

# MAINTENANCE OF HEALTH BUILDINGS

THE  
• HEALTH WORKER'S •  
ROLE



• ORISSA HEALTH AND FAMILY WELFARE PROJECT •

• GOVERNMENT OF ORISSA •  
• GOVERNMENT OF INDIA •  
• OVERSEAS DEVELOPMENT ADMINISTRATION •

• BRITISH COUNCIL DIVISION - BRITISH HIGH COMMISSION •

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## FOREWORD

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THE HEALTH BUILDINGS IN EACH VILLAGE, TOWN OR CITY ARE OF VITAL IMPORTANCE IN THE GOVERNMENT'S DRIVE TO IMPROVE THE POPULATION'S HEALTH STATUS.

THE STRUCTURES ARE EXPENSIVE TO BUILD AND IF THEY ARE TO CONTINUE TO FUNCTION AS A BASE, WHICH HEALTH AND MEDICAL ASSISTANCE CAN BE DISPENSED FROM THEY MUST BE CONTINUALLY KEPT IN GOOD CONDITION.

EVERYBODY USING THE BUILDING HAS A RESPONSIBILITY TO PROTECT AND MAINTAIN IT.

THE MEDICAL STAFF WHO ARE BASED AT THE CENTRES ARE VERY IMPORTANT PEOPLE IN THE CONTINUAL UP-KEEP OF THE BUILDINGS.

THIS SIMPLE BOOKLET IS A GUIDE TO THE RESIDENT MEDICAL OFFICER/WORKER IN EACH CENTRE ON HOW TO ORGANIZE THE DAY TO DAY ACTIVITIES THEY SHOULD ADOPT TO ENSURE THAT THEIR PARTICULAR BUILDING CONTINUES TO FUNCTION IN THE PRESCRIBED MANNER.

IT IS NOT A TECHNICAL MANUAL BUT INTENDED TO BE A GOOD HOUSEKEEPING GUIDE.

THE BRITISH COUNCIL DIVISION AND THE ORISSA HEALTH AND FAMILY WELFARE PROJECT WELCOMES COMMENTS AND SUGGESTIONS ON THE CONTENTS AND ON HOW FUTURE COPIES COULD BE AMENDED TO MAKE THESE BOOKLETS MORE USEFUL.

SEND ALL YOUR COMMENTS TO THE LOCAL CHIEF DISTRICT MEDICAL OFFICER.

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## INTRODUCTION

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**THE RESIDENT HEALTH WORKER IS AN IMPORTANT PERSON IN THE CHAIN THAT ENSURES HEALTH BUILDINGS REMAIN IN A CLEAN, USABLE CONDITION.**



**THEY MAKE REGULAR USAGE OF THE BUILDING THROUGHOUT THE YEAR AND ARE IN THE BEST POSITION TO NOTICE PROBLEMS ARISING WITH THE BUILDING.**

**REGULAR, PROMPT, POSITIVE ACTION BY THEM CAN SAVE THE BUILDING FROM FALLING INTO BAD DISREPAIR AND EVENTUALLY BECOMING UNUSABLE.**

**THEY CAN ALSO INFLUENCE AND ADVISE THEIR STAFF AND PATIENTS TO USE THE BUILDING PROPERLY AND TREAT IT WITH RESPECT.**

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**BASIC PREVENTIVE CARE DOES NOT NEED VAST TECHNICAL KNOWLEDGE. ONLY COMMON SENSE AND REGULAR CARE.**



**WITH REGULAR CARE POSSIBLE DAMAGE TO BUILDINGS CAN BE DETECTED AT AN EARLY STAGE BEFORE IT BECOMES SERIOUS.**

**THE HEALTH WORKER CAN DECIDE WHICH MINOR DEFECTS CAN BE CORRECTED WITHIN THE COMMUNITY AND WHICH ONES NEED PROFESSIONAL HELP.**

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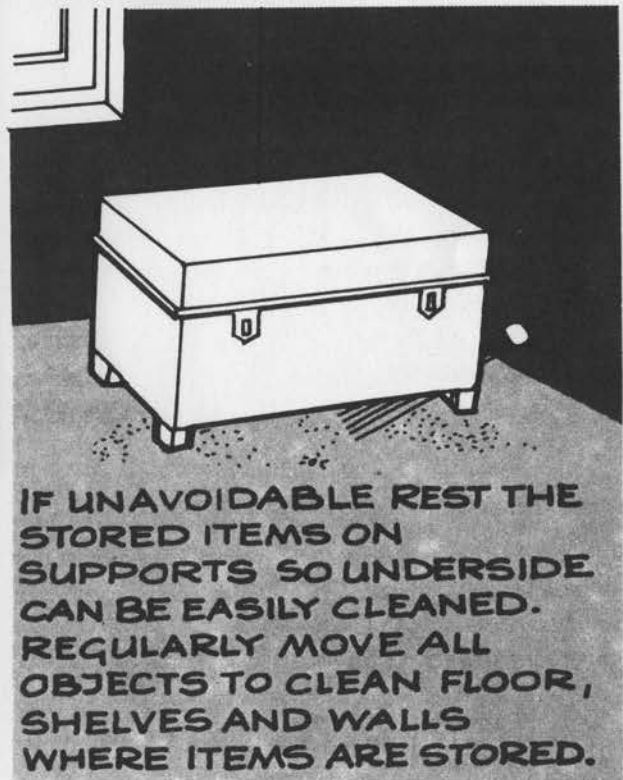
## PREVENTIVE MAINTENANCE

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### INTERIOR OF BUILDINGS

REGULAR CLEANING OF ALL INTERIOR PARTS OF A BUILDING IS A MUST. THIS IS THE FIRST ASPECT OF PREVENTIVE MAINTENANCE.

DAILY SWEEPING IS A MUST .

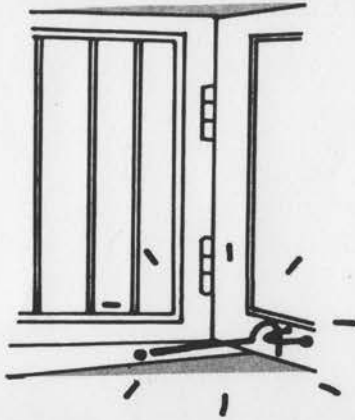


THESE REGULAR MOVEMENTS AND CLEANINGS WILL GIVE AN EARLY WARNING OF ANY DAMAGE BEING CREATED BY DUST, DAMP OR INSECT / PEST ATTACK.

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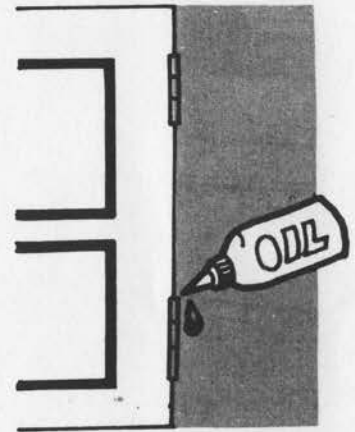
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## DOORS AND WINDOWS



WHILE IN USE DOORS AND WINDOWS MUST BE HELD OPEN BY HOOKS OR WIRESTRING TIES etc. SO THAT THE WIND CANNOT BLOW THEM SHUT. EXCESSIVE BANGING OF DOORS AND SHUTTERS WILL DISLodge FRAMES, BREAK THE DOOR/SHUTTER AND SHAKE HINGES OR SCREWS LOOSE.

HINGES AND BOLTS MUST BE REGULARLY OILED TO PREVENT THEM RUSTING OR BINDING, THUS PUTTING UNFAIR STRESS ON MOVING PARTS.

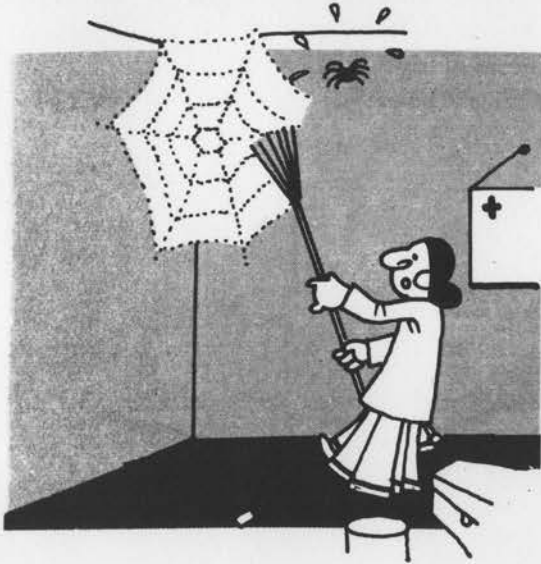


NEVER BANG THE DOORS AND CHILDREN SHOULD NEVER BE ALLOWED TO SWING FROM DOOR AND WINDOW SHUTTERS. THIS PUTS UNFAIR STRESS ON HINGES AND BOLTS WHICH WILL BREAK.

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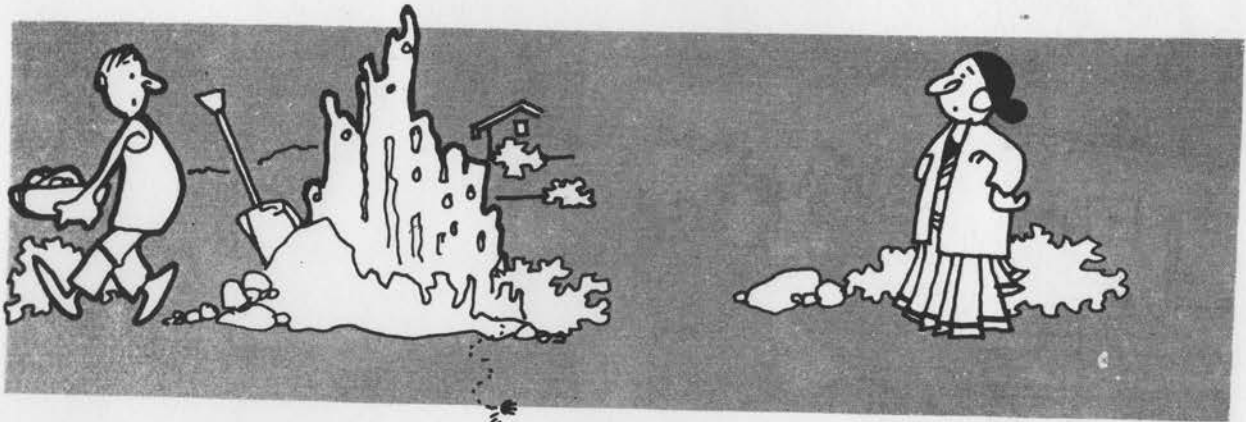
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**TERMITES, SPIDERS etc:**



**CLEAN ALL TRACES OF WHITE ANTS/TERMITES, SPIDERS AS SOON AS SPOTTED WITHIN OR AROUND THE BUILDINGS.**

**ANY ANT/TERMITE HILLS SEEN NEAR THE BUILDINGS SHOULD BE DUG UP AND REMOVED.**



**THIS PREVENTS THE BUILDINGS AND THEIR PARTS FROM POSSIBLE DAMAGE.**

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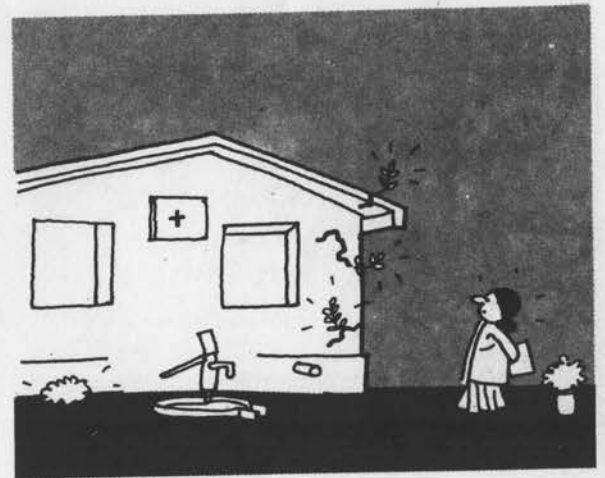
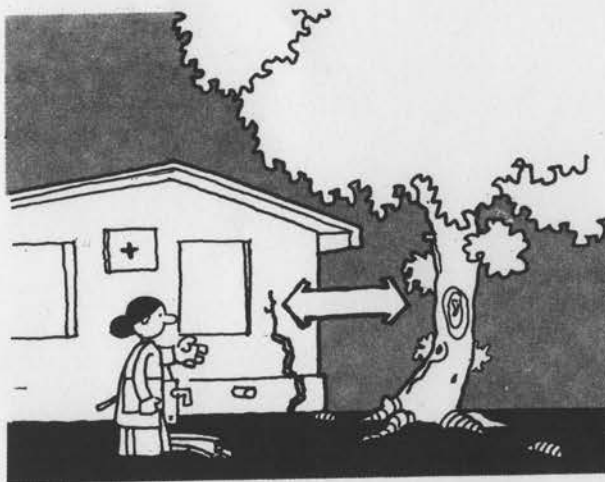
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## EXTERIOR OF BUILDING AND COMPOUND

DO NOT STACK ANYTHING AGAINST THE EXTERNAL WALL AS THIS WILL CAUSE MOISTURE TO ENTER THROUGH THEM CREATING DAMP PATCHES AND PROMOTING THE GROWTH OF MOULD, FLIES AND RODENTS.



PLANTS, WEEDS, SHRUBS OR TREES MUST NOT BE ENCOURAGED TO GROW NEXT TO THE BUILDING AS THE ROOTS CAN DAMAGE FOUNDATIONS AND FOOTINGS.



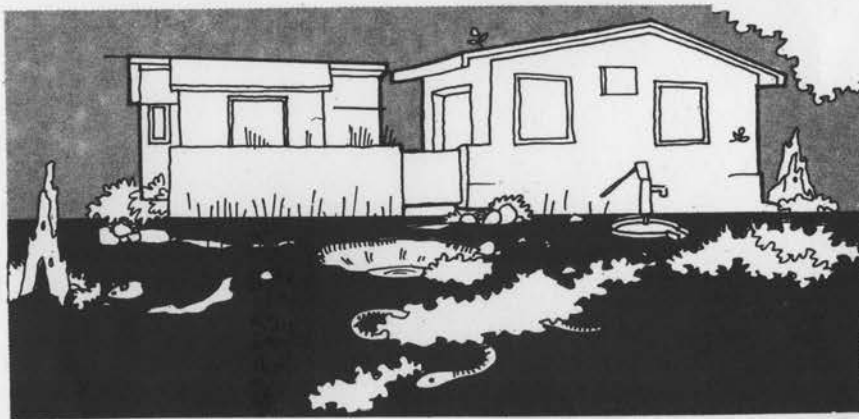
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**OVERGROWN GRASS HIDES RODENTS AND REPTILES WHO CAUSE DAMAGE TO BUILDING OR PEOPLE WHO MIGHT STEP ON THEM.**

**THE COMPOUND AREA SHOULD NOT HAVE DEEP HOLES OR DEPRESSIONS SO THAT IT COLLECTS WATER (RAIN WATER). WATER SO COLLECTED BECOMES STAGNANT ALLOWING MOSQUITOES AND OTHER INSECTS TO BREED IN IT.**



**UNDULATIONS IN THE COMPOUND COULD BE SIGNS OF RODENTS, TERMITES AND OTHER PESTS LIVING UNDER. ALL SUCH TRACES eg ANTHILLS etc: SHOULD BE DUG UP IMMEDIATELY AND DESTROYED.**

**SUCH WATER ALSO SEEPS INTO THE FOUNDATION CAUSING DAMAGE TO BUILDING.**



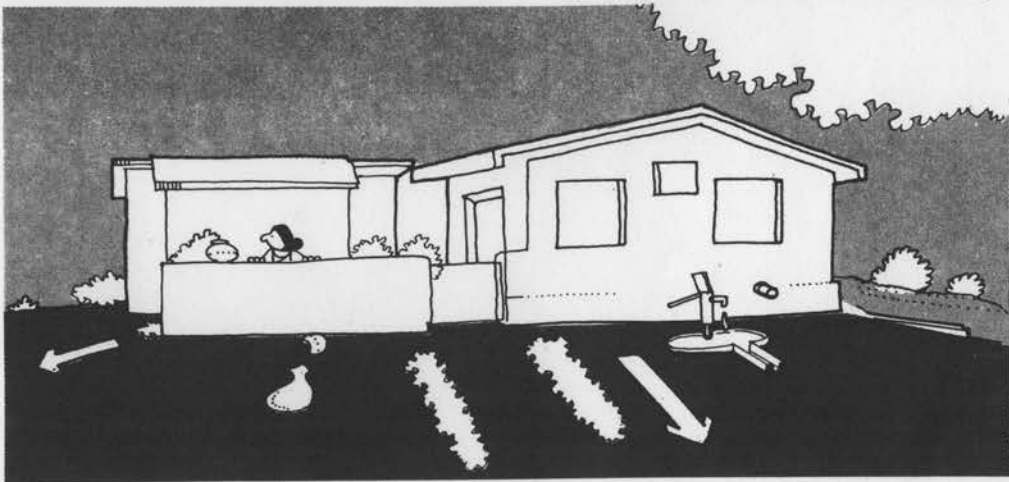
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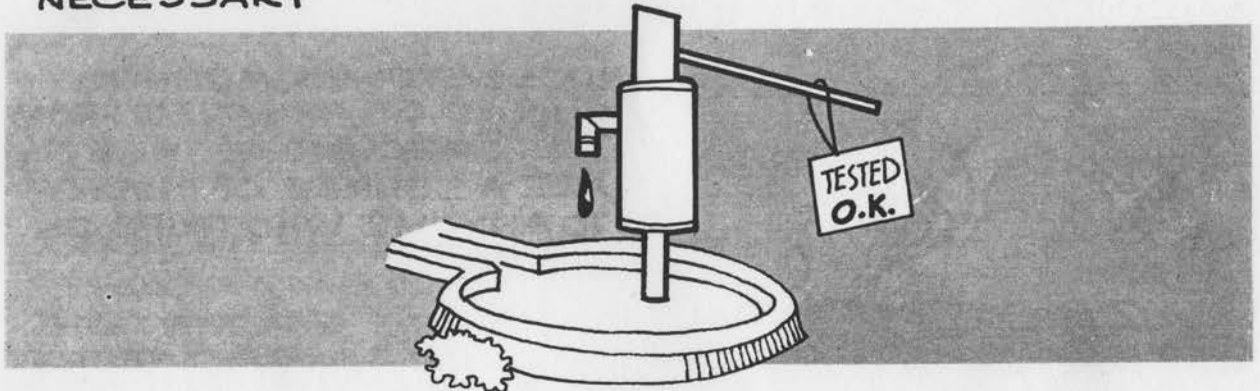
ALL DRAINS INCLUDING THOSE FROM HANDBASINS/SINKS, WATER PUMP etc. SHOULD BE KEPT CLEAN SO WASTE WATER MAY GO INTO THE SOAK PIT.

THE GROUND AROUND THE BUILDINGS SHOULD BE KEPT CLEAN AND SLOPING AWAY FROM BUILDINGS TO PREVENT PONDING.



### HAND PUMP

THE RESIDENT HEALTH WORKER IS RESPONSIBLE FOR MAINTAINING THE HAND PUMP. PERIODIC CHECKS MUST BE MADE TO ENSURE THE PUMP IS IN GOOD WORKING CONDITION AND THE WASTE WATER DRAINS ARE CLEAN AND IN GOOD SHAPE. THE PUMP AND DRAINS MUST BE SERVICED FROM TIME TO TIME AND REPAIRS CARRIED OUT WHENEVER NECESSARY



## SERVICES

### THE ELECTRIC SYSTEM

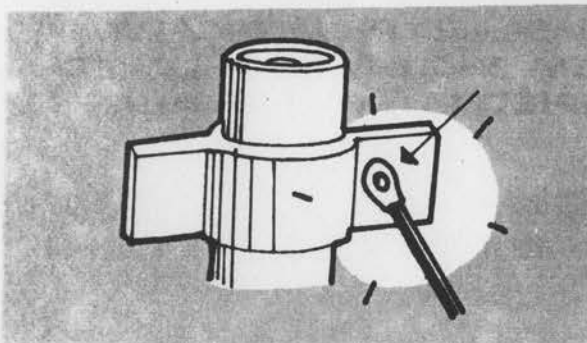


THE ELECTRIC SYSTEM SHOULD BE THOROUGHLY CHECKED BY A QUALIFIED ELECTRICIAN ON AN ANNUAL BASIS.

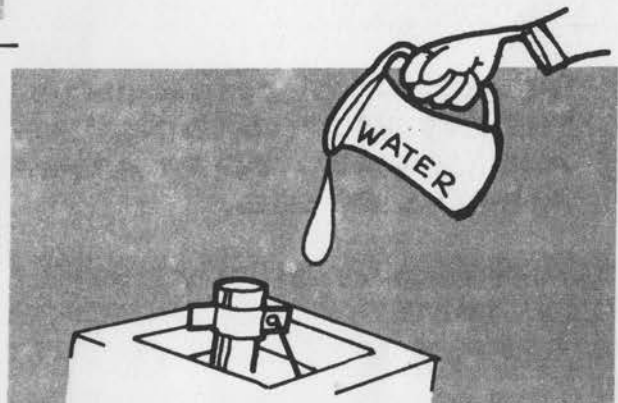


HOWEVER IT DOES NOT TAKE GREAT TECHNICAL SKILL OR KNOWLEDGE TO REPLACE A LIGHT BULB OR REPAIR A FUSE.

### THE EARTHING SYSTEM



ENSURE THAT ALL JOINTS IN THE EARTHING SYSTEM ARE FIRM AND SECURED.



WATER SHOULD BE Poured ONTO THE EARTHING SYSTEM EVERY MORNING TO ENSURE THE SURROUNDING SOIL REMAINS MOIST AT ALL TIMES.

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## WATER AND WASTE DISPOSAL SYSTEM

REGULAR DAILY CLEANING IS A MUST FOR LATRINES AND SINKS/WASHBASINS.



DO NOT ALLOW ANYONE TO THROW ANY OBJECT OF EVEN A VERY SMALL SIZE INTO THE LATRINE OR SINK. SUCH OBJECTS BLOCK THE DRAINPIPES AND DAMAGE THE SYSTEM WHICH MAKES IT EXPENSIVE TO REPAIR.

THE SEPTIC TANK SHOULD BE CLEANED PERIODICALLY. THE ENTIRE PLUMBING SYSTEM SHOULD BE CHECKED AND CORRECTED BY A QUALIFIED PLUMBER ON AN ANNUAL BASIS.

ANY SIGNS OF CRACKS, LEAKS IN THE SYSTEM MUST BE IMMEDIATELY REPORTED FOR REPAIRS TO THE APPROPRIATE AUTHORITY.

HOWEVER IT DOES NOT TAKE GREAT TECHNICAL KNOWLEDGE TO PERFORM SIMPLE TASKS eg: REPLACING A WORN OUT WASHER, CLEANING A CHOKED SPOUT etc:

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**WHILE THE BUILDING IS NOT IN USE AND ITS OCCUPANTS ARE AWAY IT MUST BE ENSURED THAT ALL DOORS AND WINDOWS ARE CLOSED AND FIRMLY BOLTED / LOCKED.**

**THE GATE OF THE COMPOUND WALL SHOULD BE CLOSED AND LOCKED, WITH THE KEYS BEING KEPT WITH A RESPONSIBLE PERSON.**



**WHILE THE USERS ARE AWAY THEY COULD ASK THE NEIGHBOURING PLOT OWNER TO KEEP AN EYE ON THE BUILDING.**

**DURING HOLIDAYS / LONG PERIOD OF TIME WHEN OCCUPANT IS AWAY THE LOCAL COMMUNITY COULD BE ASKED TO HELP, PROTECT, CLEAN AND MAINTAIN THE BUILDING.**

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## PERIODIC CHECKS

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### MAINTENANCE SCHEDULE

DAILY \_\_\_\_\_ SWEEPING

ONCE A WEEK \_\_\_\_\_ INSPECTION OF HEALTH BUILDING AND COMPOUND BY RESIDENT HEALTH WORKER.

ONCE A MONTH \_\_\_\_\_ GOOD CLEANING FOR BUILDING WITH EVERYTHING BEING REMOVED FROM THE SHELVES.

THE RESIDENT HEALTH WORKER SHOULD BE PREPARED TO SUPERVISE THE SWEEPER'S WORK OR TO DELEGATE THE TASK TO ONE OF THEIR SENIOR STAFF TO ENSURE THAT THE CLEANING IS CARRIED OUT IN AN ORDERLY MANNER. THIS CAN ALSO BE CARRIED OUT BY THE RESIDENT HEALTH WORKER WITH THE HELP OF THE LOCAL COMMUNITY.



TO HELP HEALTH WORKERS FOCUS THEIR ATTENTION ON VARIOUS COMPONENTS AND SECTIONS OF THE BUILDINGS THAT WILL REQUIRE REGULAR INSPECTION, A SIMPLE CHECKLIST HAS BEEN PROVIDED FOR THEM. (SEE PAGES 14 AND 15.)

## MAINTENANCE RECORD

THE COMPLETED FORMS MUST BE KEPT IN A FILE AT THE HEALTH CENTRE. IT IS THE RESIDENT HEALTH WORKER'S RESPONSIBILITY TO ORGANIZE THE CLEANING OF THE CENTRE. HE/SHE SHOULD ENSURE ANY REQUIRED REPAIRS ARE CARRIED OUT, OR THE NEED FOR SUCH A REPAIR BE BROUGHT TO THE ATTENTION OF THE RELEVANT AUTHORITIES.



IT IS NO GOOD JUST FILLING UP THE FORMS, FILING THEM AND NEGLECTING TO DO THE PHYSICAL WORK.

**INTERIOR INSPECTION**

**DOORS AND WINDOWS** THIS INCLUDES ALL DOORS AND WINDOWS ON THE COMPOUND, TOILETS, CUPBOARDS etc:

1. ARE THE SHUTTERS EASY TO OPEN AND CLOSE ?
2. ARE ALL THE SCREWS IN THE HINGES IN PLACE AND TIGHT ?
3. DO ALL THE TOWER BOLTS AND ALL DROPS OPERATE SMOOTHLY ?
4. DO ALL SHUTTERS HAVE HOOKS OR BLOCKS TO HOLD THEM OPEN ?
5. DO ALL LOCKS OPERATE SMOOTHLY ?
6. ARE ALL THE FRAMES FIRMLY FIXED IN THEIR POSITION ?

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**FLOORING**

1. IS THE FLOOR EASY TO KEEP CLEAN ?
2. HAS THE FLOOR CRACKED SINCE THE LAST INSPECTION ?
3. DOES DAMP COME UP THROUGH THE FLOOR ?


**ROOF**

1. IS THERE ANY SIGN OF SOAKING ?
2. IS THERE ANY SPOT WHERE WATER ACTUALLY DRIPS THROUGH ?
3. HAS THIS BEGUN TO HAPPEN SINCE THE LAST INSPECTION ?


**SHELVING AND CUPBOARDS**

1. IS ALL STORAGE FACILITIES STRONG AND USABLE ?

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**ELECTRICAL SYSTEM**

1. ARE ALL THE EXPOSED CABLES PINNED SECURELY TO WALLS AND CEILING ?
2. ARE ALL SWITCHES, CONTROLS etc: SAFE TO USE ?
3. ARE ALL FIXTURES, FANS, LIGHTS etc: FIXED AND WORKING CORRECTLY ?


**TOILETS AND PLUMBING**

1. IS THE PLUMBING SYSTEM WORKING CORRECTLY ?
2. ARE ALL SINKS AND TAPS SECURED FIRMLY IN THEIR POSITION ?
3. ARE ALL TOILETS CLEAN AND WORKING CORRECTLY ?
4. DOES THE SEPTIC TANK FUNCTION PROPERLY ?
5. ARE ALL DRAINS FUNCTIONING PROPERLY ?




**EXTERIOR INSPECTION**

**WALLS**

- 1. IS ANY PLASTER BROKEN OR CRACKED ?
- 2. IS ANY VEGETABLE MATTER GROWING FROM THE WALLS ?
- 3. IS ANYTHING STORED AGAINST THE WALLS ?

Y	N

**ROOF AND WINDOW OVERHANGS**

- 1. IS ANY VEGETABLE MATTER GROWING ON THE ROOF ?
- 2. ARE THERE ANY CRACKS IN THE COVER PLASTER ?
- 3. ARE ANY REINFORCEMENT BARS SHOWING ?


**HAND PUMP**

- 1. DOES EXCESS WATER DRAIN AWAY FROM THE SURROUNDING AREA ?
- 2. IS THE CEMENT APRON IN GOOD CONDITION ?
- 3. DOES THE PUMP REQUIRE GREASING ?


**COMPOUND**

- 1. IS THE COMPOUND WALL AND GATES IN GOOD CONDITION ?
- 2. IS THE COMPOUND CLEAN ?
- 3. IS THE SOIL AROUND THE BUILDINGS SLOPING AWAY FROM THE BUILDINGS ?
- 4. ARE THERE AREAS IN THE COMPOUND WHERE WATER MIGHT COLLECT ?
- 5. ARE THERE ANY TREES OR BUSHES GROWING VERY CLOSE TO THE BUILDINGS ?


**ACTION TAKEN TO RECTIFY ANY PROBLEMS** \_\_\_\_\_

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**GENERAL OBSERVATIONS ON PHYSICAL CONDITION OF BUILDINGS** \_\_\_\_\_

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THE BRITISH OVERSEAS DEVELOPMENT ADMINISTRATION HAS BEEN ASSISTING THE GOVERNMENT OF INDIA TO DEVELOP THE HEALTH AND FAMILY WELFARE SYSTEM IN THE STATE OF ORISSA SINCE 1979. THE BRITISH COUNCIL DIVISION OF THE BRITISH HIGH COMMISSION HAS BEEN ACTIVELY INVOLVED IN PROVIDING TECHNICAL AND MANAGEMENT ASSISTANCE TO THE SECOND PHASE OF THE PROJECT SINCE 1990.

THE OVERALL OBJECTIVE OF THE 'O.H.F.W.P. PHASE II' IS TO IMPROVE THE RANGE AND QUALITY OF FAMILY WELFARE AND HEALTH SERVICES IN RURAL AREAS. UNDER THIS PROJECT MAJOR EMPHASIS WAS GIVEN TO THE DEVELOPMENT OF PHYSICAL INFRASTRUCTURE, AVAILABILITY OF TRAINED MANPOWER BY PROVIDING ADDITIONAL STAFF AND SKILL DEVELOPMENT TO EXISTING STAFF.

A SAFE, CLEAN AND WELL ORDERED ENVIRONMENT IS ESSENTIAL FOR HEALTH WORKERS TO CARRY OUT THEIR DUTIES, AS SUCH IT IS IMPORTANT THAT THEY ARE AWARE OF THEIR ROLE IN MAINTAINING THE PHYSICAL STRUCTURE THAT HAS BEEN PLACED IN THEIR CARE. THIS BOOKLET IS DESIGNED TO HELP EVERYBODY IN THE HEALTH SECTOR TO SAFEGUARD THE ORISSA HEALTH DELIVERY INFRASTRUCTURE FOR THE FORESEEABLE FUTURE.

ALL ENQUIRIES REGARDING THIS PUBLICATION SHOULD BE DIRECTED TO

THE DIRECTOR OF HEALTH SERVICES,  
BHUBANESWAR.

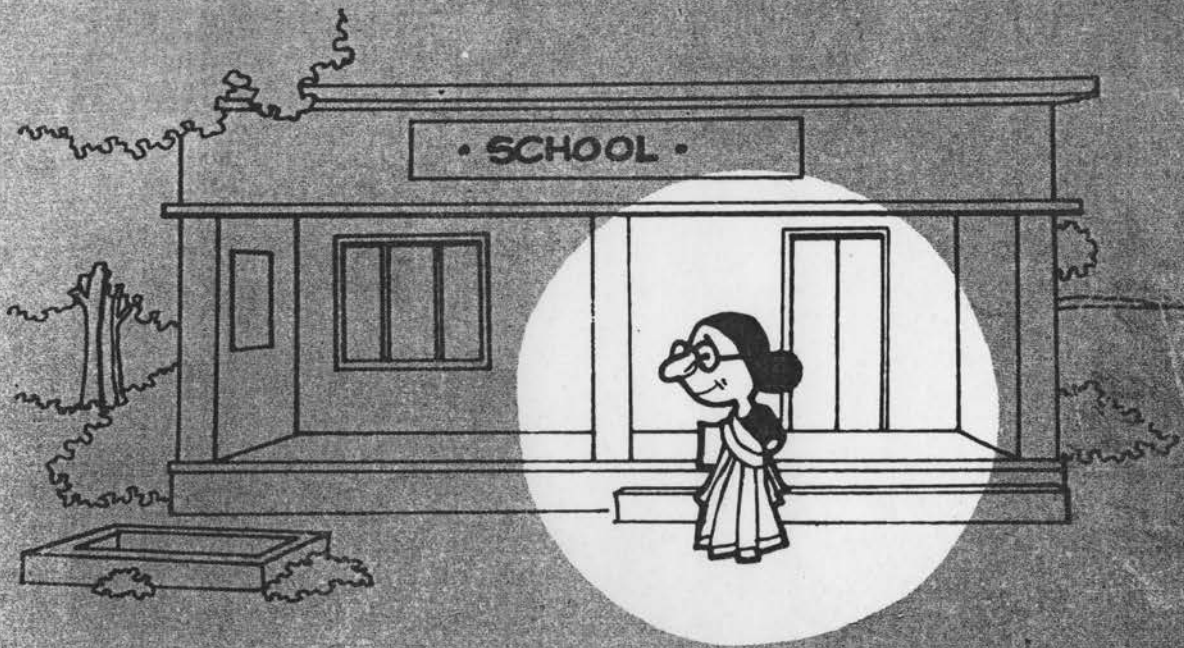
TEL: (0674) 400 536.

ART WORK: RIPIN KALRA

TEXT: ROGER R.M. BONNER, BCD.

# MAINTENANCE OF SCHOOL BUILDINGS

• THE  
TEACHER'S •  
ROLE



• ANDHRA PRADESH PRIMARY EDUCATION PROJECT •

• GOVERNMENT OF ANDHRA PRADESH •  
• GOVERNMENT OF INDIA •  
• OVERSEAS DEVELOPMENT ADMINISTRATION •

• BRITISH COUNCIL DIVISION • BRITISH HIGH COMMISSION •

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## FOREWORD

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**THE EDUCATION BUILDINGS IN EACH VILLAGE, TOWN OR CITY ARE OF VITAL IMPORTANCE IN THE GOVERNMENT'S DRIVE TO IMPROVE THE EDUCATIONAL STANDARDS OF THE COUNTRY.**

THE STRUCTURES ARE EXPENSIVE TO BUILD AND IF THEY ARE TO CONTINUE TO FUNCTION AS SAFE, SECURE CENTRES THAT CHILDREN ARE HAPPY TO COME TO ON A REGULAR BASIS THEY MUST ALWAYS BE KEPT IN A GOOD CONDITION.

**EVERYBODY USING THE BUILDING, HAS A RESPONSIBILITY TO PROTECT AND MAINTAIN IT.**

THE TEACHERS AT THE SCHOOL AND THE MANDAL EDUCATION OFFICERS WHO MAKE REGULAR VISITS ARE VERY IMPORTANT PEOPLE IN THE CONTINUAL UP KEEP OF THE BUILDINGS.

**THIS SIMPLE BOOKLET IS A GUIDE TO THE TEACHER IN EACH SCHOOL ON WHAT DAY TO DAY ACTIVITIES THEY SHOULD ADOPT AND ORGANIZE TO ENSURE THAT THEIR PARTICULAR BUILDING CONTINUES TO FUNCTION IN THE PRESCRIBED MANNER.**

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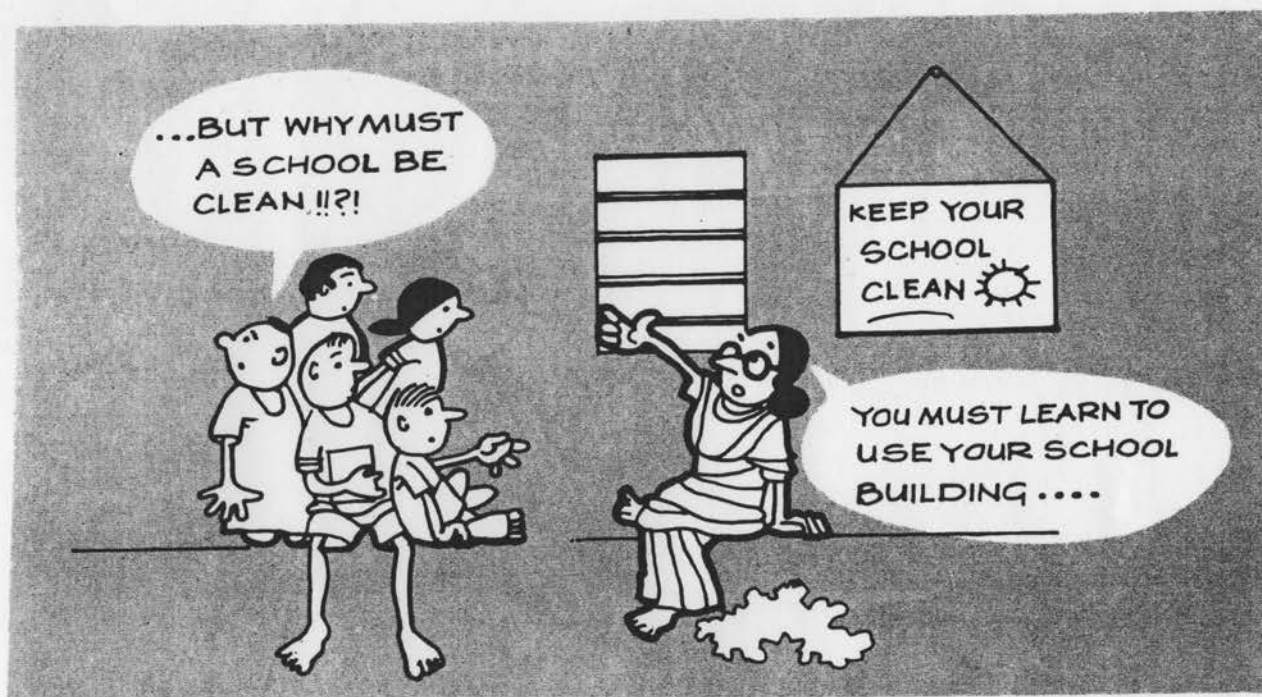
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## INTRODUCTION

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**THE TEACHER IS AN IMPORTANT PERSON IN THE CHAIN THAT ENSURES SCHOOL BUILDINGS REMAIN IN A CLEAN, USABLE CONDITION.**



**THE TEACHER USES THE BUILDING ON A REGULAR BASIS, THROUGHOUT THE YEAR. HE/SHE IS IN THE BEST POSITION TO NOTICE PROBLEMS ARISING WITH THE BUILDING.**

**REGULAR, PROMPT, POSITIVE ACTION BY THE TEACHER WILL SAVE THE BUILDING FROM FALLING INTO BAD DISREPAIR AND EVENTUALLY BECOMING UNUSABLE.**

**THE TEACHER CAN ALSO INFLUENCE AND TRAIN THE PUPILS TO MAKE PROPER USE OF THE BUILDING AND TREAT ITS VARIOUS COMPONENTS WITH RESPECT.**

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**BASIC PREVENTIVE CARE DOES NOT NEED VAST TECHNICAL KNOWLEDGE, IN MOST CASES JUST COMMON SENSE.**



**WITH REGULAR CARE, POSSIBLE DAMAGE TO BUILDINGS CAN BE DETECTED AT AN EARLY STAGE BEFORE IT BECOMES SERIOUS.**

**IF THE BUILDING DEVELOPS SERIOUS FAULTS THE TEACHER WILL BE OBLIGED TO SEEK PROFESSIONAL HELP TO CORRECT OR HALT THE PROBLEM, HOWEVER WITH SMALL MINOR DEFECTS THE TEACHER WILL BE ABLE TO AFFECT THE REPAIR/CORRECTION THEMSELVES OR SOLICIT ASSISTANCE FROM WITHIN THE LOCAL COMMUNITY.**

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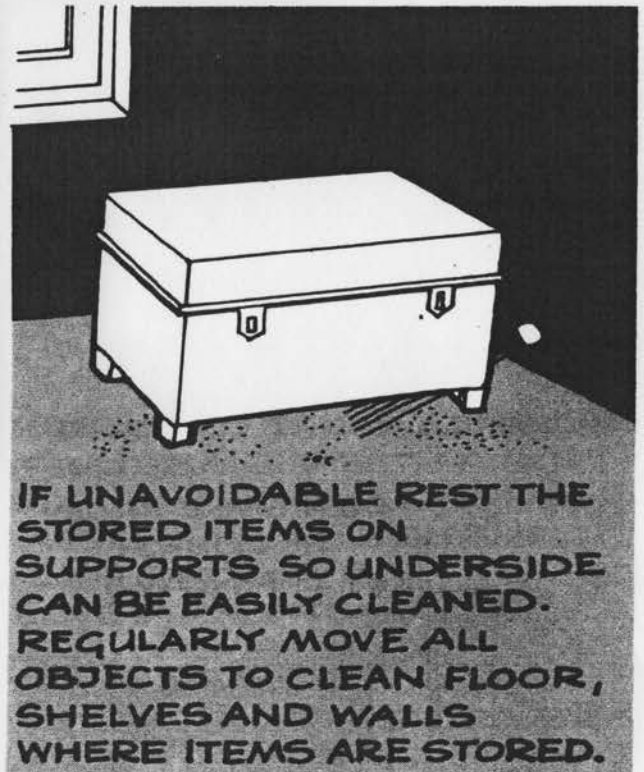
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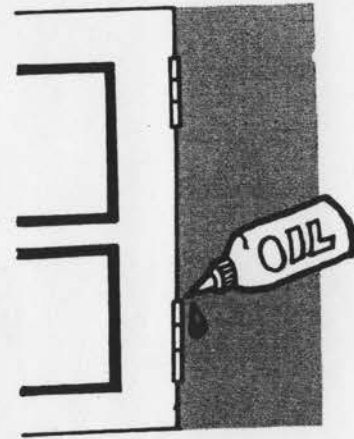
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NEVER SWING FROM THE DOORS...  
GET OFF NOW !!



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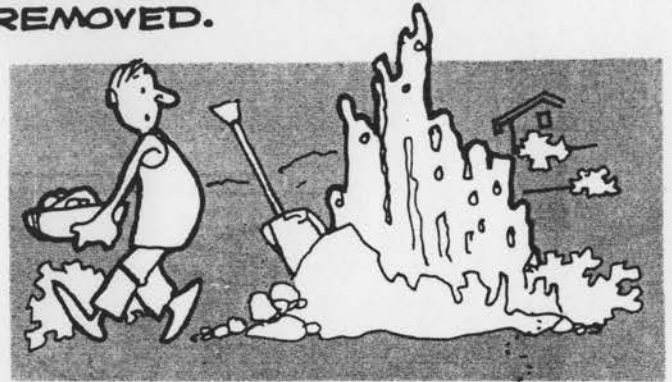


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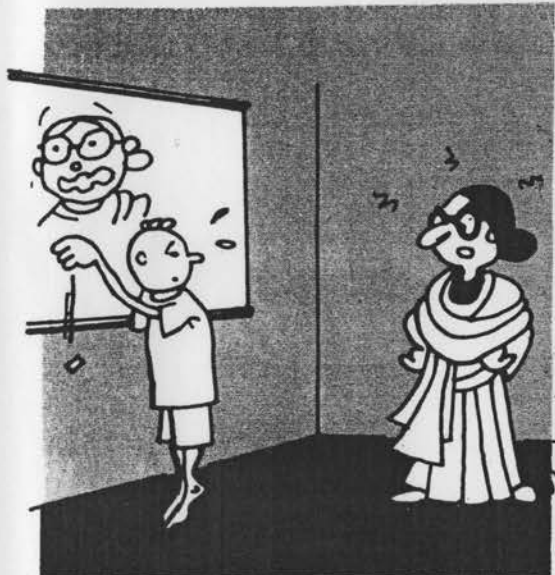
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**THIS PREVENTS THE BUILDING AND THEIR PARTS FROM POSSIBLE DAMAGE.**

### **THE BLACK BOARD ( CHALK BOARD )**



**THE SURFACE OF THE BLACKBOARD MUST BE CLEANED WITH A SOFT MOIST (NOT WET) CLOTH BEFORE AND AFTER USE. THE CHALK POWDER SHOULD BE COLLECTED AND REMOVED DAILY.**

**CHILDREN SHOULD NOT BE ALLOWED TO THROW CHALKS OR SCRATCH THE BOARD SURFACE WITH A SHARP OBJECT AS IT DAMAGES THE PAINTED SURFACE.**

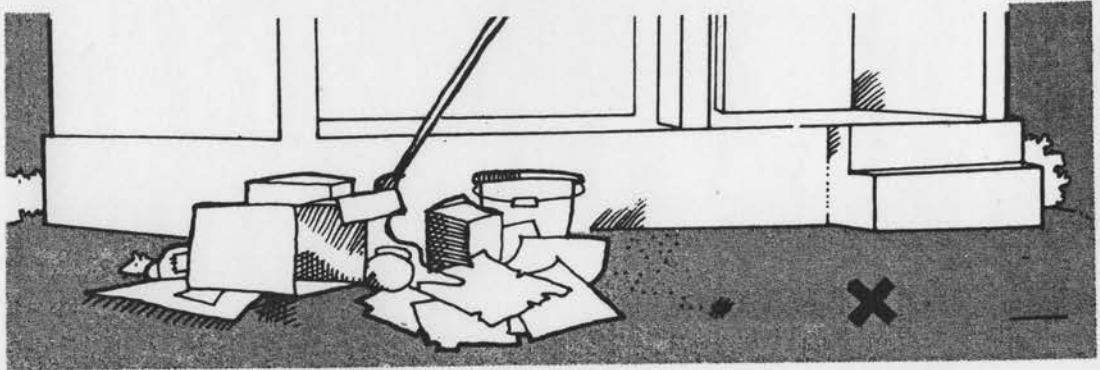
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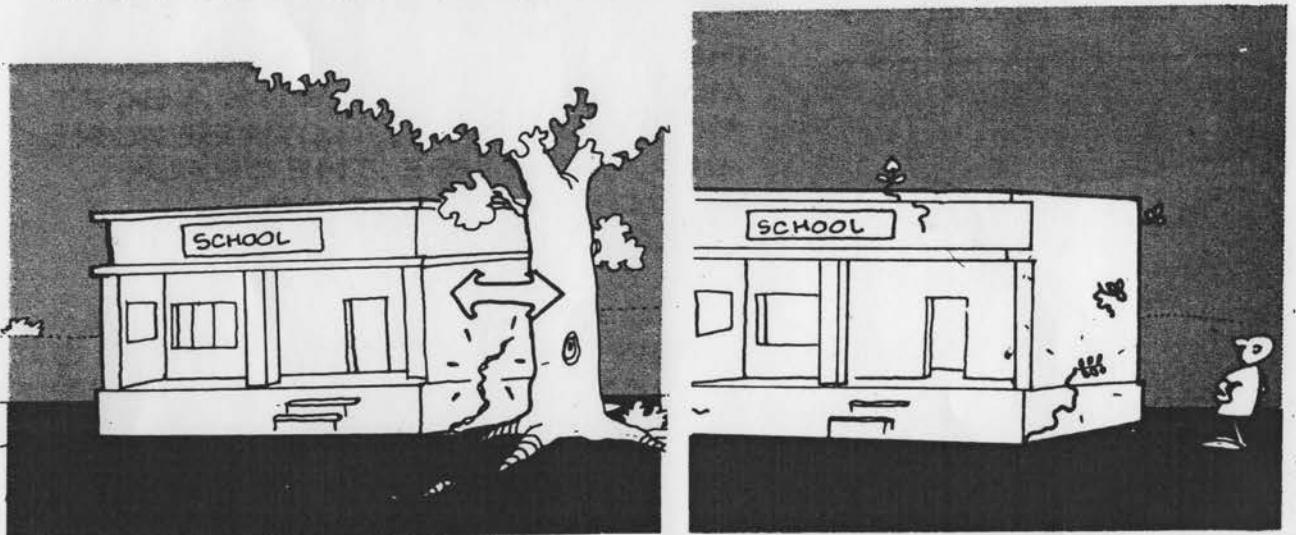
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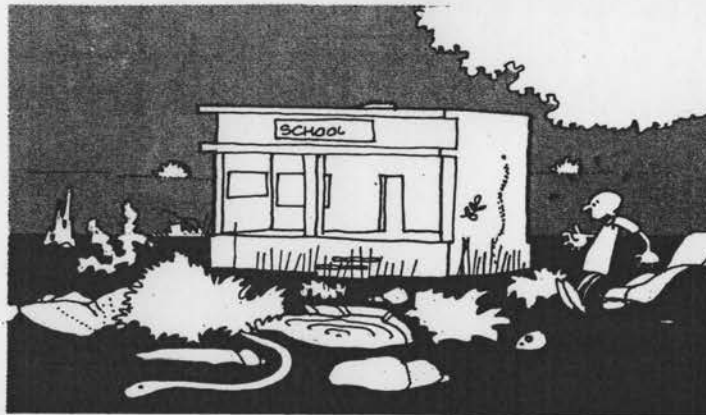
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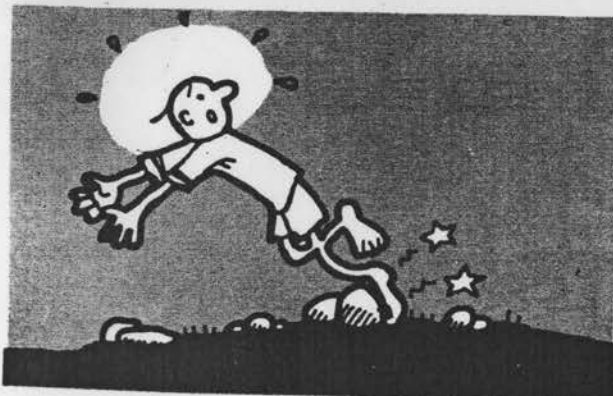
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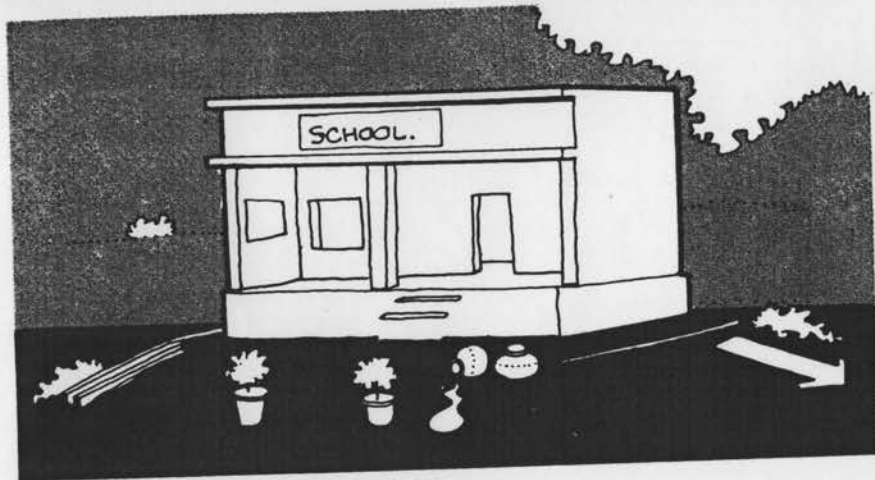
SUCH WATER ALSO SEEPS INTO THE FOUNDATION CAUSING DAMAGE TO BUILDING.



LOOSE STONES, MOUNDS SHOULD BE REMOVED FROM THE COMPOUND AS THEY ARE A SOURCE OF INJURY TO ANYONE WHO TRIPS ON THEM.

ALL DRAINS INCLUDING THOSE FROM HANDBASINS/SINKS, WATER PUMP etc. SHOULD BE KEPT CLEAN SO WASTE WATER MAY GO INTO THE SOAK PIT.

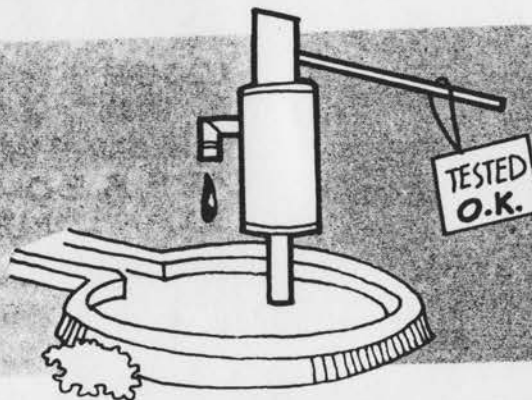
THE GROUND AROUND THE BUILDINGS SHOULD BE KEPT CLEAN AND SLOPING AWAY FROM BUILDINGS TO PREVENT PONDING.



## HAND PUMP

MAINTAINING THE HANDPUMP IS THE RESPONSIBILITY OF THE TEACHER. PERIODIC CHECKS MUST BE MADE TO ENSURE THE PUMP IS IN GOOD WORKING CONDITION AND THE WASTE WATER DRAINS ARE CLEAN AND IN GOOD SHAPE.

THE PUMP AND DRAINS MUST BE SERVICED FROM TIME TO TIME AND REPAIRS CARRIED OUT WHENEVER NECESSARY.

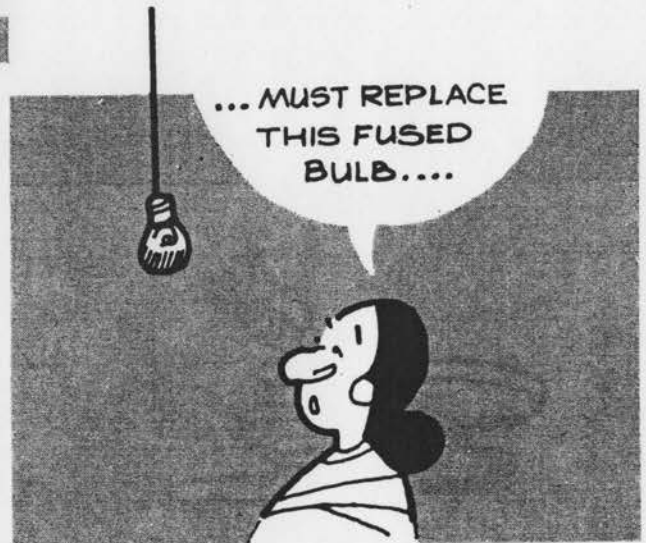


## SERVICES

### THE ELECTRIC SYSTEM

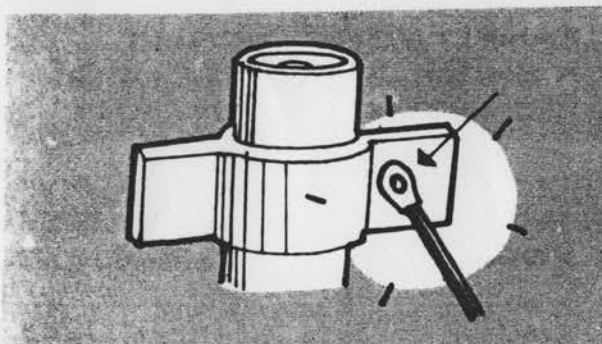


THE ELECTRIC SYSTEM SHOULD BE THOROUGHLY CHECKED BY A QUALIFIED ELECTRICIAN ON AN ANNUAL BASIS.

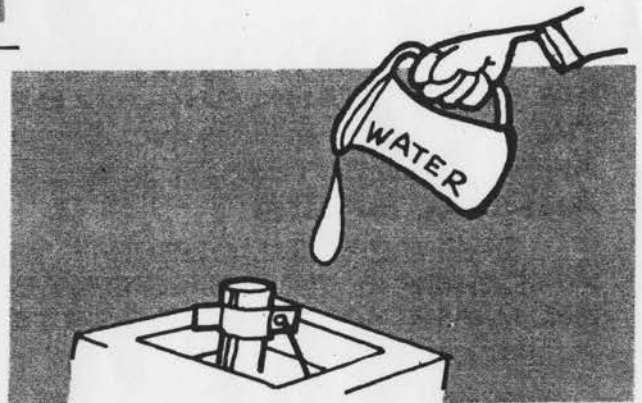


HOWEVER IT DOES NOT TAKE GREAT TECHNICAL SKILL OR KNOWLEDGE TO REPLACE A LIGHT BULB OR REPAIR A FUSE.

### THE EARTHING SYSTEM



ENSURE THAT ALL JOINTS IN THE EARTHING SYSTEM ARE FIRM AND SECURED.



WATER SHOULD BE POURED ONTO THE EARTHING SYSTEM EVERY MORNING TO ENSURE THE SURROUNDING SOIL REMAINS MOIST AT ALL TIMES.

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## WATER AND WASTE DISPOSAL SYSTEM

REGULAR DAILY CLEANING IS A MUST FOR LATRINES AND SINKS/WASHBASINS.



DO NOT ALLOW ANYONE TO THROW ANY OBJECT OF EVEN A VERY SMALL SIZE INTO THE LATRINE OR SINK. SUCH OBJECTS BLOCK THE DRAIN PIPES AND DAMAGE THE SYSTEM WHICH MAKES IT EXPENSIVE TO REPAIR.

THE SEPTIC TANK SHOULD BE CLEANED PERIODICALLY. THE ENTIRE PLUMBING SYSTEM SHOULD BE CHECKED AND CORRECTED BY A QUALIFIED PLUMBER ON AN ANNUAL BASIS.

ANY SIGNS OF CRACKS, LEAKS IN THE SYSTEM MUST BE IMMEDIATELY REPORTED FOR REPAIRS TO THE APPROPRIATE AUTHORITY.

HOWEVER IT DOES NOT TAKE GREAT TECHNICAL KNOWLEDGE TO PERFORM SIMPLE TASKS eg: REPLACING A WORN OUT WASHER, CLEANING A CHOKED SPOUT etc:

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**WHILE THE BUILDING IS NOT IN USE AND ITS OCCUPANTS ARE AWAY IT MUST BE ENSURED THAT ALL DOORS AND WINDOWS ARE CLOSED AND FIRMLY BOLTED/LOCKED.**

**THE GATE OF THE COMPOUND WALL SHOULD BE CLOSED AND LOCKED WITH THE KEYS BEING KEPT WITH A RESPONSIBLE PERSON.**



**WHILE THE TEACHERS ARE AWAY THEY COULD ASK THE NEIGHBOURING PLOT OWNER TO KEEP AN EYE ON THE BUILDING.**

**DURING HOLIDAYS / LONG PERIODS OF TIME WHEN TEACHERS ARE AWAY THE LOCAL COMMUNITY COULD BE ASKED TO HELP PROTECT, CLEAN AND MAINTAIN THE BUILDING.**

# PERIODIC CHECKS

## MAINTENANCE SCHEDULE

DAILY	SWEEPING
ONCE A WEEK	INSPECTION OF SCHOOL BUILDING AND COMPOUND BY TEACHER.
ONCE A MONTH	GOOD CLEANING FOR BUILDING WITH EVERYTHING BEING REMOVED FROM SHELVES.

THIS CAN BE CARRIED OUT BY THE TEACHER WITH HELP FROM OLDER PUPILS OR BY A GROUP OF PARENTS.



## CHECKLIST

TO HELP THE TEACHER FOCUS THEIR ATTENTION ON THE VARIOUS COMPONENTS AND SECTIONS OF THE BUILDING THAT WILL REQUIRE REGULAR INSPECTION A SIMPLE CHECKLIST HAS BEEN PROVIDED FOR THEM.  
( SEE PAGES 14 AND 15.)



## MAINTENANCE RECORD

THE COMPLETED FORMS MUST BE KEPT IN A FILE AT THE SCHOOL.

IT IS THE TEACHER'S RESPONSIBILITY TO ORGANIZE THE SCHOOL'S CLEANING. HE/SHE SHOULD ENSURE ANY REQUIRED REPAIRS ARE CARRIED OUT OR THE NEED FOR SUCH A REPAIR BE BROUGHT TO THE ATTENTION OF THE RELEVANT AUTHORITIES.



IT IS NO GOOD JUST FILLING UP THE FORM, FILING IT AND NEGLECTING TO DO THE PHYSICAL WORK.

# BUILDING AND COMPOUND MAINTENANCE CHECKLIST ( 1 )

NAME OF SCHOOL \_\_\_\_\_ DATE \_\_\_\_\_

INSPECTED BY \_\_\_\_\_ INSPECTION NO. \_\_\_\_\_

## INTERIOR INSPECTION

**DOORS AND WINDOWS** INCLUDES ALL DOORS AND WINDOWS ON COMPOUND, TOILETS, CUPBOARDS etc:

1. ARE THE SHUTTERS EASY TO OPEN AND CLOSE ?
2. ARE ALL SCREWS IN THE HINGES IN PLACE AND TIGHT ?
3. DO ALL TOWER BOLTS AND ALL DROPS OPERATE EASILY ?
4. DO ALL SHUTTERS HAVE HOOKS OR BLOCKS TO HOLD THEM OPEN ?
5. DO ALL LOCKS OPERATE SMOOTHLY ?
6. ARE ALL THE FRAMES FIRM IN THEIR POSITION ?

## FLOORING AND STEPS

1. IS THE FLOOR EASY TO KEEP CLEAN ?
2. HAS THE FLOOR CRACKED SINCE THE LAST INSPECTION ?
3. DOES DAMP COME THROUGH THE FLOOR ?
4. ARE THE STEPS BROKEN / CRACKED ?

## ROOF

1. IS THERE ANY SIGNS OF SOAKING ?
2. IS THERE ANY SPOT WHERE WATER DRIPS THROUGH ?
3. HAS THIS BEGUN TO HAPPEN SINCE LAST INSPECTION ?

## WALLS AND SHELVING

1. ARE THE REAPERS SECURELY FIXED ?
2. ARE ALL THE SHELVES STRONG AND USABLE ?
3. IS THE BLACKBOARD IN GOOD CONDITION ?
4. DOES THE BLACKBOARD REQUIRE PAINTING ?

## ELECTRIC SYSTEM

1. ARE ALL EXPOSED CABLES PINNED SECURELY TO WALLS AND CEILING ?
2. ARE ALL SWITCHES, CONTROLS etc: SAFE TO USE ?
3. ARE ALL LIGHTS AND SOCKETS FIXED AND WORKING WELL ?
4. ARE THE JOINTS IN THE 'EARTHING UNIT' SECURED FIRMLY ?

**EXTERIOR INSPECTION**

**WALLS**

- 1. IS ANY PLASTER BROKEN OR CRACKED?
- 2. IS ANY VEGETABLE MATTER GROWING FROM THE WALLS?
- 3. IS ANYTHING STORED AGAINST THE WALL?

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**ROOF AND WINDOW OVERHANGS**

- 1. IS ANY PLANT MATTER GROWING ON THE ROOF?
- 2. ARE THERE CRACKS IN THE COVER PLASTER?
- 3. ARE ANY REINFORCEMENT BARS SHOWING?


**HAND PUMP**

- 1. DOES EXCESS WATER DRAIN AWAY FROM SURROUNDING AREA?
- 2. IS THE CEMENT APRON IN GOOD SHAPE?
- 3. DOES THE PUMP REQUIRE GREASING?


**TOILET**

- 1. IS THE TOILET CLEAN?
- 2. DOES THE TOILET AND SEPTIC TANK WORK PROPERLY?
- 3. IS THE TOILET REGULARLY USED?

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**COMPOUND**

- 1. IS THE COMPOUND WALL AND GATES IN GOOD SHAPE?
- 2. IS THE COMPOUND CLEAN?
- 3. IS THE SOIL AROUND BUILDING SLOPING AWAY FROM BUILDING?
- 4. ARE THERE ANY AREAS IN COMPOUND WHERE WATER MIGHT COLLECT?
- 5. ARE THERE ANY TREES OR BUSHES GROWING VERY CLOSE TO BUILDING?


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**ACTION TAKEN TO RECTIFY ANY PROBLEMS** \_\_\_\_\_

**GENERAL OBSERVATIONS ON PHYSICAL CONDITION OF BUILDINGS AND COMPOUND** \_\_\_\_\_

THE BRITISH OVERSEAS DEVELOPMENT ADMINISTRATION HAS BEEN ASSISTING THE GOVERNMENT OF INDIA TO DEVELOP THE PRIMARY EDUCATION SYSTEM IN THE STATE OF ANDHRA PRADESH SINCE 1984. THE BRITISH COUNCIL DIVISION OF THE BRITISH HIGH COMMISSION HAS BEEN ACTIVELY INVOLVED IN PROVIDING TECHNICAL AND MANAGEMENT ASSISTANCE TO THE SECOND PHASE OF THE PROJECT SINCE 1989.

THE OVERALL OBJECTIVE OF 'A.P.P.E.P. - II' IS TO ACHIEVE A SUBSTANTIAL QUALITATIVE IMPROVEMENT IN TEACHER COMPETENCY, CLASSROOM PRACTICES AND LEARNING OUTCOMES, WITHIN AN APPROPRIATE ENVIRONMENT AND THEREBY TO CONTRIBUTE TOWARDS THE OBJECTIVE OF UNIVERSAL PRIMARY EDUCATION.

THE CLASSROOM AND SCHOOL COMPOUND ENVIRONMENT PLAYS AN IMPORTANT ROLE IN ASSISTING THE TEACHERS TO CARRY OUT THEIR EDUCATIONAL DUTIES, AS SUCH IT IS IMPORTANT THAT THEY ARE AWARE OF THEIR ROLE IN MAINTAINING THE PHYSICAL STRUCTURE THAT HAS BEEN PLACED IN THEIR CARE. THIS BOOKLET IS DESIGNED TO HELP EVERYBODY IN THE EDUCATION SECTOR TO SAFEGUARD THE STATE'S EDUCATIONAL INFRASTRUCTURE FOR THE FUTURE GENERATIONS.

ALL ENQUIRIES REGARDING THIS PUBLICATION SHOULD BE DIRECTED TO:

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