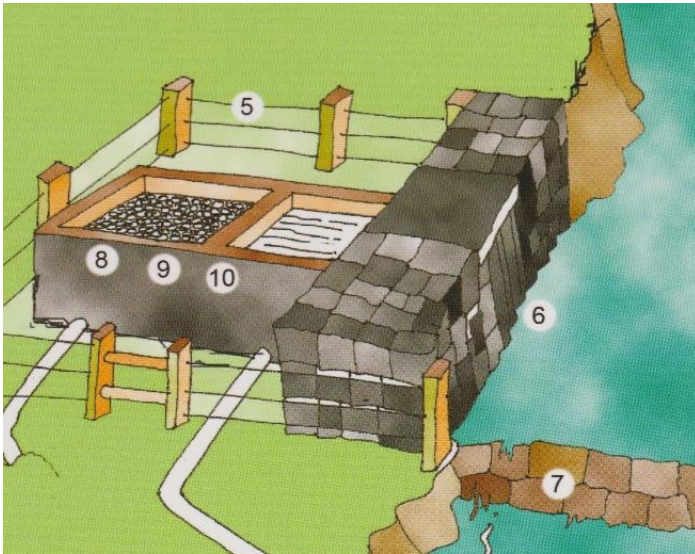


Surface Water Source



EVERY MONTH

PERFORM SANITARY SURVEY

- Complete risk score
- New risks are fixed

EVERY 3 MONTHS

Clean Inlet Canal and screens

- Ensure debris is cleared
- Ensure pipe is not blocked
- Ensure screen is cleared of debris

WHEN BROKEN

Repair Fence

- No animals can enter

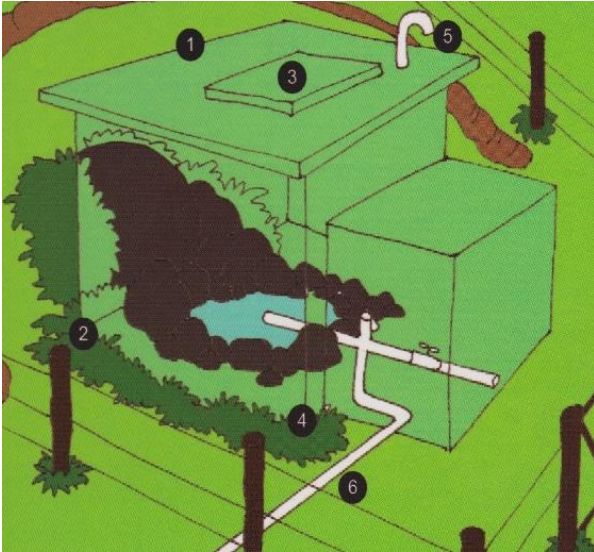
Repair Erosion Damage

- Ensure dam/intake won't collapse

Repair Cracks in Concrete/Dam

- Fix concrete cracks

Spring Water Source



EVERY MONTH

PERFORM
SANITARY SURVEY

- Complete risk score
- New risks are fixed

EVERY 6 MONTHS

Clean Spring Area

- Leaves and soil are cleared
- Rubbish is collected
- All pipes are cleaned

WHEN BROKEN

Repair Fence

- No animals can enter

Repair Cracks in
Spring Box

- Fix concrete cracks

Rainwater Capture



EVERY MONTH

PERFORM SANITARY SURVEY

- Complete risk score
- New risks are fixed

Clean tap collection area

- Ensure grass is cleared
- Ensure rubbish is removed
- Disinfect tap

EVERY STORM

Divert first flush (if system has one)

- After heavy rain drain foul flush
- Replace cap after draining

Rainwater Capture

EVERY 6 MONTHS

Clean and Disinfect Reservoir

- Follow procedure below

Clean roof and gutters

- Ensure that no dirt/rubbish/animal droppings is on the roof or in the guttering

WHEN BROKEN

Repair/Replace Roof

- Ensure no rust is present
- Ensure roof is clean
- Ensure roof is not leaking
- Ensure guttering is intact

Repair Tap

- Ensure tap is not leaking

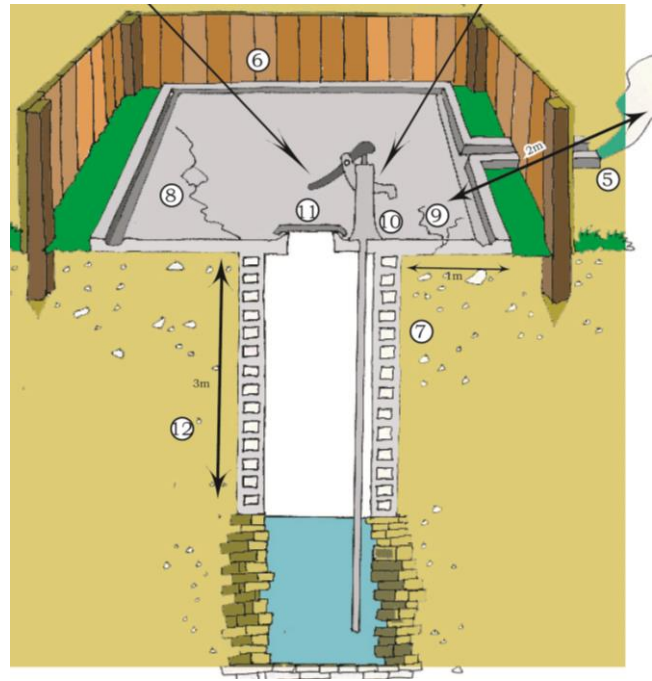
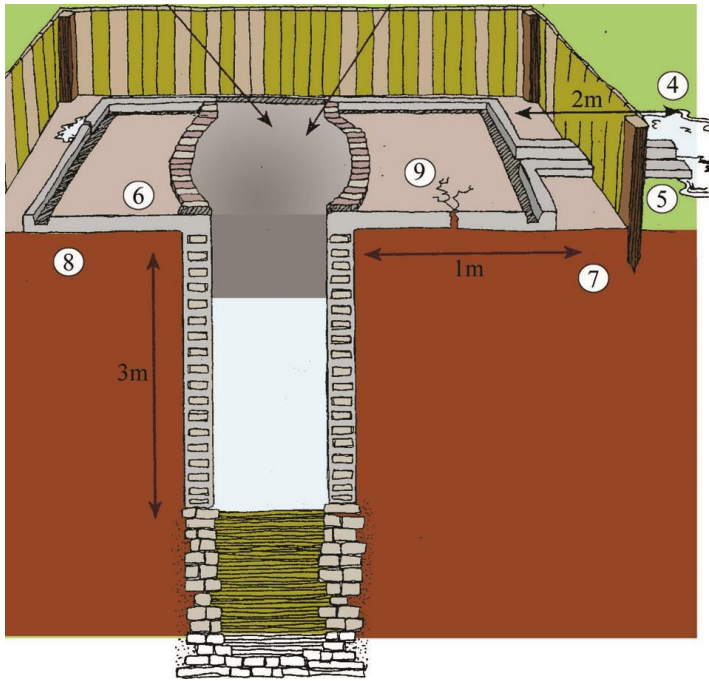
Repair Reservoir

- Ensure no cracks in reservoir wall
- Ensure no leaks

Cleaning Procedure for Reservoir

1. Drain any water in the tank to the level at the tap. Transfer water to a clean, contaminant-free storage or temporary vessel.
2. If available, add **no more than ½ a bottle** of bleach to the remaining water in the tank. The ratio of bleach to water should be around 1 part bleach to 50 parts water.
3. Climb inside the tank. Using a brush thoroughly scrub the bottom and sides of the tank.
4. Remove the remaining water and bleach solution.
5. Refill the tank with water and leave overnight before use.

Open Dug Well / Hand Pump



EVERY MONTH

PERFORM SANITARY SURVEY

- Complete risk score
- New risks are fixed

Clean apron collection area

- Ensure rubbish is removed
- Ensure drainage is clear
- Scrub concrete apron
- Wash water collection e.g. bucket and/or hand pump

WHEN BROKEN

Repair Hand pump

- Ensure water flows again

Repair/Replace Cover

- Ensure open well is covered

Repair Apron

- Ensure no cracks in apron

Open Dug Well / Hand Pump

AFTER EMERGENCY – FLOODING OR TIDAL SURGE

Clean and Rehabilitate Well

- See instructions below

Repair Delivery

- See items on previous page

Cleaning and Rehabilitation Procedure for Well

1. Repair or replace the pumping mechanism if damaged. This will allow the draining of polluted water from the well.
2. Remove debris and polluted water from the well. **SIMPLY DRAIN THIS AWAY, DO NOT DRINK.**
3. Re-seal the top of the well, to stop more surface water entering, using a simple clay sanitary seal.
4. Reconstruct the concrete apron and well head.
5. Follow the instructions below for relevant cleaning procedure.

*IF WELL HAS BEEN FLOODED WITH **FRESHWATER** DISINFECT THE WELL:*

- A. Disinfect the well with a chlorine solution. The ratio of bleach to water should be around 1 part bleach to 50 parts water.
- B. Dewater the well and allow it to refill naturally.
- C. Repeat part B until the taste of chlorine in the water has diminished.

*IF WELL HAS BEEN FLOODED WITH **SEAWATER**:*

- I. Allow for natural cleaning over time. Taste the water to check for salinity. **USE THE WATER FOR WASHING AND CLEANING ONLY.** Identify alternative drinking source during this time.
- II. Disinfect the well as stated in steps A-C.

Water Storage



EVERY MONTH

PERFORM
SANITARY SURVEY

- Complete risk score
- New risks are fixed

EVERY MONTH

Open and Close
all valves

- Make sure all valves operate to allow or stop water flow

Check all grates /
screens / filters
are in place

- To ensure no dirt or rubbish enters the reservoir
- To make sure piping is not blocked

Water Storage

EVERY 6 MONTHS

Clean and
Disinfect
Reservoir

- Follow procedure below

WHEN BROKEN

Repair Fence

- No animals can enter

Repair Taps/Valves

- Ensure no leaks are present

Repair inlet
screen/cover

- Ensure the tank is not open to the environment

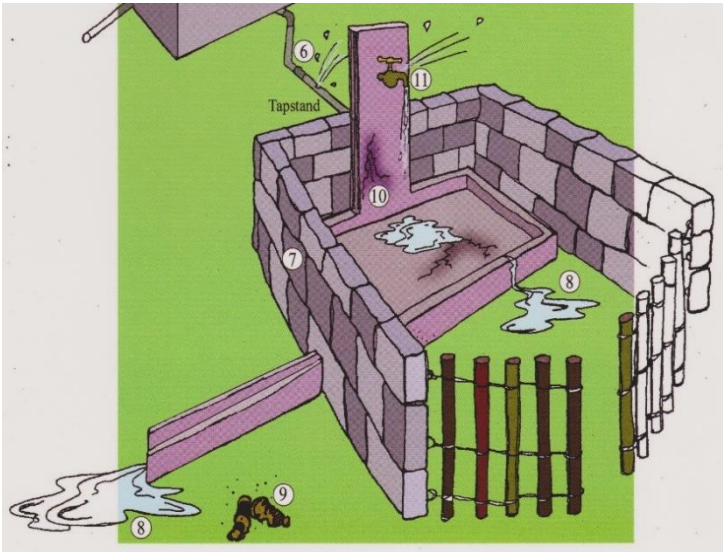
Repair Cracks in Tank

- Ensure no water is leaking

Cleaning Procedure for Reservoir

1. Drain any water in the tank to the level of the outflow pipe. Transfer water to a clean, contaminant-free storage or temporary tank where possible.
2. If available, add **no more than ½ a bottle** of bleach to the remaining water in the tank. The ratio of bleach to water should be around 1 part bleach to 50 parts water.
3. Climb inside the tank. Using a brush thoroughly scrub the bottom and sides of the tank.
4. Remove the remaining water and bleach solution.
5. Refill the tank with water and leave overnight before use.

Piped Distribution



EVERY MONTH

PERFORM SANITARY SURVEY

- Complete risk score
- New risks are fixed

EVERY MONTH

Clean Collection Area

- Ensure Collection area is clear of dirt, rubbish and animal excreta
- Ensure taps and piping is clean

WHEN BROKEN

Repair Fence

- No animals can enter

Repair Drainage area

- Fix cracks and ensure water can drain away without pooling

Repair Taps

- Ensure no water is leaking

Repair piping

- Ensure no water is leaking

Piped Distribution

AFTER EMERGENCY – FLOODING OR TIDAL SURGE

Rehabilitate Supply

- See instructions below

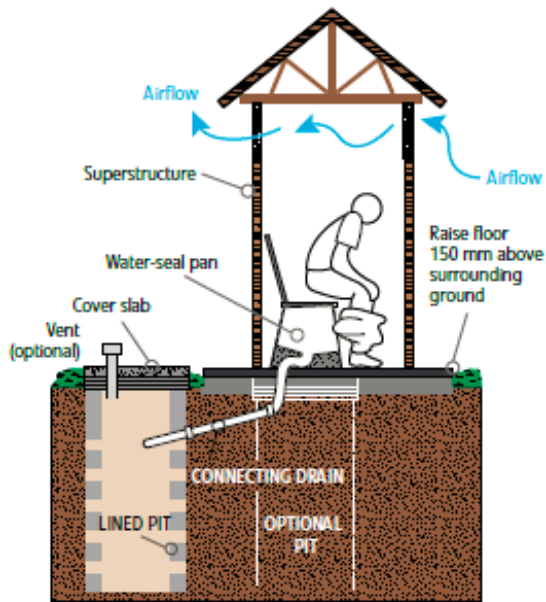
Repair System

- See items on previous page

Rehabilitation Procedure for Piped Distribution

1. Assess the system and identify which part/s are leaking.
2. **Make sure the community has adequate amounts of water stored, and/or an alternative source of water.** Shut off the system.
3. Repair the breakages or leaks using whichever method is available.
4. Restart the system and check for remaining leakages.
5. Flush out the system to remove any dirt or sediment that may have entered. Do this by running the taps in the distribution for around 30-60 minutes.

Pour Flush Toilet



EVERY 3 MONTHS

PERFORM SANITARY SURVEY

- Complete risk score
- New risks are fixed

EVERY WEEK

Clean/Disinfect Toilet

- Check system isn't blocked
- Clean pan, seat and floor

WHEN BROKEN

Repair Pan/Seat

- Ensure no cracks or leaks

Repair Piping

- Ensure no waste water leakage

Repair Structure

- Ensure structure is safe & private

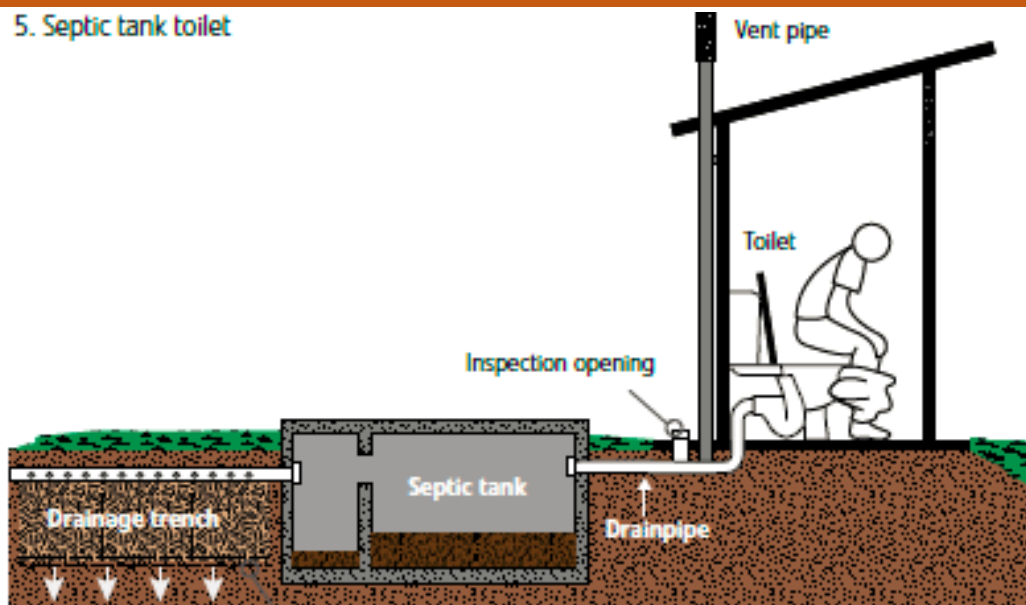
WHEN FULL

Close/Empty Pit

- Ensure full pit **does not** overflow

Flush Toilet with Septic Tank

5. Septic tank toilet



EVERY 3 MONTHS

PERFORM SANITARY SURVEY

- Complete risk score
- New risks are fixed

EVERY WEEK

Clean/Disinfect Toilet

- Check system isn't blocked
- Clean pan, seat and floor

WHEN BROKEN

Repair Pan/Seat

- Ensure no cracks or leaks

Repair Piping

- Ensure no waste water leakage

Repair Structure

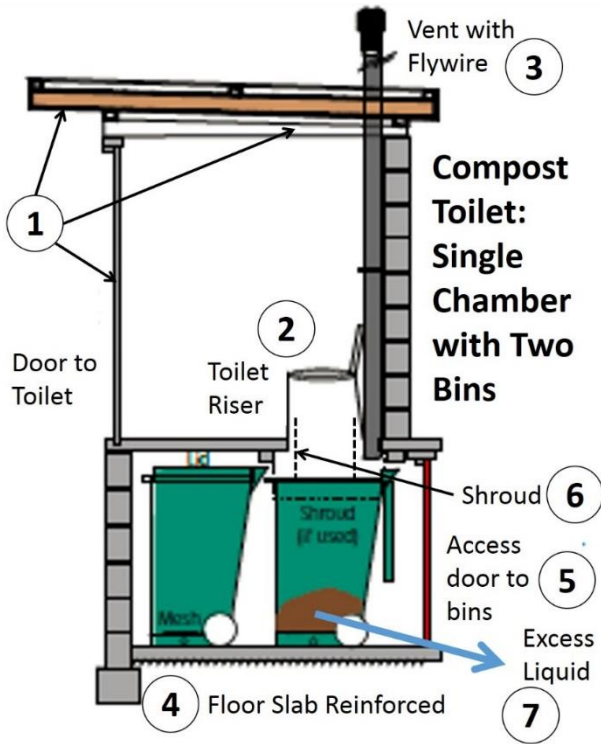
- Ensure structure is safe & private

EVERY 1 TO 5 YEARS / IF TANK IS FULL

Empty tank to safe environment

- Ensure full tank **does not** overflow

Compost Toilet



EVERY 3 MONTHS

PERFORM SANITARY SURVEY

- Complete risk score
- New risks are fixed

AFTER EVERY USE

Add ashes or other organic material

- Ensure material is available
- Ensure a good mix of wet and dry waste

EVERY WEEK

Clean/Disinfect Toilet

- Check system isn't blocked
- Clean pan, seat and floor

Compost Toilet

WHEN BROKEN

Repair Pan/Seat	<ul style="list-style-type: none">• Ensure no cracks or leaks
Repair Piping	<ul style="list-style-type: none">• Ensure no waste water leakage
Repair Structure	<ul style="list-style-type: none">• Ensure structure is safe & private

WHEN VAULT/BIN IS FULL

Switch to new vault/bin	<ul style="list-style-type: none">• Ensure full vault/bin does not overflow
Store composted waste and use as fertiliser	<ul style="list-style-type: none">• Ensure composted waste is used on soil and does not endanger fresh water sources