







# Girl-friendly Toilet Guidebook Path To Dignity



## Acknowledgement

#### Developed by:

Mr. Muhammad Waqas Tahir - Manager WASH, AGAHE

Mr. Muhammad Umar Zia and Mr. Mohsin Ali - WASH Officers, AGAHE

Mr. Mohsin Ghaffar - Training & Communication Officer, AGAHE

#### **Technical Review by:**

Mian Hameedullah - Sector Advisor WASH, Welthungerhilfe (WHH), Pakistan Mr. Shahnawaz Arif - Advocacy Coordinator, Welthungerhilfe (WHH), Pakistan

#### Consultation:

School Education Department Government of Punjab WASH Actors Working in Punjab

AGAHE 2024 All Rights Reserved.

Contents may be reproduced or distributed if properly credited

**CHAPTER 1** 

### TABLE OF CONTENT

01

Introduction	
1.1 Purpose Of The Guidebook	05
1.2 Target Audience	06
CHAPTER 2	07
Menstrual Hygiene Management (MHM)	
2.1 Menstrual Hygiene Management	08
2.2 Challenges & Risks	09
2.3 Health problems related to Menstrual Hygiene	10
2.4 MHM In Global And National Perspective	12
2.4.1 Global Perspective	12
2.4.2 National Perspective: Policies frameworks	13
CHAPTER 3	15
Transforming MHM Through Girl Friendly Toilet	•••
3.1.1 Girl Friendly Toilet	16
3.1.2 Features of GFT	17
3.2 Components of GFT and Construction Guidelines	19
A- Sanitation	21
A1- Commodes	21
A2- Liquid Waste Management	22
B- Hygiene & Waste Management	23
B1- Wash Basin	23
B2- Storage Cabinet	23
B3- Wall Mounted Mirror	23
B4- Cloth Hook	23
B5- Handwashing station	23
B6- Solid Waste Management	24
C- Public Health	26
C1- Water Supply and Storage	26
C2- Water Supply Fittings	26
C3- Ventilator	26
C4- Electricity Connection	26

D- Safety, Privacy & Inclusiveness	<b>27</b>	
D1- Privacy	27	
D2- Grab Rails	27	
D3- Doors	27	
D4- Ramps & Steps	28	
E- Branding, Visibility and Guidelines for Use	29	<u>c</u>
3.3 Internal Space and accessories	29	CIATIEX
3.4 Optimal Structure Orientation	31	7
3.5 Construction Materials	33	Ţ
3.6 Genrel Features	34	C
3.7 Super Structure	35	
3.8 Interior Features	36	
3.9 Design & Layout	37	
3.10 Cost Estimation	43	
3.11 Guidelines For Transformation Of Common Toilet Into GFT	45	
CLIARTER		
CHAPIER A	<i>A</i> 7	
CHAPTER 4 Guidelines On Operation And Maintenance of GFT	47	
Guidelines On Operation And Maintenance of GFT	47	C
-	<b>47</b>	CIA
Guidelines On Operation And Maintenance of GFT		
Guidelines On Operation And Maintenance of GFT  4.1 Operation and Maintenance of GFT	48	
Guidelines On Operation And Maintenance of GFT  4.1 Operation and Maintenance of GFT  4.2 Operation	48 48	_
Guidelines On Operation And Maintenance of GFT  4.1 Operation and Maintenance of GFT  4.2 Operation  4.3 Proper disposal of Sanitary Pads	48 48 49	
Guidelines On Operation And Maintenance of GFT  4.1 Operation and Maintenance of GFT  4.2 Operation  4.3 Proper disposal of Sanitary Pads  4.4 Maintenance  4.5 Checklist for Girl - Friendly Toilet Maintenance	48 48 49 49 50	
Guidelines On Operation And Maintenance of GFT  4.1 Operation and Maintenance of GFT  4.2 Operation  4.3 Proper disposal of Sanitary Pads  4.4 Maintenance  4.5 Checklist for Girl - Friendly Toilet Maintenance  CHAPTER 5	48 48 49 49	
Guidelines On Operation And Maintenance of GFT  4.1 Operation and Maintenance of GFT  4.2 Operation  4.3 Proper disposal of Sanitary Pads  4.4 Maintenance  4.5 Checklist for Girl - Friendly Toilet Maintenance	48 48 49 49 50	
Guidelines On Operation And Maintenance of GFT  4.1 Operation and Maintenance of GFT  4.2 Operation  4.3 Proper disposal of Sanitary Pads  4.4 Maintenance  4.5 Checklist for Girl - Friendly Toilet Maintenance  CHAPTER 5	48 48 49 49 50	
Guidelines On Operation And Maintenance of GFT  4.1 Operation and Maintenance of GFT  4.2 Operation  4.3 Proper disposal of Sanitary Pads  4.4 Maintenance  4.5 Checklist for Girl - Friendly Toilet Maintenance  CHAPTER 5  MHM Group Formation	48 48 49 49 50 <b>51</b>	
Guidelines On Operation And Maintenance of GFT  4.1 Operation and Maintenance of GFT 4.2 Operation 4.3 Proper disposal of Sanitary Pads 4.4 Maintenance 4.5 Checklist for Girl - Friendly Toilet Maintenance  CHAPTER 5  MHM Group Formation  5.1 Criteria for MHM Group Formation 5.2 Structure of MHM Club	48 48 49 49 50 <b>51</b>	
Guidelines On Operation And Maintenance of GFT  4.1 Operation and Maintenance of GFT  4.2 Operation  4.3 Proper disposal of Sanitary Pads  4.4 Maintenance  4.5 Checklist for Girl - Friendly Toilet Maintenance  CHAPTER 5  MHM Group Formation  5.1 Criteria for MHM Group Formation	48 48 49 49 50 <b>51</b>	

# CHAPTER 1

INTRODUCTION

#### 1.1 Introduction

The Joint Monitoring Programme (JMP) of World Health Organization (WHO) and UNICEF, has proposed the following definition of MHM: "Women and adolescent girls are using a clean menstrual management material to absorb or collect menstrual blood, that can be changed in privacy as often as necessary for the duration of a menstrual period, using soap and water for washing the body as required, and having access to safe and convenient facilities to dispose used menstrual management materials. They understand the basic facts linked to the menstrual cycle and how to manage it with dignity and without discomfort or fear. Promoting menstrual hygiene management (MHM) in schools is not just about periods; it's about empowering girls, achieving gender equality, and contributing to a healthier future.

This guidebook recognizes menstruation as a natural and inevitable aspect of every girl and women life and aims to address these challenges comprehensively through promoting Girl Friendly Toilets, emphasizing age-appropriate menstrual hygiene education to dispel myths, reduce stigma, and promote a healthier environment in Pakistan.





In addition, the guidebook serves as:

#### Menstrual Hygiene Management with a Focus on Girl-Friendly Toilet Models

The Menstrual Hygiene Management (MHM) Guidebook for Schools in Pakistan is a vital knowledge source designed to empower educational institutions with the knowledge and strategies required to establish and sustain effective Menstrual Hygiene Management practices for adolescent girls. This guidebook takes a significant step forward by emphasizing a special focus on developing girl-friendly toilet models, recognizing the crucial role these facilities play in promoting menstrual hygiene and fostering a conducive learning environment in schools.

#### **Empowering Through Education:**

Menstruation is a natural and inevitable part of every girl's life. However, the stigma, misinformation, and lack of appropriate facilities often lead to its neglect and perpetuate gender inequalities. This guidebook seeks to bridge this gap by addressing the unique challenges girls face during menstruation and promoting comprehensive, age-appropriate menstrual hygiene education.

#### **Spotlight on Girl-Friendly Toilet Models:**

Central to this guidebook is its emphasis on girl-friendly toilet models. Recognizing that safe, hygienic, and accessible sanitation facilities are a cornerstone of effective MHM, this guidebook dedicate substantial focus to this aspect by providing practical insights, architectural guidelines, cost estimates and innovative design ideas, operation and maintenance guidelines and sustainability mechanism, to assist schools in creating an environment that respects girls' dignity and privacy, ultimately improving their attendance, participation, academics and health.

#### **Navigating Policies and Frameworks:**

Navigating the landscape of policies and frameworks can be daunting. That's why this guidebook simplifies the journey by presenting an overview of the national and provincial policies in Pakistan pertaining to MHM. It serves as a compass, aligning your efforts with the government's vision of holistic education, gender equality, and adolescent health.

#### Joining Hands with SDGs:

The Sustainable Development Goals are a global roadmap for a better future. This guidebook demonstrates how each school can actively contribute to the achievement of SDGs by embracing MHM as an essential component.



Through SDG 3 (Good Health and Well-being), SDG 4 (Quality Education), SDG 5 (Gender Equality), and SDG 6 (clean Water and Sanitation for All) this guidebook showcases how schools can create a ripple effect of positive change.

#### **Partner in Progress:**

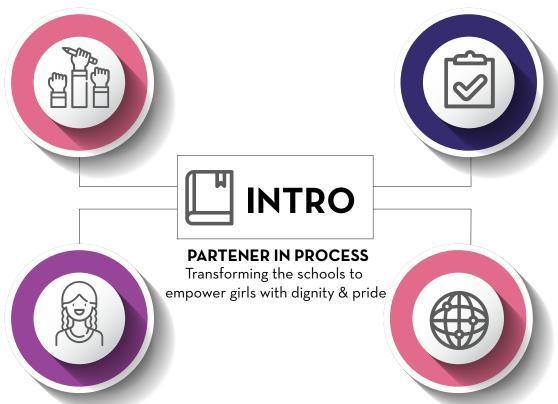
The Guidebook for Schools in Pakistan is more than just a manual; it's a partner in progress. This guidebook will help in transforming the schools into a haven of Menstrual Hygiene Management and empowerment. Together, let's break taboos, shatter stereotypes, and pave the way for a future where every girl can embrace her menstruation with dignity, confidence, and pride.

#### **Empowering Girl Through Education**

Promoting comprehensive age appropriate menstrual hygiene education

#### Navigating Policies & Framework

Navigate national and provincial policies, strategies and plans pertaining to MHM



#### **Spotlight on GFT Model**

- · Girl Friendly Toilet Model
- Architectural design & cost estimation
- · Climate Integration & Innovation
- O&M guidelines & Sustainability Mechanism

#### Joining hand with SDG Contribution to national

commitments under SDGs

#### 1.1 PURPOSE OF THE GUIDEBOOK

The primary purpose of this guidebook is to advocate for the institutionalization of Girl-Friendly Toilets (GFT) in schools, with a focus on destignatizing menstruation and integrating effective Menstrual Hygiene Management (MHM) practices within the School Education Department of Punjab, Pakistan. The objectives, prioritized for maximum impact, include:



#### **Destigmization**

Promote open discussion to destigmize menstruation.



#### **Policy Integration**

Promote a positive learning environment through policy integration.





#### **Awareness Raising**

Raising awareness and advocating for inclusive sanitation and dignified practices.



## Resources for stakeholders for scaling up

Provide a practical resource for stakeholders and support the scalling up of MHM initiatives.



#### **Introduce GFT Model:**

Introducing standard Girl Friendly Toilet (GFT) Model developed by AGAHE and WHH with providing complete guidelines including designs, cost estimations and other keys aspects for construction of Girl Friendly Toilets in schools to ensure access to safe, hygienic, and dignified sanitation facilities for girls.

#### **Destigmatization:**

Promote open discussions to destignatize menstruation and create inclusive environments.

#### **Policy Integration:**

Emphasize the importance of integration of MHM needs into national policies, strategies, plans and frameworks and aligning on ground endeavours with them to ensure the effective delivery of MHM services, products, facilities, and education for all girls in schools.

#### **Awareness Raising:**

Raise awareness about the significance of MHM in schools, encouraging inclusive sanitation facilities and dignified MHM Practices.

#### **Readily Resource for Stakeholders:**

Provide a practical and evidence-based resource for stakeholders including but not limited to educational authorities, educators, parents, and community stakeholders to understand, promote, and implement MHM-friendly initiatives.

#### **Support Scaling Up:**

Support the scaling up of MHM initiatives for the empowerment of girls in the educational landscape.

#### Moreover, this guidebook is versatile in its application:



#### **Destigmatization**

Promote open discussions to destigmatize menstruation and create inclusive environments.



#### Introduce GFT Model

Introduce the Girl-Friendly Toilet Model with guidelines for safe and hygienic facilities.



#### **Policy Integration**

Emphasize the importance of including information about managing periods in school rules and lessons, ensuring a positive and healthy learning environment.



#### Resource for Stakeholders

Provide a practical resource in GFT guidebook shape for stakeholders to understand and implement MHM initiatives.



#### **Raise Awareness**

Raise awareness about MHM, advocating for inclusive sanitation and dignified practices.



#### Support Scaling Up

Support the scaling up of MHM initiatives for the empowerment of girls in education.

#### 1.2 TARGET AUDIENCE

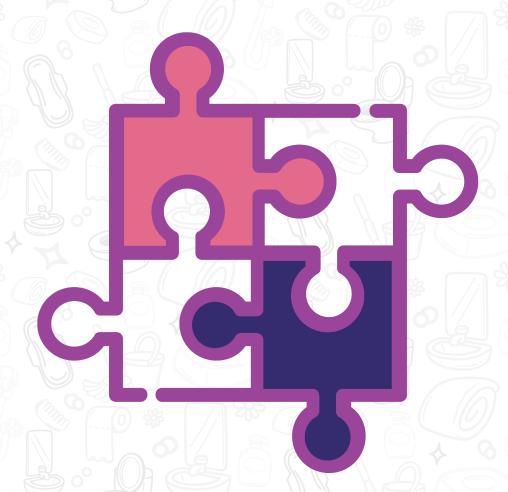
This guidebook is intended for a diverse range of stakeholders, including:

- The School Education Department and other Women Institutions in Punjab, Pakistan responsible for educational policies and infrastructure.
- Educators and school administrators committed to creating an inclusive and supportive environment for girls.
- International and national non-governmental organizations (NGOs), donor agencies, and civil society actors actively working towards better MHM Pakistan.

By addressing the needs of these key audiences, this guidebook strives to bring about meaningful change in how menstrual hygiene is managed in schools, enabling girls to pursue their education with confidence, dignity, and empowerment.



## CHAPTER 2



MENSTRUAL HYGIENE MANAGEMENT UNDERSTANDING MHM, GLOBAL & NATIONAL PERSPECTIVES.



#### 2.1 MENSTRUAL HYGIENE MANAGEMENT

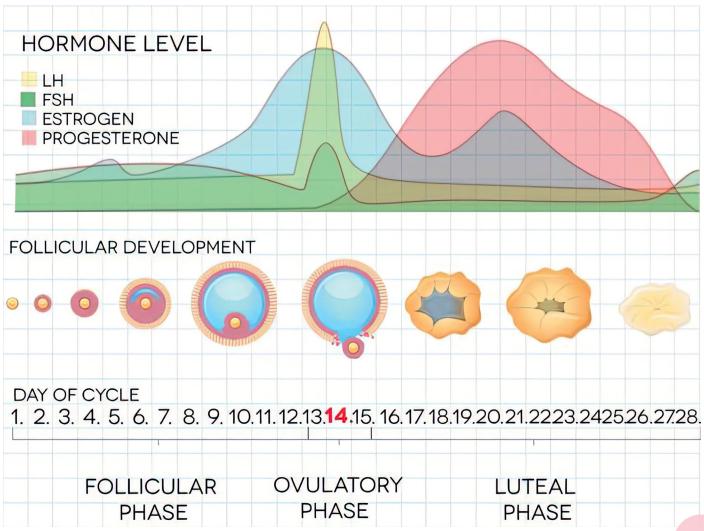
Menstrual Hygiene Management (MHM) is a multi-faceted subject that involves the proper and hygienic management of menstruation. This section serves as an essential foundation for all stakeholders, shedding light on the fundamental aspects of MHM.

#### The Menstrual Cycle: What Every Stakeholder Should Know

The menstrual cycle is a natural, physiological process that occurs in females, typically from puberty to menopause. It involves a series of hormonal changes that result in the shedding of the uterine lining, commonly known as a period or menstruation.

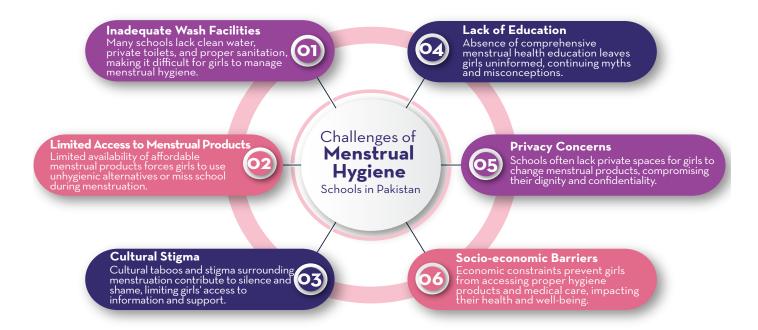
It is imperative for every stakeholder, including educators, parents, policymakers, and community leaders, to have a fundamental understanding of the menstrual cycle. This knowledge is crucial in destignatizing menstruation and encouraging an environment that supports girls' menstrual health and well-being.

#### **Menstrual Cycle**



#### 2.2 Challenges & Risks

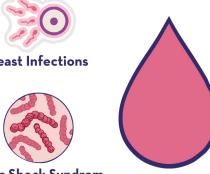
#### Common Challenges in MHM

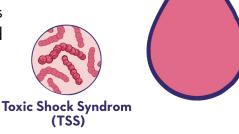


#### Risks associated with Poor Menstrual Hygiene

In order to comprehend the global implications of poor menstrual hygiene, it is imperative to integrate worldwide statistics and data related to reported Yeast Infections cases but by exploring various aspects these are the possible risks associated with Poor Menstrual Hygiene.

- Urinary Tract Infections (UTIs)
- Bacterial Vaginosis (BV)
- Yeast Infections
- Pelvic Inflammatory Disease (PID)
- Skin Irritations
- Toxic Shock Syndrom (TSS)
- Reproductive Health Issues







Disease (PID) **Bacterial Vaginosis** (BV)

**Pelvic Inflammatory** 







Reproductive Health Issues



**Urinary Tract** Infections (UTIs)



#### 2.3 Health problems related to menstrual hygiene

Medical Term	Definition	
Medical Territ		
Menstruation	The shedding of the uterine lining occurring on a regular basis in reproductive-aged females in monthly menstrual cycles.	
Pre-menstrual syndrome (PMS)	Consistent and severe pattern of emotional and physical symptoms, such as pain, bloating and mood changes that occur in the latter part of the menstrual cycle.	
Irregular cycles	Unpredictable long and short cycles with varying degrees of blood loss. Also known as menstrual irregularities. Can include some of the symptoms listed above.	
Menorrhagia	Excessive, very heavy and prolonged bleeding (this can lead to anaemia and be fatal if untreated).	
Polymenorrhea	Frequent periods or short cycles (less than 21 days).	
Amenorrhea	No bleeding for three or more months.	
Oligomenorrhea	Light or infrequent periods (menstrual cycles of 35-90 days).	
Dysmenorrhea	Pain, backaches, abdominal pain or cramps during menstruation.	
Spotting/inter-menstrual bleeding	Blood loss (even slight) between periods.	

#### Potential risks to health of poor menstrual hygiene

Practice	Health risk
Unclean sanitary pads/materials	Bacteria may cause local infections or travel up the vagina and enter the uterine cavity.
Changing pads infrequently	Wet pads can cause skin irritation which can then become infected if the skin becomes broken.
Insertion of unclean material into vagina	Bacteria potentially have easier access to the cervix and the uterine cavity.



#### Potential risks to health of poor menstrual hygiene

Using highly absorbent tampons during a time of light blood loss	Toxic Shock Syndrome.
Use of tampons when not menstruating	Can lead to vaginal irritation and delay the seeking of medical advice for the cause of unusual vaginal discharge.
Wiping from back to front following urination or defecation	Makes the introduction of bacteria from the bowel into the vagina (or urethra) more likely.
Unprotected sex	Possible increased risk of sexually transmitted infections or the transmission of HIV or Hepatitis B during menstruation.
Unsafe disposal of used sanitary materials or blood	Risk of infecting others, especially with Hepatitis B (HIV and other Hepatitis viruses do not survive for long outside the body and pose a minimal risk except where there is direct contact with blood just leaving the body).
Frequent douching (forcing liquid into the vagina)	Can facilitate the introduction of bacteria into the uterine cavity.
Lack of hand-washing after changing a sanitary towel	Can facilitate the spread of infections such as Hepatitis B or Thrush.

#### Potential risks of health

Infections related to the reproductive tract Girls and women may be more at risk of infections during menstruation. Some of the common infections associated with the reproductive tract are noted below:

- Bacterial Vaginosis
- Vulvovaginal Candidiasis (Thrush)
- Chlamydia
- Trichomonas Vaginalis
- Gonorrhoea
- Syphilis
- Hepatitis B
- ·HIV
- Urinary tract infections
- Pelvic Inflammatory Disease
- Vaginitis

Other conditions sometimes associated with menstruation in the available literature there are a number of other diseases and conditions that are sometimes associated (not always correctly) with menstruation and menstrual hygiene.

#### These include:

- Endometriosis
- Fibroids
- · Ovarian Cancer
- Toxic Shock Syndrome
- Complications due to female genital mutilation/female genital cutting

#### 2.4 MHM IN GLOBAL AND NATIONAL PERSPECTIVE

#### 2.4.1 Global Perspective:

Pakistan is signatory of UN Sustainable Development Goals (SDG) Framework and Men strual Health Management (MHM) is intricately linked to several Sustainable Development Goals (SDGs), reflecting its far-reaching impact on health, education, gender equality, and sanitation.



#### SDG 3

Aims to ensure healthy lives and promote well-being for all at all ages.

MHM plays a pivotal role in achieving this goal

#### **Promoting Women's Health**

Proper MHM practices are essential to maintain women's and girls' reproductive health. Access to menstrual products and sanitary facilities reduces the risk of infections and discomfort, contributing to good health.



#### SDG 4

focuses on ensuring inclusive and equitable quality education and promoting lifelong learning opportunities for all. MHM influences education in several ways

#### **Reducing School Absenteeism**

When girls lack proper MHM resources and facilities in schools, they are more likely to miss school during their menstrual periods. Access to MHM solutions ensures girls can participate fully in their education.

#### **Gender Equality in Education**

Addressing MHM needs is a vital component of promoting gender equality in education. When girls can manage menstruation comfortably and with dignity, it helps eliminate a significant barrier to their participation and achievement in schools



#### SDG 5

is dedicated to achieving gender equality and empowering all women and girls. MHM is closely linked to this goal as

#### **Challenging Gender Stereotypes**

MHM programs often include educational components that challenge harmful gender stereotypes and taboos surrounding menstruation. This contributes to a more gender-equitable society.

#### **Empowering Women and Girls**

Ensuring that women and girls have the knowledge, resources, and facilities to manage menstruation effectively empowers them to participate fully in all aspects of life, from education to the workforce.



#### SDG 6

seeks to ensure sustainable water and sanitation for all. MHM supports this goal by **Provision of Sanitary Facilities** 

MHM programs often advocate for the construction of girl-friendly sanitation facilities, which contribute to improving sanitation and hygiene access in schools and communities. Safe Water Usage

Proper MHM practices, such as using clean water for washing reusable menstrual products, emphasize safe water usage. Addressing MHM is vital for women's well-being and dignity and achieving multiple SDGs. Providing menstrual products, MHM education, and supportive environments promotes good health, quality education, gender equality, and clean water and sanitation.

12

#### 2.4.2 National Perspective: Policies frameworks

In Pakistan, several national policies and guidelines have been developed to address Menstrual Hygiene Management (MHM) in schools. These policies aim to create an enabling environment that ensures the well-being and rights of menstruating students, promotes gender equality, and supports their educational journey. The following are key national policies and guidelines regarding MHM in schools:

#### Punjab WASH in Schools Strategy (WINS)

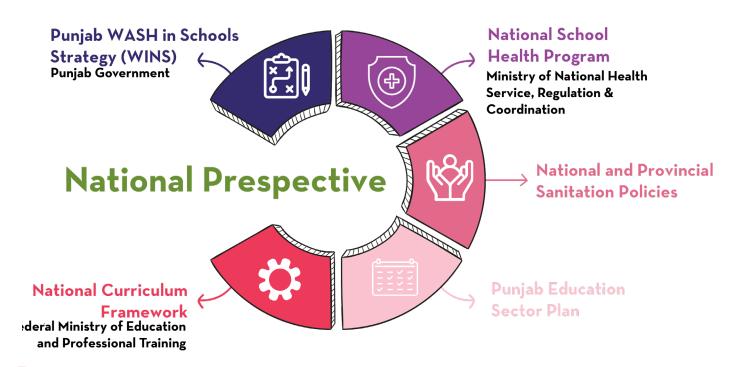
The Punjab WASH in Schools (WinS) Strategy aims to enhance water, sanitation, and hygiene facilities in schools across the province, addressing critical issues such as menstrual hygiene management (MHM) as well. The strategy emphasizes the provision of adequate sanitation facilities, MHM education to promote awareness among students and to create a supportive environment for adolescent girls, ensuring they have access to necessary resources and education about menstruation.

#### **National School Health Program**

The National School Health Program, launched by the Ministry of National Health Services, Regulation, and Coordination, recognizes the importance of MHM in schools. It emphasizes the provision of basic health services, including MHM facilities and education, to promote students' overall well-being.

#### National Curriculum Framework

The National Curriculum Framework, developed by the Federal Ministry of Education and Professional Training, promotes comprehensive MHM education as an integral part of the school curriculum. It emphasizes the need for age-appropriate, culturally sensitive, and evidence-based menstrual hygiene education.



#### **Punjab Education Sector Plan**

Punjab Curriculum and Textbook Board has also revised the curricula of all compulsory subjects for Grades 1 to 10, keeping in view special issues like environment education (including sanitation, safe drinking water and hygiene), prevention education against fatal and infectious diseases, gender awareness and women empowerment. These initiatives highlight the importance of MHM Education and facilities for adolescent girls in schools.

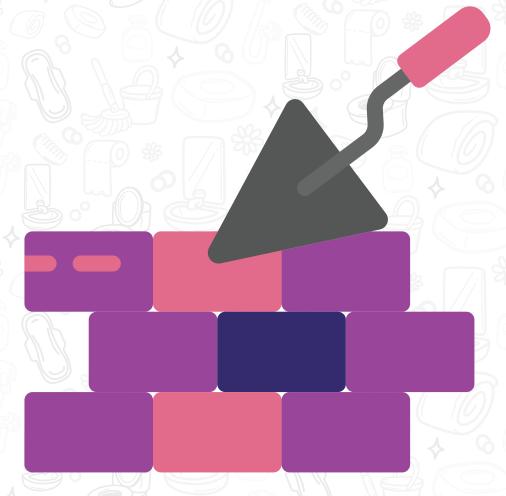
#### **National and Provincial Sanitation Policies**

Education Department have to play a strong role in provision of safe and dignified sanitation facilities and education to students towards adoption of good hygiene practices to make them as responsible future citizens. School sanitation programs may be launched in collaboration with other stakeholders.

These national policies and guidelines provide a framework for schools to implement effective MHM programs. They emphasize the provision of menstrual products, menstrual hygiene education, inclusive sanitation, creating a supportive school environment, and engaging parents and communities. By adhering to these policies, schools can contribute to the well-being and empowerment of menstruating students while fostering a gender-inclusive educational environment.



## CHAPTER 3



TRANSFORMING MHM THROUGH GIRL FRIENDLY TOILET

#### 3.1.1 GIRL FRIENDLY TOILET

A Girl Friendly Toilet (GFT) is an inclusive and sustainable sanitation facility to meet the unique needs of adolescent girls for managing their menstruation in a safe, hygienic and dignified manner and creating enabling environment at school. It offers different features such as safety, privacy, user friendliness, inclusivity, adequate hygiene options including water, soap and facilities for Menstrual Hygiene Management.

#### Need for and Importance of Girl Friendly Toilet in Schools

#### Improved Educational Experience

By providing a safe and private space for girls to manage their menstrual hygiene, girl-friendly toilets reduce absenteeism, promoting higher attendance and active participation in school activities.

#### **Enhanced Health & Hygiene**

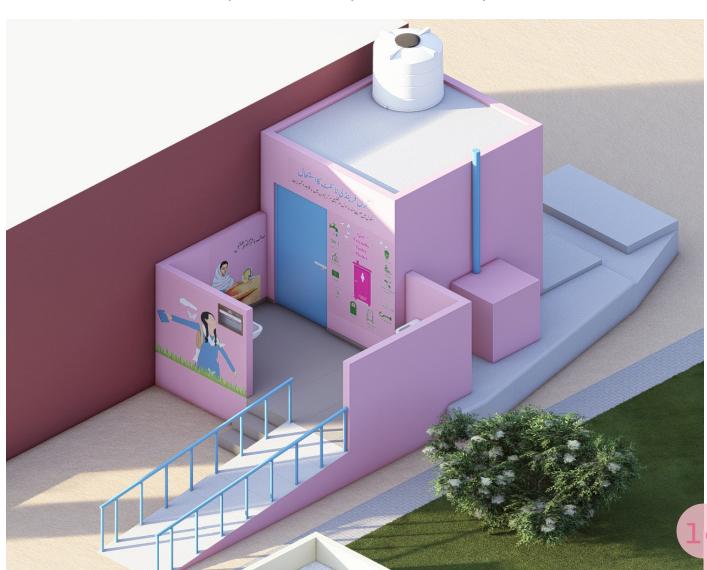
A GFT helps prevent infectious diseases such as urinary tract infections by ensuring adequate sanitation and hygiene, thereby improving overall health and wellbeing.

#### **Privacy and Safety**

A GFT provides a safe and private environment for adolescent girls and women to manage their menstrual hygiene in a dignified manner.

#### Personal Development & Confidence

Having Access to GFTs to attend to their unique needs empowers girls, allowing them to focus on their education and personal development confidently.



#### 3.1.2 Features of GFT

#### **Safety and Privacy**

Securely located within a school premises with separate entrance protected by a privacy wall, The GFT offers a safe and private environment for adolescent girls to comfortably manage their menstrual hygiene.



#### Hygiene

The GFT offers a clean and well-maintained space along with other hygiene facilities including running water, soap, wash basins, tissue paper, towels, and readily available menstrual hygiene products through MHM Bank.

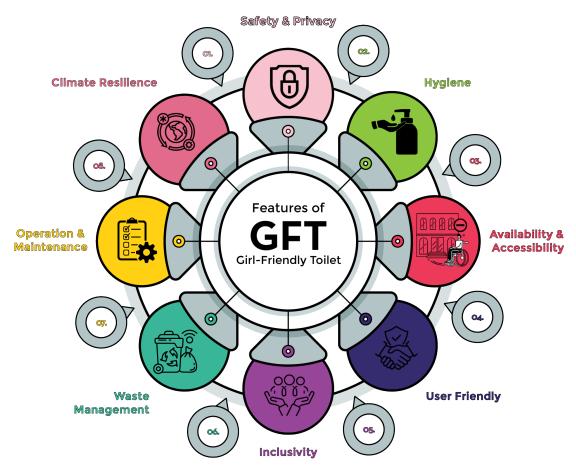
#### **Availability & Accessibility**

The girl-friendly toilet is free and available when needed. It is constructed near the school building and is reachable via an accessible path so that girls feel safe and confident while approaching the facility.



#### **Waste Management**

Safe management of liquid and solid waste is an integral component of a Girl Friendly Toilet to promote environmental conservation. This includes construction of septic tanks and soakage pits for safe management of liquid waste. For solid waste, covered dustbins must be available inside the facility for collection of sanitary products which can be later disposed of safely using the incinerator.



#### **User Friendly**

The GFT is designed in a way to promote its use and provide a user-friendly environment. It has sufficient interior space to accommodate the user and offers changing of clothes if required. Additionally, User friendly signage and ergonomic and comfortable seating options have been incorporated to ensure optimal comfort and support for girls.

#### Inclusivity

The GFT ensures inclusivity to support its use by girls and women with special needs This includes clear visibility, ramp for approaching the GFT, adequate space for moving wheelchair and grabrails along the walls for support.

#### **Operation and Maintenance:**

A facility cannot be sustained without an effective operation and maintenance mechanism. Thus, Establishment of an MHM Groups in schools comprising of students and teachers to develop and implement a robust O&M mechanism plays a crucial role in sustainability of the GFT. Furthermore, the MHM group also promotes the usage by raising MHM awareness in school and providing relevant support to students.



#### **Climate Resilience**

The GFT integrates climate resilience through raised platforms, plinth protection around the structure for protection against extreme weather events like floods, water conversation through innovative taps, safely disposal of wastewater by septic tank & soakage Pit, sanitary pads through incinerator, proper solid waste management using waste bins etc.



18

#### 3.2 Components of GFT and Construction Guidelines

#### 3.2.1 Components for Girl Friendly Toilet

The construction of a girl-friendly toilet involves careful planning and consideration of various design components to ensure a safe and inclusive space for girls. The girl-friendly toilet requires a thoughtful approach, considering the specific needs and preferences of girls to create a safe, inclusive, and empowering space for them to meet their sanitation needs with dignity and comfort.

The toilet is divided into 4 parts, sanitation, Hygiene, Handwashing and Solid & Liquid Waste Management for better understanding.

#### Sanitation

This portion focuses on management and disposal of human excreta providing hygienic and convenient means of eliminating bodily waste to prevent contamination, minimize the spread of diseases, and maintain overall cleanliness and sanitation. The portion comprises of Indian water closet, western commode with flushing cistern & Muslim Shower. The Sanitation Portion also features effective method of liquid waste management including septic tanks and soakage pits to minimize the impact on the environment.



In case of absence of open drains, a soakage pit/soakage well must be constructed post the septic tank to contain the wastewater being discharged.

#### Hygiene & Waste Management



This portion of the GFT is aimed towards providing a safe and comfortable environment, allowing girls to manage their menstruation and change menstruation products. The indoor of the Hygiene portion features a wash basin for washing hands or clothes, if necessary, a wooden closet for storage of sanitary products and other related items, a wall mounted cloth rack. Hooks or shelves can also be added for girls to hang or place their bags and clothes to prevent them from getting dirty.

The waste management feature offers environmental and climate

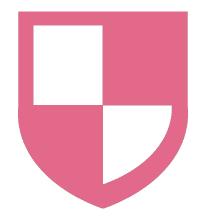
friendly means to safely dispose of menstrual products using a waste bin and incinerator. Furthermore, the hygiene portions also incorporate a handwashing facility, protected by a privacy wall. The hand washing facility offers multiple hand washing stations with soap for

#### **Public Health**

This portion of the GFT encompasses key infrastructural components crucial for maintaining health, hygiene, and safety, including water supply and storage, pipe fittings, electricity connections, and ventilation. A reliable water supply and adequate storage ensure access to clean water for hygiene, handwashing, and cleaning. Properly installed and maintained water pipes are essential for continuous water supply and safe water flow.



Electrical connections provide adequate lighting, ensuring the facility is always usable and safe. Ventilators maintain air quality and minimize odors, creating a more comfortable and healthier environment.



#### Safety, Privacy & Inclusiveness

In addition to the above-mentioned portions and components, the Girl Friendly Toilet also ensures that the facility is safe for use and protects the privacy of the user through a privacy wall in front of the handwashing stations and a lockable door. This encourages the students to use the toilet in a dignified manner. Furthermore, several inclusiveness features have been introduced into the GFT to encourage its usage by all students including those with special needs. These features include an approach ramp with handrails and grab rails to support the special users in moving around the toilet.

#### Branding, Visibility and Guidelines for Use

Branding, visibility, and clear guidelines for use are essential components of a girl-friendly toilet, ensuring that these facilities are easily identifiable, accessible, and properly utilized. The GFT uses a feminine color scheme with user friendly illustrations and key messages displayed prominently, educate users on proper hygiene practices, the correct use of sanitary products, and maintenance of cleanliness. The facility also features a clear visibility board and signage to help the students to locate the facility quickly.





#### 3.2.2 Construction Guidelines (for New Facility)

#### **Site Selection**

The site for construction of GFT must be selected carefully as the safety and privacy of user and sustainability of the facility depends on the selected sites.

#### **Land Requirement**

The selected site should be at least 27 ft x 10 ft or 1 Marla to accommodate the construction of ramp, incinerator, septic tanks and soakage pit.

#### **Accessibility & Safety**

The site selected should be in the vicinity of the school building so that the user feels safe approaching the facility and it is easily accessible by students with special needs.

#### **Climate Resilience**

During site selection, elevated sites should be preferred for construction to avoid the cost of landfilling and facilitate easy disposal of wastewater without additional structural measures and. This elevated site will also serve as protection against excessive rainfall and floods.

#### **Available System Integration**

The site should be selected in such a manner so that the GFT can be integrated with the existing water supply and wastewater disposal mechanism i.e drainage or sewerage scheme, septic tanks, soakage pits for existing latrines to avoid additional costs.

#### **A- Sanitation Portion**

#### A1- Commodes

The prime component of the sanitation portion is the installation of commode. Both Indian and western style commodes should be installed to accommodate students with special needs. The GFT Uses a standard wester commode size 28"x15"x15". The commode should be placed at least 6" - 9" away from the side walls. Similarly, a standard Indian water closet size 18"x22" is installed at least 7" away from the side walls.

Following considerations must be made while installing the commodes



#### **Proper selection**

Choose cost effective and good quality commodes



#### Correct placement

Ensure commodes are currently spaced, at appropriate distance from the side walls and at appropriate heights for users of all ages. Muslim shower should be placed in such a way so that it can be used by both commodes.



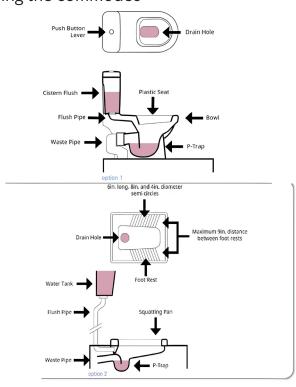
#### Water Conservation

Promote flush options with half-full pouring and promote the use of bidet showers to save water.



#### Regular cleaning

Use suitable detergents for cleaning and stain prevention with regular frequency.



#### A2- Liquid Waste Management

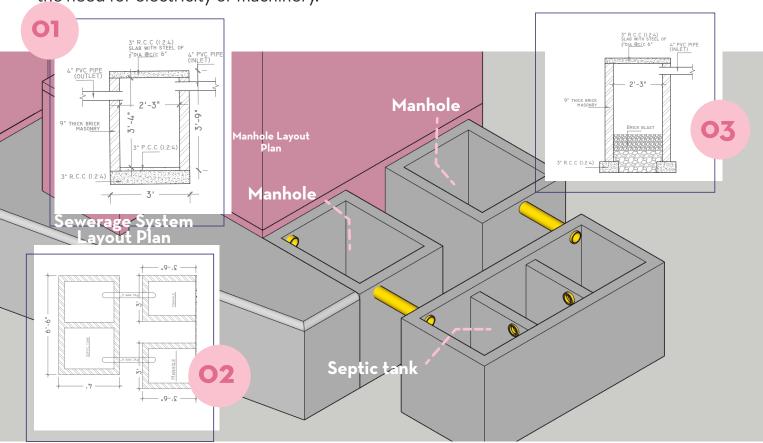
Choosing the right sewage disposal method is important for all toilets, including girls friendly ones.

#### Waste Management

Connect the drains from manholes to septic tanks. Separate greywater managemet is encouraged if necessary resources are available.

#### Slope of Pipes

Design sewerage system with a slope between 0.7% to 2.0% for gravitational flow, avoiding the need for electricity or machinery.



#### Septic Tanks

Septic Tank act as a retianing chamber for human excreta, not only preventing solid human waste from passing through it but also treating the waste to some extant through Anaerobic Digestion. It is crucial to connect the septic tank to a municipal sewer system or a soakage pit.

## Material of Septic Tank

Septic tanks can be made of bricks, concrete, fiberglass, PVC, or plastic.

## Inputs to the System

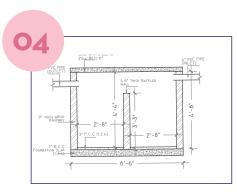
Inputs include waste, flush water, cleansing water, dry cleansing materials, and greywater.

#### Sludge Management

Ensure safe removal and handling of sludge, with proper protective measures.

#### Capacity

Tank size depends on users, water usage, temperature, desludging frequency, and wastewater characteristics.



Septic tank Section plan

#### **B- Hygiene & Waste Management**

#### **B1- Wash Basin**

In addition to providing sufficient space to users for managing their menstrual hygiene in a comfortable way, the wash basin is one of the primary components of the hygiene portion which assists the users for washing their hands or clothes if necessary. The Wash basin must always have soap and detergent available which can be stored in the storage cabinet.

#### **B2- Storage Cabinet**

A storage cabinet is installed in the hygiene portion for storage of accessories which must include the necessary items including additional soap, detergents, cleaning agents for the toilet, tissue paper, towel, paper envelop for disposal, and most importantly sanitary products in case of emergency. A cabinet size of 1'x3' is recommended to accommodate the abovementioned items.

#### **B3- Wall Mounted Mirror**

A full body wall mounted mirror of size 1.5'x4' is installed to assist the students for effectively and comfortably managing their menstrual hygiene.

#### **B4- Cloth Hook**

A cloth hook or shelves can also be installed in order to hang school bags, purses or clothes while changing. A cloth hook strip with at least 4-5 hooks for hanging must be used.

#### **B5- Handwashing Station**

The handwashing station comprises 03 handwashing sinks for the sole purpose of washing hands after the use of toilet for adequate hygiene. Availability of soap at handwashing station is must for all sinks.



## **B6- Solid Waste Management Disposal Bins**

In public or school toilets, menstrual waste is usually disposed of in special bins.

#### **Waste Bins**

Use bins with flaps to hide waste effectively.

Establish a regular cleaning routine for bin maintenance.

Use polyethene liners for easy waste removal.

#### **Storage Capacity**

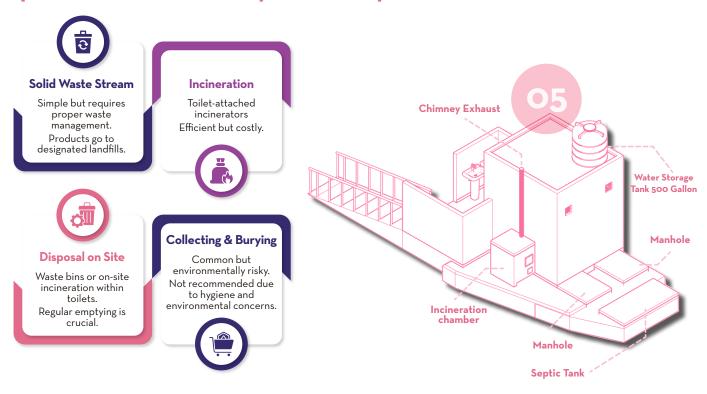
Ensure bins are big enough for frequent use.

#### Material

Choose durable steel or plastic bins.



#### **Options for Used Sanitary Waste Disposal**





#### **Incinerators / Burning Units**

In GFTs, proper disposal of menstrual waste is crucial. Burning units, a key feature of these facilities, should be built at least 3 meters away from other areas.

## Burning Unit Chimney

The chimney should be at least 7 feet (preferably 10 feet) above the roof of the

#### **Ignition Fuel**

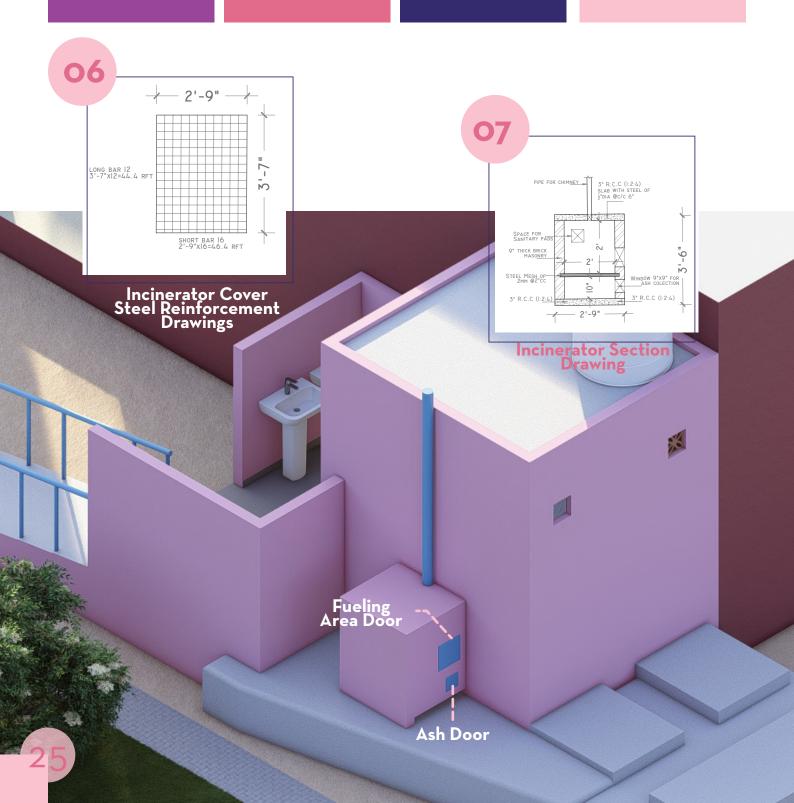
Use recyclable items like paper, cardboard, and newspaper for ignition. Avoid flammable materials like cans and plastic bottles.

#### Safety

Keep the outer door closed, except during burning, to prevent pests.

#### Disposal

Mix ashes with soil and organic waste for proper disposal.



#### C- Public Health Portion

#### C1- Water Supply and Storage

A consistent water supply and storage are vital for maintaining clean and hygienic GFTs. It's best to connect these toilets to existing water systems whenever possible.

#### **Durability**

Ensure consistent and reliable water supply from municipal networks or existing boreholes

#### **Material**

PVC water tanks should be used for cost effectiveness and easy installation.

#### **Storage Capacity**

Estimate based on 10 girls using the toilet for one hour during 5-6 hours of school time, each using 10 liters. A minimum capacity of 500 liters is recommended.

#### **C2- Water Supply Fittings**

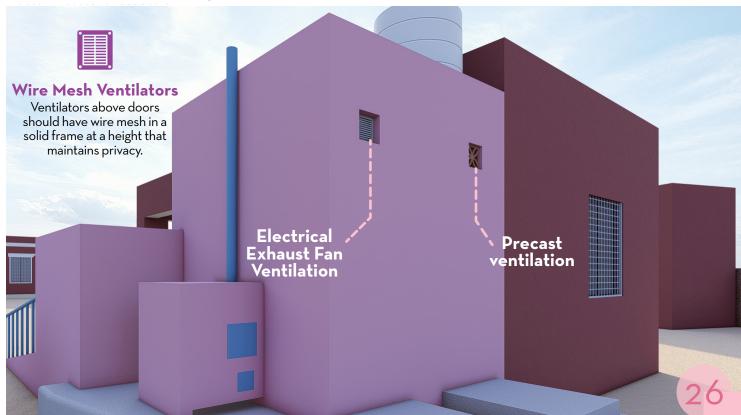
To ensure that a continuous water supply is maintained for the users at all times, the GFT uses properly fitted, good quality Polypropylene Random Copolymer (PPRC) water supply pipes with 1.5" Dia. These pipes provide water through stainless steel water taps of 0.5" Dia.

#### C3- Ventilator

02 ventilators Size 1.5' x 1.5' have been installed in the girl friendly toilet to facilitate proper air circulation. A ventilator exhaust fan has been used over the sanitation portion while a precast ventilator has been installed over the hygiene portion. The ventilators prevent accumulation of unpleasant odors in the toilet ensuring that the facility is ready to be used by the next user. The ventilators should be installed at a proper height to ensure privacy of the user.

#### C4- Electricity Connection

A continuous and proper electric supply is also necessary to ensure that the facility is always ready to be used with adequate lighting and ventilation. To ensure a safe electric connection, the GFT uses copper wiring with proper insulation to protect from any electricity disruptions.



#### **D- Safety, Privacy & Inclusiveness**

#### **D1- Privacy Wall**

The handwashing facility is protected by a 5'x5' privacy wall to respect the cultural norms and enable the students to use the Girl Friendly Toilet with dignity and comfort.

#### D2- Grab Rails

Grab rails have been introduced in the sanitation portion of the GFT on both sides of western commode for inclusiveness and comfortable and use by students with special needs. This special feature assists the user in sitting down and standing up while using the commode.

#### D<sub>3</sub>- Door



#### **Durable construction**

Doors made of iron or wood in a steel frame filled with concrete.



#### Accessibility

Handrail, internal bolt, & easy opening for older & disabled users.



Width

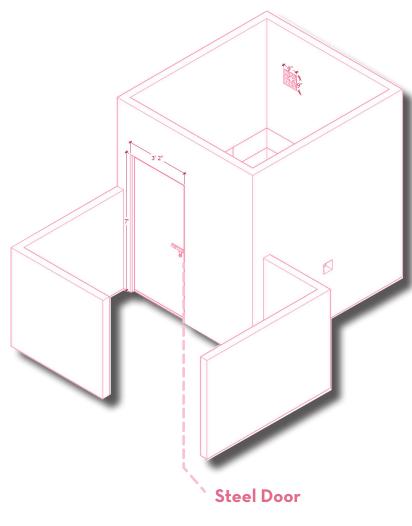
Doors should be 3 feet wide to accommodate various users.



#### **Protection**

Varnishing or painting to prevent termite damage & rust.





#### D<sub>4</sub>- Ramps & Steps

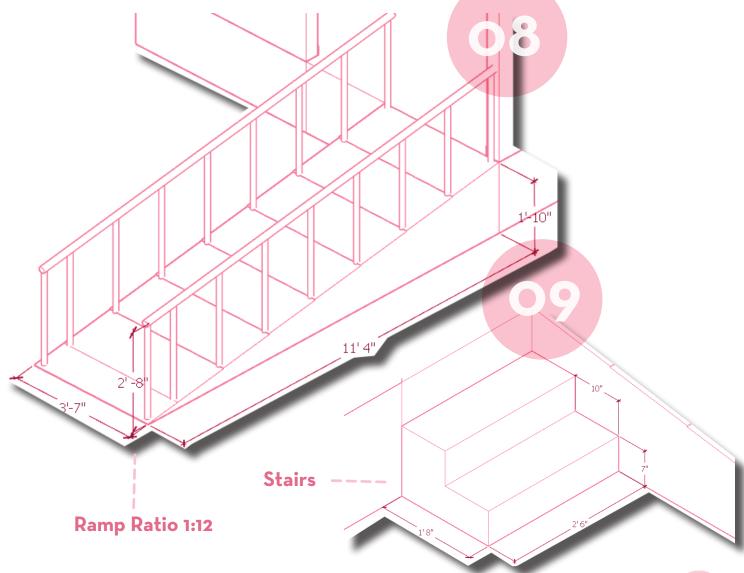
### Wide, Low-gradient Concrete Ramp with Raised Sides and Handrails

- Smooth, firm, and durable ramp at door entrance with maximum slope of 1:10 (no steeper than 1 in 12).
- Handrails necessary for ramps longer than 4
  feet, with standard height of 3 feet, made of
  sturdy materials like stainless steel, wood, or
  rope.

#### **Low Concrete Steps**

 Steps with cross-hatching or non-slip marble to reduce slipping risk. Cross-hatching applied easily during concrete setting. Painting steps white or bright increases visibility.





28

#### E- Branding, Visibility and Guidelines for Use

#### **Key messages & Illustrations**

The GFT encompasses user friendly illustrations and key messages related to proper and safe use of GFT, proper disposal of sanitary items and handwashing steps to enhance the user experience. These illustration and key messages can either be printed or painted on the GFT walls.

#### **Color Scheme**

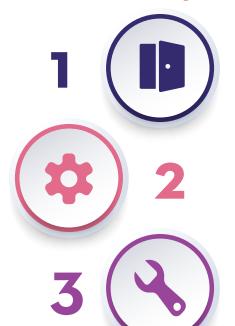
The GFT uses a light peach pink color indicating that the facility is for girls. This wall color combined with cream colored tiles in the GFT provides an attractive appearance. Choosing the correct color scheme should involve consulting the user.

#### **Visibility Plate & Signage**

The facility features a visibility plate and clear signage board installed outside the toilet to direct the user to the facility, making it easy for girls to locate the toilet.



#### 3.3 Internal Space and accessories



#### **Internal Space**

Girls friendly toilets need enough room for wheelchair users to enter, turn, close the door, and park next to the toilet. The walls should be close enough for handrails.

Minimum space: 6'x7' with walls over 8' tall and not less than 7'.

#### Accessories

Full-length mirror, Shelf, Hooks.

#### **Maintenance**

Regular cleaning and maintenance. Provision of menstrual hygiene supplies.

#### **Ventilation**

No ventilator or opening in the common wall shared with adjacent toilets.



# 3.4 OPTIMAL STRUCTURE ORIENTATION

#### **View**

Ensure clear visibility for safety and accessibility, with buildings easily visible and free from obstruction.



#### **Wash Basin**

#### **Entrance**

Ideally facing wind, within 50m of activity area for convenience. Doorway ideally faces wind, located within 50m of activity areas for convenience.



#### Sanitary Pad Storage Area

#### **Space**

Adequate space for comfort and privacy, especially during menstruation. Enough space for comfort and privacy, crucial during menstruation.



#### Steel Door 3'-2" Wide

#### **Toilet Face**

Flexibility in facing any direction based on available space. Toilet direction adaptable to available space.

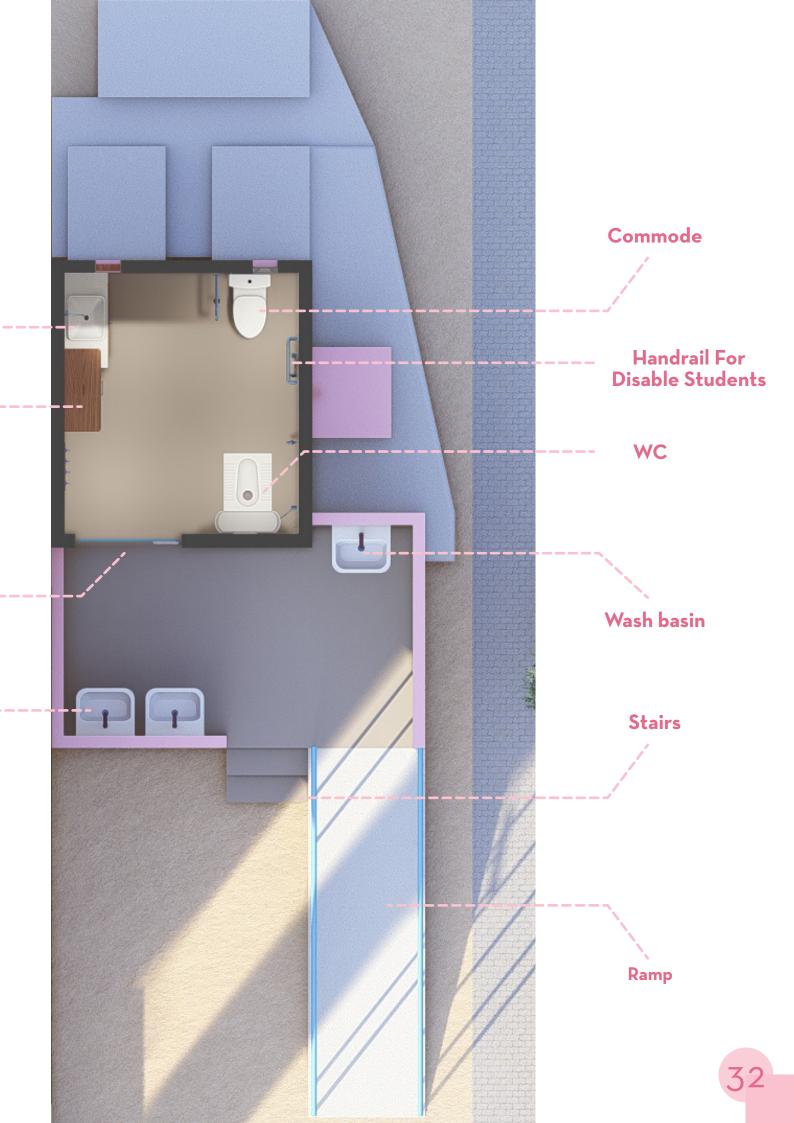


#### **Wash Basin**

#### Commode

Proper orientation, especially in Muslim communities to avoid facing or backing the Qibla. In Muslim communities, commode should face north-south to avoid facing or backing the Qibla (Ka'aba).





## 3.5 CONSTRUCTION MATERIALS

#### Walls

Bricks, Concrete blocks, or Coarse Rubble Masonry (Stone).

#### Roofing

Reinforced Cement Concrete (RCC); T-Iron & Tiles or Corrugated Galvanized Iron (CGI) sheet with minimum of 26 gauge; not suitable for cyclone and high velocity wind prone areas.

#### Door

Steel or wooden frame & shutters.

#### **Ventilator**

Flexibility in facing any direction based on available space. Toilet direction adaptable to available space. Frame, wire gauze, and safety grill.

#### Floor

Plain Cement Concrete (PCC) for VIP latrine and PCC with non-slip ceramic tiles for PF latrine.

#### **Water Supply Plumbing**

GI, High Density Poly Ethylene (HDPE) pipe, or PVC which shall not be concealed inside the walls.

#### **Storage Tank**

Concrete / Steel / Fiberglass / Plastic

#### **Storage Tank Stand**

Masonry/Angle Iron Frame over PCC pads or over the roof of latrine

#### **Sewerage Drains**

PolyVinyl Chloride (PVC) pipe

#### Cement

Sulphate Resistant Cement

#### Sand

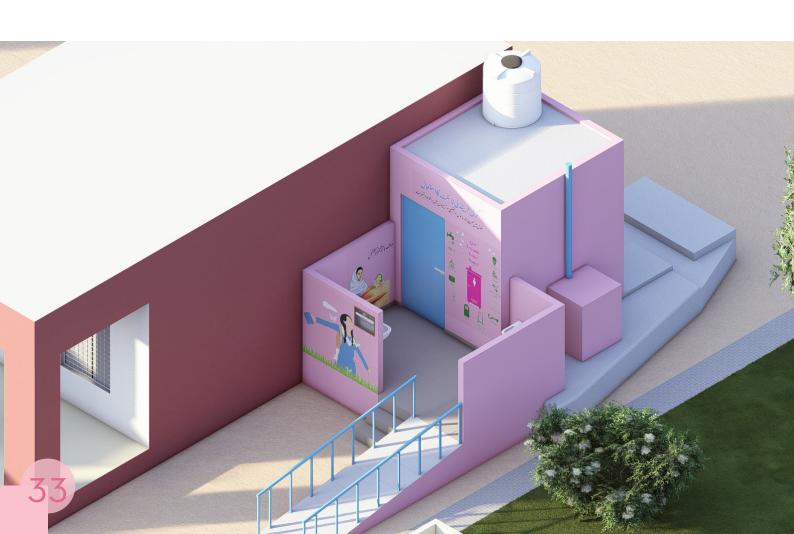
Coarse sand free from clay, debris, and organic matter.

#### Aggregate

Crushed stone, natural gravel fully washed

#### Water

Water used in concrete or mortar should be fit for drinking.



## 3.6 GENERAL FEATURES

## Safety and Privacy Measures



#### **Safe Location**

The toilet's location should be safe and within activity areas for immediate assistance.



#### **Privacy**

A privacy wall at least 5 ft high in front of the toilet to ensure visual privacy.



#### Lighting

Adequate lighting both inside and outside, especially after dark.



#### Signs, Symbols, & Directions

Clear instructions and directions displayed for easy visibility.

## **Access & Pathways**

#### **Clear Level Path**

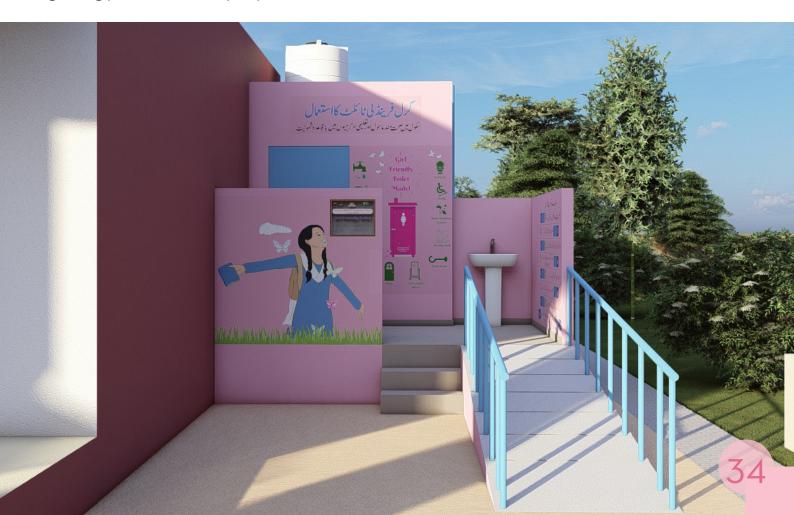
A clear 4'-6" wide footpath made of grass, bricks, PCC, or gravel leading to the toilet.

#### Guide String/Railing

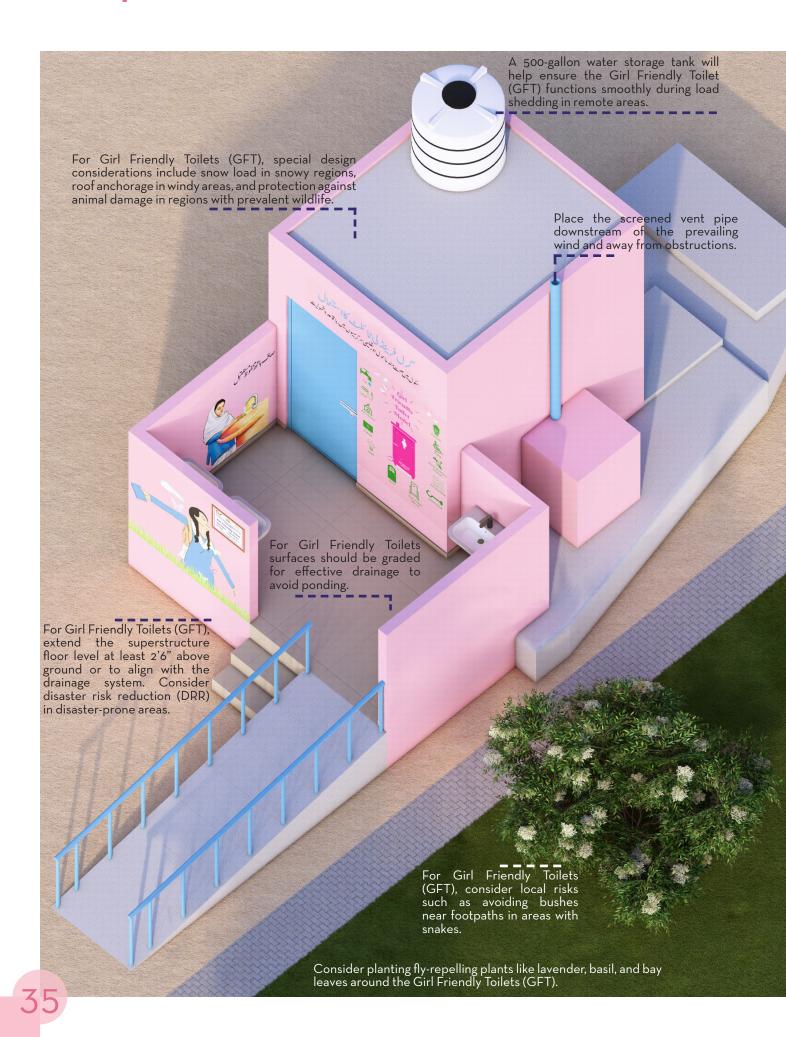
Flat, unobstructed, and non-slip path.

#### **Landmark Posts**

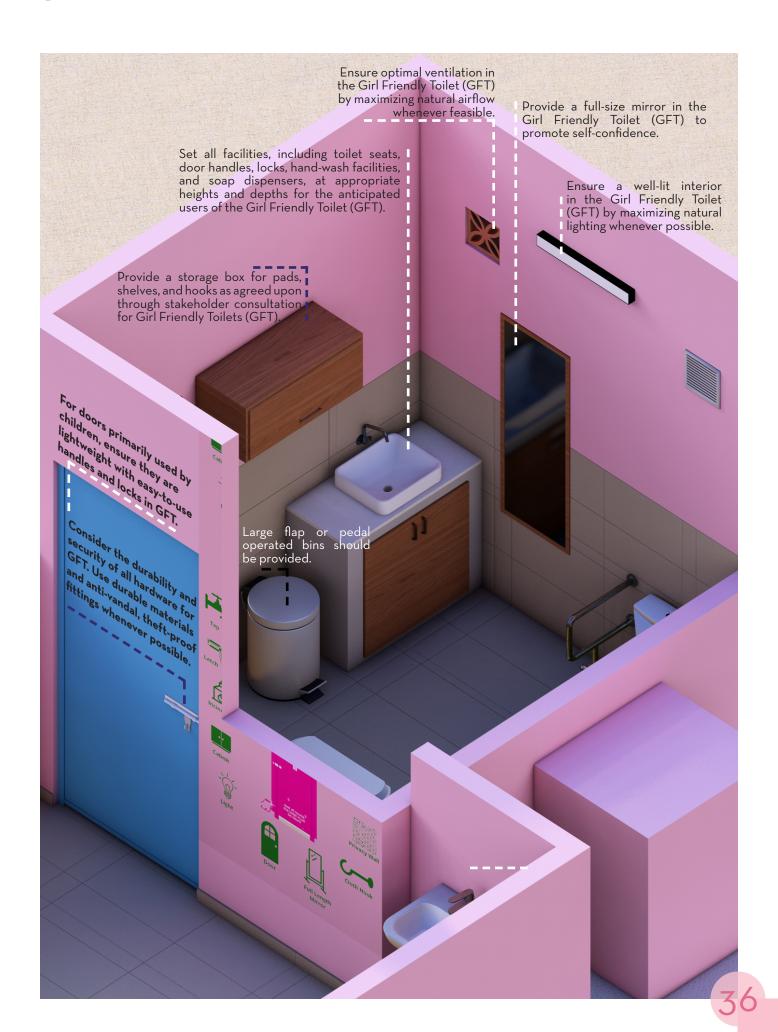
Well-lit entrances, exits, walkways, and open areas, especially at night. Tactile paving and/or guiding posts for visually impaired individuals.



## 3.7 Super Structure



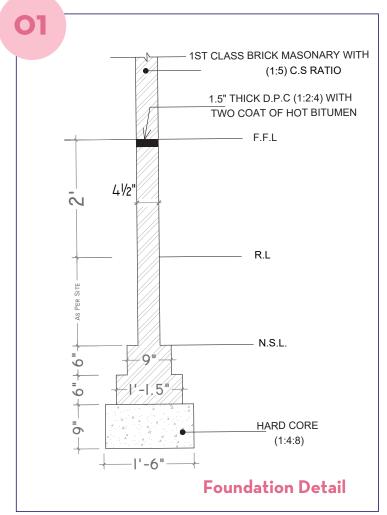
## 3.8 Interior Features

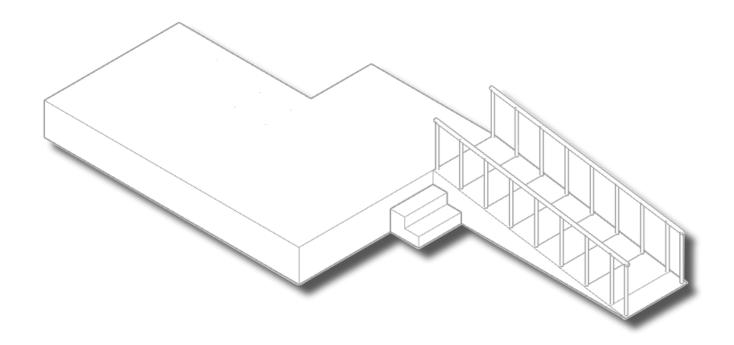


## 3.9 Design & Layouts

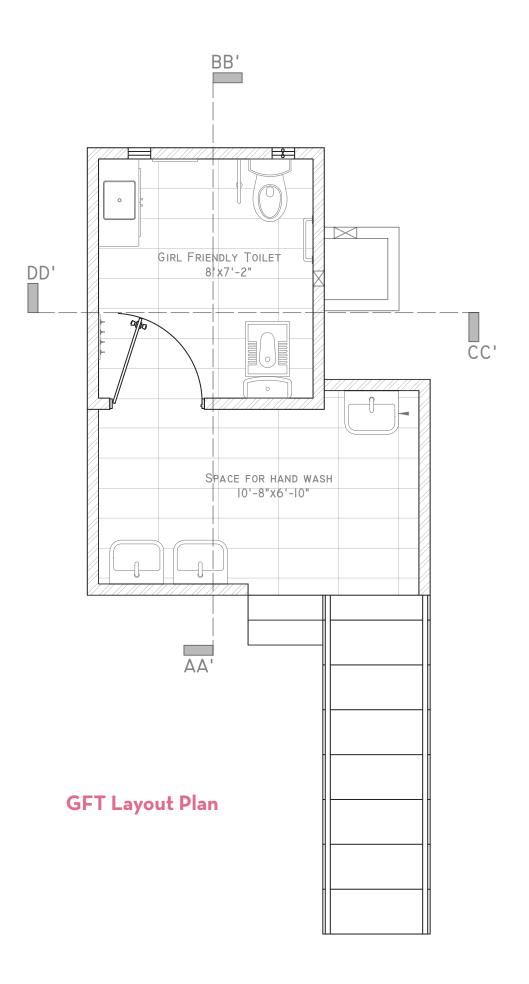
## 3.9.1 Foundation

The foundation of the Girls-Friendly Toilet (GFT) is built with precision and durability in mind. It starts with first-class brick masonry, reinforced with a strong cement-sand mortar mix. A 1.5-inch thick damp proof course (D.P.C) adds further protection against moisture. Two coats of hot bitumen ensure waterproofing, safeguarding the foundation from water damage. The construction aligns precisely with specified Finished Floor Level (FFL), Road Level (RL), and Natural Surface Level (NSL) measurements. Beneath the masonry, a hardcore base with a cementsand-stone mix provides essential support. This meticulous construction ensures a stable, resilient foundation for the Girls-Friendly Toilet, promising long-lasting functionality and structural integrity.

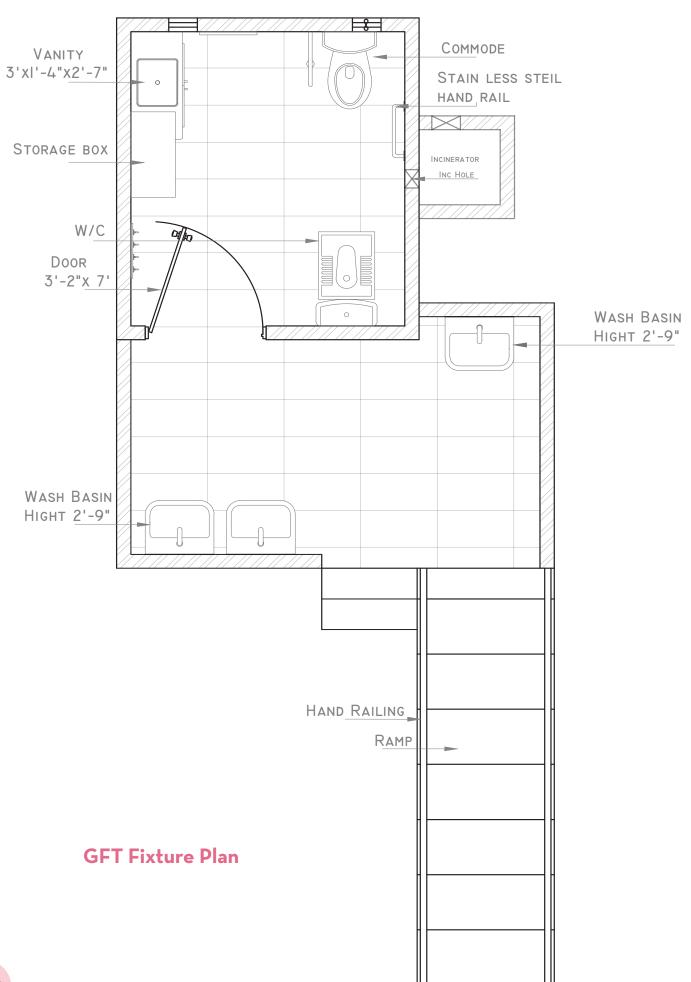




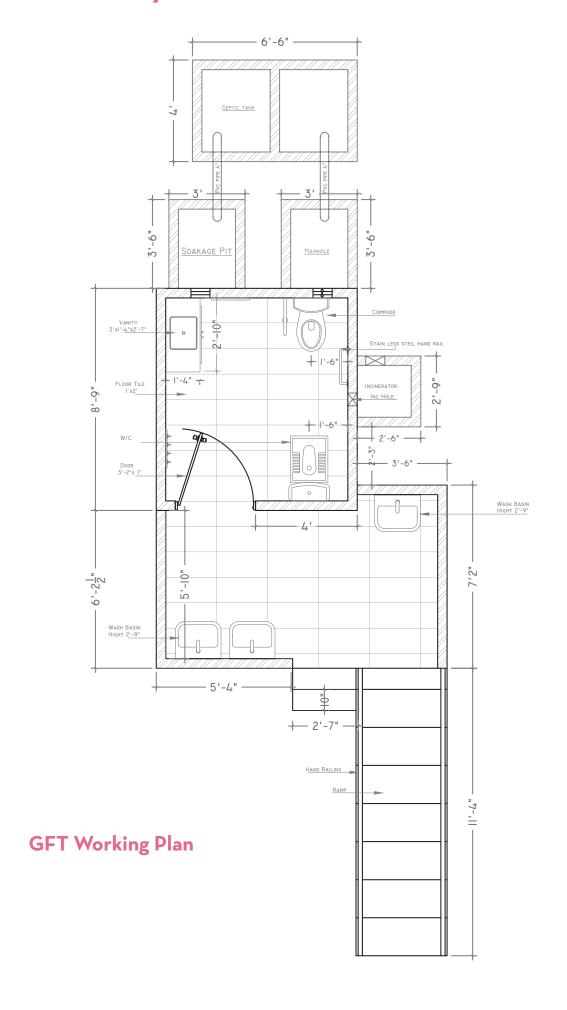
## 3.9.2 Layout Plan For Girl Friendly Toilet



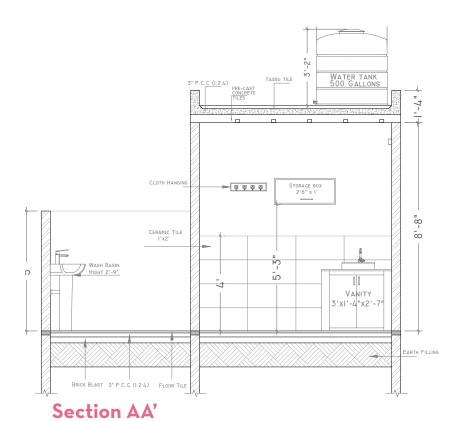
## 3.9.3 Fixture Plan For Girl Friendly Toilet

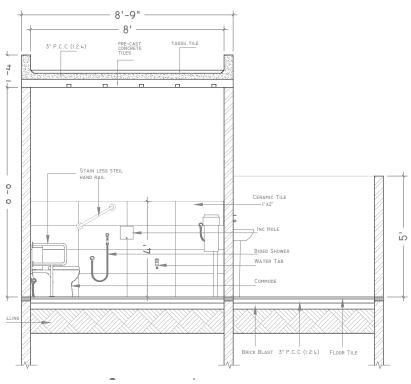


## 3.9.4 Detailed Working Drawings Plan For Girl Friendly Toilet

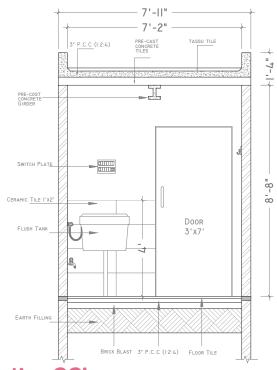


## 3.9.5 Section AA' and BB' For Girl Friendly Toilet

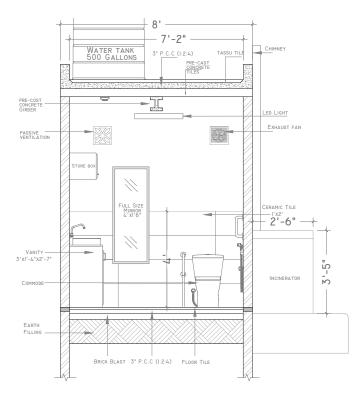




## 3.9.6 Section CC' and DD' For Girl Friendly Toilet



Section CC'



Section DD'

## 3.10 Cost Estimation

Sr.	Item Name	Specification	Quantity	Unit	Est. Cost
1	Bricks	ks 1 <sup>st</sup> class bricks, sharp edges, smooth surface		Nos	Rs 109,860
2	Cement	Ordinary Portland Cement (OPC), free from moisture		Bags	Rs 49,500
3	Sand	Fine River or Natural sand, free from dust	206	Cft	Rs 12,360
4	Aggregate	Coarse Aggregate free from clay		Cft	Rs 10,218
5	Door	Steel door with angle iron chokhaat, open inside along with wall Size of Door 3.5'x 6'. With 18-gauge steel sheet & double side locking arrangements.	1	No	Rs 44,100
6	Ventilator	ntilator Angle iron ventilator with steel mesh 1.5'x1.5'		No	Rs 1,238
	Roof	Brick Tiles with insulation of polythene sheet, earth filling, and Tassu tiles with cement sand mortar	80	Cf	Rs 15,477
7		T-Iron 40mmx40mmx5mm	70	Rft	Rs 15,190
		Girder 4"x8"x5mm	9	Rft	Rs 2,700
8	Floor	Porcelain glazed tiles. Tiles should not be slippery. Tiles prevents dirt accumulation & stay hygienic.	108.63	Sft	Rs 57,224
9	Water Supply Fittings	Water Supply fittings with POLYPROPYLENE RANDOM COPOLYMER (PPRC) pipe & Water Taps.	100	Rft	Rs 13,015
10	Sewerage Fittings	UsedPVC (Unplasticized Polyvinyl Chloride) for sewerage fittings & sewerage drains including, elbows, Tee, and P-Trap (If needed).	50	Rft	Rs 20,135
11	Water Storage Tank	Storage Tank (HDPE) double ply polyethylene	500	Gallon	Rs 58,650
12	Water Pump	Boring and Fixing water Pump for water supply. (If needed)	1	Job	Rs 151,369
13	Western Commode with Flushing Tank & Muslim Shower	The size of commode 28"x15"x15", should be fixed, 6" to 9" away from side walls. Flushing tank installs with wall.	1	No	Rs 35,817



Estimated cost for transformation of existing facility to female/girl friendly toilet						
Construction of Soakage pit (4' internal Ø)						
Construction of Septic Tank (6'x4'x4.25' internal size)						
Total						
26	Ramp	Ramp will be constructed for special persons. Steel grill will be fixed both sides of ramp. Minimum width of ramp should 3'.	ramp are included in brick masonry (brick, cement, sand etc.)			
25	Privacy Walls	The minimum Height of privacy wall will be 5'.	Cost estimates of privacy wall and		ivacy wall and	
24	Iron Pipe	Fixing of Iron Pipe in Incinerator use as a chimni.	13	Rft	Rs 10,680	
23	Labor Charges	Labor charges regarding, excavation, earth filling, brick masonry, plaster, PCC & RCC etc.	1 Job		Rs 65,000	
22	Electric Supply	Wooden Board, 7/29 copper wire, switches, plug and capsule wall light & smoke detector.	1	Job	Rs 15,403	
21	Weather Shield & Distempering	Distemper will be done Inner side of toilet and outer area, and walls will be coated with weather shield Paint.	1 Job		Rs 16,000	
20	Wash Basins	Earthen glazed Wash basins in hand washing area. A hand washing facility should installed for special persons.	3 No,s		Rs 18,480	
19	Waste Bin	Wheeled Waste Bin (120-liter volume) height 950 mm, 37 inches.	1	No	Rs 4,500	
18	Sink	1' x2.5' sink fixed with wall.	1 No		Rs 7,747	
17	Wall mounted Cloth Rack	Wall mounted cloth rack of steel with 04 hangers & covered with wooden Patti on Top	1	No	Rs 2,500	
16	Wall Mirror	Size 1.5'x4'	1	No	Rs 5,700	
15	Wooden Cupboard	Size 1'x3' For Storage of Sanitary Pads, Clothes and Paper cover	1	No	Rs 2,400	
14	Indian Water Closet with flush tank	The size of WC 18" x22", should be fixed minimum 7" away from walls.	1 No		Rs 5,675	



## 3.11 Guidelines For Transformation Of Common Toilet Into GFT

Following considerations must be made while transforming the existing facilities/toilets for addressing special needs of girls.

## 3.11.1 Inclusiveness & Accessibility

The needs of special people must be kept in mind while making modifications to existing facilities.

- 1. The toilet should have enough space for a wheelchair to move freely.
- 2. If the toilet facility is at a certain height from the ground level, a sloped ramp (1:10) should be constructed for accessibility of people with special needs.
- 3. Handrails and grab bars must be introduced, especially ramps and commode for easy access and use.

### **3.11.2 Privacy**

The privacy of the person using the toilet is an important factor to ensure safety, dignity and to encourage the use of Girl Friendly Toilet. If the toilet facility has sufficient space around, a privacy wall at least 5 ft high must be constructed to cover the entrance.

### 3.11.3 Sanitary waste disposal

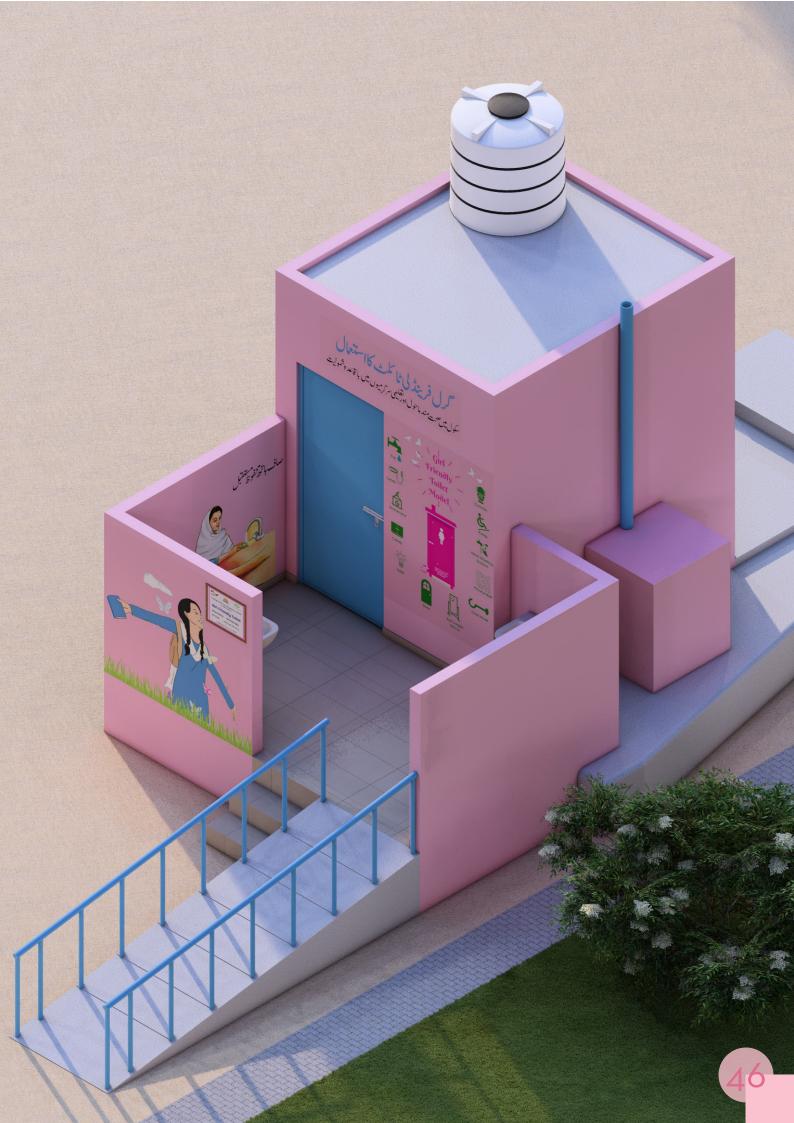
A proper disposal method for sanitary items is a crucial component of a girl friendly toilet. This can be done effectively by either an incinerator or robust solid waste collection. If the toilet has limited space and an incinerator cannot be installed, adding the sanitary waste into the existing solid waste stream of the institute is the most suitable option. Either way, covered wastebins must be placed inside the toilet with visible signs on disposal procedure.

### 3.11.4 Additional Components

Other design components and accessories should also be installed inside the toilet to make the facility user friendly.

- 1. A full body wall mirror must be installed to assist the user in easily managing their menstrual hygiene and changing sanitary pads.
- 2. A small cabinet should be installed for storage of sanitary products and other necessary items including cleaning agents, soaps, toilet rolls etc. If the toilet does not have enough space for installation of a cabinet, smart designing methods can be used like installing a storage cabinet behind the sink mirror.
- 3. Small Shelves, racks or cloth hooks should also be installed for the user to hang or place their purse, bag or other hand carry items.

Like wall mirror, cabinet for storage of sanitary products, shelves and racks should be made part of the toilet to ensure that the special needs of girls and women are met.



## CHAPTER 4



GUIDELINES ON OPERATION AND MAINTENANCE OF GFT

## 4.1 Operation and Maintenance of GFT

Girl friendly toilets require both regular cleaning and maintenance for being effective in serving the purpose. This includes both Social and Technical component of maintenance. Firstly, it ensures the provision of safe and hygienic sanitation facilities for female students, promoting their overall well-being and dignity. Properly functioning toilets contribute to improved attendance rates among girls, as they feel comfortable and confident in attending school regularly. Moreover, maintaining these facilities ensures the prevention of health issues and the spread of diseases, fostering a healthy learning environment. By prioritizing the operation and maintenance of girl friendly toilets, schools can demonstrate their commitment to gender equality and inclusivity, empowering girls to pursue education and fulfill their potential without any barriers or discomfort. The following are some guidelines for ensuring operation and maintenance of GFTs.

## 4.2 Operation

Important instructions for using a toilet friendly toilet

- 1. Make sure that you have sanitary pads available when using the GFT. If a sanitary pad is not available, contact the school's MHM focal person before using the toilet.
- 2. Use the western commode correctly according to the instructions. Improper use of the toilet seat or commode can cause it to malfunction, break or result in injury to the user.
- 3. Put the Muslim shower back in place after use.
- 4. Do not flush used tissue paper, sanitary pads or their packaging down the toilet. This can cause blockage of the drains and make the toilet unusable.
- 5. Do not forget to flush the toilet after using it.
- 6. Wash your hands thoroughly with soap after using the toilet and protect yourself from diseases.
- 7. Do not waste water unnecessarily when using the toilet and washing hands.
- 8. Keep the girl friendly toilet clean. Dispose of used tissue paper and sanitary pads properly in the waste bin.



## 4.3 Proper disposal of Sanitary Pads



### 4.4 Maintenance

Essential Instructions for maintenance and caretaking of Girl Friendly Toilet and Use of Incinerator

- 1. Allocate staff for cleaning and maintenance of girl-friendly toilets and schedule cleaning times keeping in mind the peak hours of use.
- 2. Ensure that all cleaning supplies like wiper, toilet brushes, cleaning agents etc. are available to the assigned staff.
- 3. Clean the toilet daily, ensuring it is stocked with essentials like toilet paper, soap, and cleaners. Check that all appliances, lights, faucets, and flushes are working. Report any leaks or malfunctions to the school administration and MHM Focal Person immediately.
- 4. Check the dustbin during cleaning and empty it into the incinerator if full.
- 5. After placing the used pads in the incinerator, set them on fire. All the pads will burn, and the ash will collect in the tray at the bottom of the incinerator.
- 6. Check the tray after all the pads are burnt and dispose of the ash properly in a safe place.

- 7. Wipe and dry the toilet floor thoroughly after cleaning.
- 8. Wash the towel thoroughly every week or twice per week depending upon its use.
- 9. Check the stock of MHM Bank every week, refill it if necessary and keep a record of refilling.
- 10. Conduct a biannual or quarterly inspection of the toilet. check the building and its components thoroughly and inform the school administration if any repairs are required.
- 11. Ensure yearly cleaning of septic tank and soakage pit.

## 4.5 Checklist for Girl-Friendly Toilet Maintenance

1121	I V/ (	$h \circ c$	VIICT
u a $ u$	1 V 🔾	1166	klist
	_		
	_		

Cleaning of GFT and its Surroundings

Checking water pipes and faucets for leakage and informing the school administration if necessary.	
Check the waste bins	
Empty the waste bin if full	
Weekly Checklist	
Disposal of pads collected from wastebin by burning in incinerator.	
Checking the ash tray of the incinerator and emptying if full.	
Checking and Refilling of MHM bank.	

# CHAPTER 5



MHM GROUP FORMATION

## MHM Group formation

The construction of Girl Friendly Toilet that can meet the special needs of adolescent girls during menstrual days is an essential step towards addressing this issue and promoting health and hygiene, wellbeing, and equal learning opportunities in educational institutes. However, merely the construction of GFT is not enough in addressing the problem. There is also a need of a menstrual hygiene management group with the purpose of providing adolescent girls with knowledge, sanitary products and facilitation in understanding and managing their menstruation.

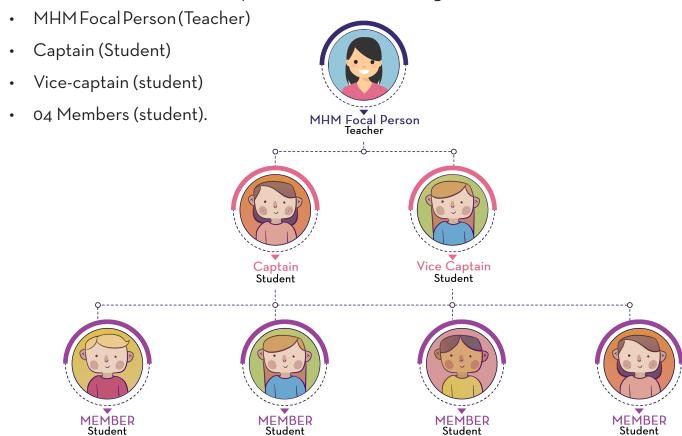
## 5.1 Criteria for MHM Group Formation

- All the members of the MHM group must be from the respective school
- The MHM group must comprise of 07 members in total. 05 students and 02 teachers.
- 01 Teacher will lead the MHM group and will be the MHM focal person.
- The students which will make up the MHM group must be 12-17 years of age.
- All the students must be selected with consent from the class teacher.
- All the students must be willing for being an active member of the MHM group.
- The selected students must have consent from their parents to attend the MHM sessions and be part of MHM activities in school.
- All the selected members should have at least basic knowledge and understanding of menstrual health, hygiene, and related challenges including the cultural and societal factors.
- The members should have the ability to work collaboratively within a group and contribute constructively to discussions.
- The selected members should have good communication skills to actively engage with school staff, students, parents and other relevant stakeholders to address the problem of menstrual hygiene in schools.



## 5.2 Structure of MHM Club

Structure of MHM Club can comprise of 07 members designated as



## 5.3 Roles and Responsibilities of MHM Group

In order to make the group function better, each member of the group must fulfill his or her responsibility. To achieve this goal, there are certain responsibilities that must be fulfilled.

- 1. Communicate information about menstrual hygiene management to classmates, friends and schoolgirls, and dispelsuperstitions and taboos surrounding menstruation.
- 2. Ensuring the availability of adequate and quality menstrual hygiene products, such as sanitary pads, in the school.
- 3. To conduct awareness sessions on methods of maintaining menstrual hygiene and proper use of GFT in the school.
- 4. To ensure the presence of the necessary equipment in the school bags of the girls experiencing menstruation.
- 5. Ensuring the availability of sanitary items stock in school.
- 6. Helping girls avoid panic in case of sudden menstruation and taking necessary measures.
- 7. To Ensure the availability of water and soap in girl friendly toilet and other toilets in the school.
- 8. To Ensure the cleanliness of girl friendly toilet and other school toilets.

- 9. To promote handwashing with soap after using the latrine and spread this message effectively among others.
- 10. To promote menstrual hygiene management in your area and remove old superstitions and tell people that menstruation is a natural process and not a disease.
- 11.To inspect the GFT facility regularly for ensuring cleanliness, functionality and availability of menstrual hygiene products and maintain a register for keeping record of the inspection visits.
- 12. To hold meetings on regular basis for monitoring the operation and maintenance of GFT and providing valuable suggestions for its sustainability and improvement.
- 13. To develop a complain mechanism related to the use of GFT, discuss the received complaints in meetings and addressing the complaints on priority.

### 5.4 MHM Bank

Establishment of an MHM bank is essential component of Menstrual hygiene Management as it ensures that the users have access to essential sanitary products. Furthermore, the presence of an MHM bank helps prevent girls from missing school during their menstrual periods, promoting consistent school attendance and supporting their education. The MHM Bank must be supervised and maintained by the MHM group.

Following is a list of essential items which must be included in the MHM Bank



Paper Envelops

Undergarments

Soap

Detergent

Tissue Papers

Towels



The MHM group should develop a refilling mechanism for the items in the MHM bank which can include charging the user whenever a sanitary item is issued to a student in case of emergency. The rest of the items, including cleaning agents, soaps tissue paper must be refilled from the school council budget. The quantity of items in stock can vary depending upon the number of users.



## Thank You GFT

For Making our Lives Better & Safe with Menstrual Health & Hygiene Management



AGAHE 2024 All Rights Reserved.

Contents may be reproduced or distributed if properly credited

Phone: 042-35957916 | Email: info@agahe.org.pk