

ODF+ Document Checklist

1	General Information
1	Ward wise map of the ULB

2	Notifications and Declaration (Fresh Assessment)
1	ODF+ Self- Declaration notification (Two Newspaper)
2	ODF+ Town Head Declarations
3	ODF+ Ward Councillors Declarations(All wards)
4	Document regarding list of all schools in the ULB
5	ODF+ School Declaration of all the schools in ULB
6	Citizen category ODF+ Declarations ULB has (min 6 citizen category declarations)-5 representative from each category Citizen categories –School Principal, Non-Governmental Organisations, Private Sector Organisations, Senior Central Government/Public Sector Bank Officials, Hospital Authorities, Primary Health Centre In-Charge, Transport Authorities, Market Association, Hotel Owners/ Managers, Shop Owners, Mall Owners/Managers, Petrol Pump Owners/Managers, Angwanwadi Workers
7	Document showing total number of RWAs/Housing Community
8	ODF+ RWA Declaration
9	Document showing total number of Self Help Groups(SHG) in the ULB
10	ODF+ SHG Declaration
11	Fines issued and notified against open defecation (either on Newspaper/By- laws)
12	Fines issued and notified against open urination (either on Newspaper/Bye- laws)
13	Document for evidence of circulation / dissemination of Service Level Benchmarks published by ULB / Development Authority / Cantonment Board, to atleast 10 citizen categories?
14	Document of Municipal by-laws stating the status of Sanitation service level benchmark
15	Document of Service level benchmark (notified in 2 newspapers)

3	Community /Public Toilets and Standalone Urinals (Fresh Assessment)
1	Ward-wise list of all Public and Commercial areas
2	Ward-wise list of all Community Toilets(CTs) (As per SBM Portal)
3	Ward-wise list of all Public Toilets (PTs) (As per SBM Portal)
4	Ward-wise List of CTs/PTs under Best Toilets/Aspirational category (As per SBM Portal)
5	Ward-wise list of all the Standalone Urinals in the ULB (As per SBM Portal)
6	Ward-wise list of Standalone Urinals under Best Urinals/Aspirational category (As per SBM Portal)
7	Document of receipt / logbook of cleaning of septic tank of CT/PT (if CTs/PTs connected with septic tank)
8	Document proving the information on user charges for all community and public toilets

9	Structural Audit report of all CT/PT (Structural audit is an examination of the overall health of a building to ensure that it is safe, risk-free and habitable. The purpose of a structural audit is to correctly identify parts or sections of a building that may be in need of immediate repair, renovation or replacement. Structural audits are performed by licensed consultants who have the required expertise in civil construction and are empanelled with the government authorities.)
10	Structural audit report of all Standalone Urinals
11	Details of maintenance in-charge for all Community and Public toilets? (Ward-wise)
12	Contract copy of the third party maintenance
13	Document showing proof of penalty clause in the contract
14	Copy of water bills for all community/public toilets of last 3 months
15	Copy of electricity bills for all Community/Public toilets of last 3 months
16	Document with details of cleaning schedule for all Community/Public toilets for a period of last 3 months
17	Document for user feedback mechanism of all Community and Public toilets
18	Document user feedback mechanism of all Standalone urinals
19	Document for Inventory record (purchase slip)of protective gear (Gloves, Mask, Gum boots) provided to all CT/PT operators
20	Document for Inventory record of cleaning equipment (Phenyl, Harpic ,Broom, etc)provided to all CT/PT and Standalone Urinals
21	Document for Survey report identifying the UVPs (Urination Vulnerable Point)
22	Evidences of transformation of the UVPs with "Before" and "After" pictures.
23	Document for target number of public toilets to be constructed in the city/town (considering floating population), calculated as 1 seat/urinal for every 250 users (floating population no less than 5% of total urban population)

4	Community /Public Toilets and Standalone Urinals (Re-Certification)
1	Ward-wise list of all Public and Commercial areas
2	Ward-wise list of all Community Toilets(CTs) (As per SBM Portal)
3	Ward-wise list of all Public Toilets (PTs) (As per SBM Portal)
4	Ward-wise List of CTs/PTs under Best Toilets/Aspirational category (As per SBM Portal)
5	Ward-wise list of all the Standalone Urinals in the ULB (As per SBM Portal)
6	Ward-wise list of Standalone Urinals under Best Urinals/Aspirational category (As per SBM Portal)
7	Structural Audit report of all CT/PT
8	Structural audit report of all Standalone Urinals
9	Document for target number of public toilets to be constructed in the city/town (considering floating population), calculated as 1 seat/urinal for every 250 users (floating population no less than 5% of total urban population)