Group Committee in fixing user charges through TLSC in consultation with the community
  - vi. MoU with user groups on maintenance of the toilets
  - vii. Financial support for maintenance of toilets in case of shortfall of revenues to meet the expenditure(VGF)
  - viii. Installation and maintenance of streetlights in the approach roads to toilets, maintenance of the approach roads to the toilet

**b) MEPMA(COs/PRPs)**

- 1) Facilitate the ULBs in identification of Slums/Pockets /Localities and in listing out the number of users through COs/PRPs.
- 2) Motivate the community; conduct all awareness and capacity building programmes on need and usage of Community Toilets.
- 3) Facilitate in arranging stake holder meetings in finalization of Toilet Model and in finalizing modalities of operation and maintenance of the Community Toilets.
- 4) Form the SLF construction committee for monitoring of the construction work with active and willing members from the nearby SLF to the site of work.
- 5) Form the 3member User Group Committees through COs and facilitate then in appointing caretaker.
- 6) User Group Committee of each Community toilet shall be given training on the following aspects through the sanitation PRPs :
  - a) Book keeping – financial management and maintenance of minutes of proceedings of community meetings;
  - b) Operation and Maintenance issues
  - c) Collection of User charges, payment to caretaker – maintenance of records
  - d) Hygiene communication and motivation

**c) COMMUNITY (USER GROUPS)**

- 1) Shall participate in all activities of this programme from planning stage ,construction stage and in utilization,
- 2) Shall participate in motivation, awareness and capacity building programmes on need , usage and maintenance of Community toilets.,
- 3) Shall facilitate the authority in identification of details of families requires Community toilets and nearby available sites.
- 4) Shall participate in fixing of monthly/fortnightly/weekly/daily user charges per household based on consensus and other modalities in maintenance of Toilets.

- 5) Identification and appointment of a Caretaker and providing in remuneration.
- 6) Collection of user charges and maintenance of accounts
- 7) Ensure proper upkeep and maintaining the toilet neat and clean regularly
- 8) Ensure the usage of toilet by all kind of community
- 9) Timely repairs and attending to complaints

## 6. TIME LINES

Sl.No	Item	DURATION	By Whom
1	Identification of Slums/Pockets/Localities where open defecation practice is going on in ULB	7 days	Health officer in ULB
2	Survey and submission of report on no. of families requiring CTs and formation of user groups	15 days	COs/PRPs in ULB
3	Preparation of Training modules including printing	15 days	MEPMA/SAC
4	Training to user groups	7 days	MEPMA/SAC/ULB
5	Formation of User Group Committees(UGCs) and SLF construction Committees	3Days	ULBs
6	Finalization of suitable CT model	7 days	TLSC of ULB
7	Finalization of Modalities for O&M including Financial Plan	15 days	TLSC of ULB
8	Preparation of proposal	7 days	ME in ULB
9	Approvals and Finalization of Tenders	30days	MC/ME in ULB
10	Completion of CTs	90 days	MC/ME in ULB
11	O&M of CTs	Continuous	Community

## 7. Funding

The financial assistance by the Government of India and the Government of Andhra Pradesh for construction of CT & PT units will be as follows:

<b>Sl.No.</b>	<b>Component</b>	<b>Total Assistant (In Rs.)</b>	<b>Assistant pattern (In Rs.)</b>
1.	Community Toilet per Seat	65,000	GoI - 26,000 GoAP - 39,000
2.	Public Toilet	0%	Private Funding



## **Section -II TECHNICAL**

### **1. DESIGN ASPECTS TO BE CONSIDERED**

#### **i. SITE SELECTION**

- a) Size of the toilet block (i.e. number of seats) as per the user population
- b) Location of the community toilets should preferably 250-350 mts a kilometer.
- c) Accessibility to the users throughout the year.
- d) Convenience of the local community should be the main guiding factor in location of a toilet.
- e) Site should be finalized in consultation with the community.
- f) ULB to provide information to enable the community to make an informed decision on the sitting of a toilet.
- g) ULB shall state the advantages and disadvantages of locating the toilets at different sites.

#### **ii. THE FACILITIES TOBE PROVIDED:**

- a) Separate toilets for men and women with separate entries.
- b) Special seats for children and disabled.
- c) Urinal facilities for men
- d) Waiting / circulating area
- e) A place for the care taker – from where he / she can oversee both entries of men and women.
- f) Separate bathing cubicles for men and women , if required
- g) Separate places for washing clothes in male and female sections, if required
- h) Sufficient storage of water – Overhead tank and sump
- i) Waste water disposal system – Onsite/ Sewerage connection
- j) Living quarter for one operating staff (optional)
- k) Store room/ area for keeping the cleaning material / equipment
- l) The interior should be non-visible from the outside (eg. separation walls)

m) The basics provision should include:

- i. Running water connection for toilet basins, Urinal basins and wash basins.
- ii. Working flush systems
- iii. Natural ventilation and Lighting
- iv. Wash basin & Mirrors
- v. Litterbins close to the wash basin
- vi. Sanitary disposal mechanism in each cubicle (for proper disposal of sanitary napkins to prevent blockage of toilets )
- vii. Installation standards electricity cables, Basins, water pipes, taps ,doors etc.

**n) Additional facilities could be provided, like Shop of any other Kiosk for revenue generation**

## **2. NORMS FOR PLANNING OF COMMUNITY TOILETS**

<b>Type of toilets</b>	<b>Toilet seats</b>	<b>Bath units</b>	<b>Urinal units</b>	<b>Clothes washing area Community Toilet</b>
Community Toilets	One seat for 35 men; One seat for 25 women	One unit per 50 users	One unit per 200 - 300 users	4 to 5 m <sup>2</sup> per 10 toilet seats; Min. 1.5 m x 1.2 m

## **3. RECOMMENDED SIZES FOR COMMUNITY TOILETS**

<b>Description</b>	<b>Optimum (mm)</b>	<b>Minimum* (mm)</b>
Toilet cubicles	900 x 1200	750 x 900
Bath rooms	1050 x 1200	900 x 1050
Urinals (divided into units by partition walls)	575 x 675	500 x 600
Washing area	1750 x 1500	1500 x 1200

\*In case of space constraint the minimum sizes may be adopted

**4. RECOMMENDED SIZES OF SEPTIC TANKS FOR COMMUNITY TOILETS (UP TO 300 USERS)**

No of Users	Length (m)	Breadth (m)	Liquid depth (cleaning interval of)	
			2 years	3 years
50	5.0	2.00	1.0	1.24
100	7.5	2.65	1.0	1.24
150	10.0	3.00	1.0	1.24
200	12.0	3.30	1.0	1.24
300	15.0	4.00	1.0	1.24

**Source:** Manual on Sewerage and Sewage Treatment Systems, 2013 Part A Engineering

**Note1:** A provision of 300mm should be made for free board.

**Note2:** The Sizes of septic tanks are based on certain assumptions on peak discharges, as estimated in IS: 2470(Part1) and while choosing the size of septic tank exact calculations shall be made.

**Note3:** For population over 100, the tank may be divided into independent parallel chambers of maintenance and cleaning

**5. WATER REQUIREMENT**

Particulars	Unit	Quantity in Liters
Gents – Urinals	Liters/use	0.20
Gents – Toilets	Liters/use	7.00
Women-	Liters/use	7.00
Bathing	Liters/use	15.00

**Source:** Guidelines on community and public toilets, April 2013, HUDD, Govt. of Odisha

## **6. COMMON DESIGN DEFICIENCIES TO GUARD AGAINST**

- a) The number of toilet units available falls short of the actual requirements of the community with the result that they are crowded and user experience long waiting times.
- b) Children need small squatting seats. It has been noticed that this requirement is not met in a large number of cases. Therefore, children defecate outside the toilet or in the open area.
- c) Separate space for washing clothes is not provided. Therefore, bathrooms are used extensively for washing clothes. Consequently the users have to wait a long time for their turn to take bath.
- d) Poor ventilation results in a foul smell, which attracts insects
- e) No proper place is provided for people wait
- f) Water supply is not available on a continuous basis.
- g) There is no lighting arrangement to facilitate use of the toilet in the night.
- h) There is no proper disposal system, black water is often discharged into open drains causing obnoxious odours and creating health hazards
- i) Maintenance becomes difficult because of poor flooring, improper drainage, lack of caretaker room / store etc.

## **7. CHECK LIST FOR SUPERVISING CONSTRUCTION**

- a) Water supply, sanitary and electricity fixtures and other materials used are of the quality specified in the design or of relevant standard specifications.
- b) Prescribed specifications and drawings have been adhered to. The work is neat and workmanship is good.
- c) Cement has been used in specified proportion in the concrete, brick work and plaster.
- d) RCC work has been provided with specified reinforcements. Pinning has to be carried out in such a manner that there are no voids.

- e) Mosaic flooring and the dado have been laid as per the specifications, rubbed and polished well to granolithic finish.
- f) Flooring has a slight slope towards the squatting pan in the case of latrine cubicle. In the case of other areas the slope should be towards the drainage points.
- g) Curing of all cement works has been done as per the specifications.
- h) Spindles for hanging the doors have been fixed firmly and the doors have been provided with bolting arrangement, inside and outside.
- i) Water reservoirs are water tight.
- j) There is no leakage in the water pipe lines and drainage pipes.
- k) Squatting pans and traps installed are of designs specified for a pour flush toilet and these have been fixed properly so as to provide 20 mm water-seal.
- l) In case the community toilet block is connected to the city sewer, check if the master trap has been provided before the connection of the sewer.
- m) Foot-rests have been fixed at the proper place and at an angle to make them slightly away from the squatting pan in the front.
- n) Invert of the outlet pipe in the septic tank is 50 mm below the invert of the inlet pipe.
- o) Ventilating pipes of at least 100 mm diameter have been provided in each septic tank.
- p) For commissioning, the septic tank has been filled with water upto outlet level and seeded with a small quantity of sludge from some other septic tank in operation or digested cow dung.
- q) If the community toilet block has been provided with septic tanks, only the toilets and urinals are connected to the tank. Other wastewater is disposed of separately.
- r) Proper gradient has been provided in sewers and the drains. Inside surface of the drains has been made smooth.
- s) Manholes and drains for carrying sewage are well covered to prevent emission of foul odour.

t) Adequate electric light points have been provided inside and outside the community toilet.

u) All surplus materials have been removed and the site made cleared and dressed.

## 8. MAINTENANCE

### a) IMPLEMENTS / DISINFECTANTS TO BE PROVIDED

The following implements / disinfectants shall be supplied by the ULB or User group to the staff engaged by them.

<b>S.No</b>	<b>Implements / disinfectants</b>	<b>S.No</b>	<b>implements / disinfectants</b>
1	Cleaning brooms	8	Sponge piece
2	Coir brush	9	Washing soap
3	Scraping sheet	10	Identity card
4	Bamboo basket	11	Apron for the care- taker
5	Plastic containers	12	Personnel Protective equipment Gum boots & gloves
6	Bamboo reapers	13	Phenyl, Acid & disinfectants
7	Plastic buckets and mug	14	Bleaching powder and lime powder

### b) DAILY CLEANING SCHEDULE

- i. The cleaning of the toilet must be carried out daily. It should be done in a manner to avoid the areas that have been cleaned from getting wet and soiled again during the cleaning process.
- ii. Cleaning activity is divided into spot cleaning and thorough cleaning.
- iii. Spot cleaning refers to the cleaning only specific areas that frequently get soiled.
- iv. Spot cleaning may be required more often whereas thorough cleaning is needed only once every day.
- v. An area up to distance of two meters around the toilet block should be cleaned and scrubbed daily.

**c) CHECKLIST FOR THE SEQUENCE OF CLEANING**

- i. Replace all expendable supplies (hand washing soap for example)
- ii. Pick up litter and sweep the floor
- iii. Clean and sanitize commodes and urinal pots / walls
- iv. Clean mirrors and polish all bright works
- v. Spot clean walls, ledges, vents and partitions
- vi. Mop the floor At least one thorough cleaning and four spot cleanings should be done every day.

**d) INSPECTION CARD**

An inspection card should be used for supervision of toilet maintenance. The card should be kept at a fixed place. Many toilet blocks keep the card behind the main doors.

**e) SCHEDULED CLEANING**

Scheduled cleaning needs to be carried out at different periodicities – weekly, monthly etc – different surfaces / wares require different cleaning periods to maintain their cleanliness. Frequency will vary with location

<b>Area</b>	<b>Activity</b>	<b>Frequency</b>
Floor	Machine / manual scrub to ensure removal of soil from grouting	Fortnightly
Walls	Hand scrub to ensure removal of soil from grouting	Monthly
Bins	Hand scrub to ensure removal of soil from grouting	Fortnightly
Basins	Scrub with scrubbing pads to remove stubborn stains	Weekly
Bowls	Scrub with scrubbing pads to remove stubborn stains	Weekly
Exhaust fans & Windows	Wipe clean to remove dust	Weekly