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

# Toilet Rectification Form

*To be filled in duplicate by the WSP supervisor*

Construction supervisors are required to conduct an inspection before the post-construction incentives are paid. If the facilities are to the required standard, the supervisor endorses them for payment of the incentive by signing the toilet inspection form. However if the facilities falls below standard, then the Client will be asked to rectify specific components/elements of the construction. An action plan should be prepared in conjunction with this checklist and the hazards and/or issues identified addressed.

It is recommended that when the snags in this form are rectified the client requests the WSP to re-inspect in order for the payment of the post-construction incentive to be processed.

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| --- | --- | --- | --- |
| Client: | Client No. | | Date: |
| Person/s completing rectification form: | | Designation: | |

|  |  |
| --- | --- |
| **Details to Check** | Action if Required |
| Are hand-washing facilities in place |  |
| Fittings condition (E.g. taps, basins, paper holders, door locks, toilet seats, mirrors, light switches etc.) |  |
| For UDDTs are ash containers available? |  |
| Are waste receptacles available for sanitary waste (where applicable)? |  |
| Is ventilation adequate? |  |
| Are doorways clear of obstruction? |  |
| Does the floor have an even, unbroken, slip-resistant surface? |  |
| Are wet areas adequately drained? |  |
| Is the toilet well finished (plastered, well painted, site cleared and landscaping done) |  |
| Are all cisterns free of leaks and working satisfactorily? |  |
| Are urinal drains clear? |  |
| Are the dimensions as per design? |  |
| For the UDDT is the soak pit done correctly? |  |
| Are all posters fixed? |  |
| Is the level of lighting adequate? |  |
| **Other Issues** | **Action if Required** |

**Supervisor’s Signature ………………………………………………………………………………………………………**