

INFRASTRUCTURE ASSESSMENT

Primary Objective: To observe and record information about the workplace toilet facilities.

Basic Information

Assessor Name: _____

Date (DD/MM/YY): _____ / _____ / _____

Start Time _____ : _____ am / pm

End Time _____ : _____ am / pm

MHH-Friendly Toilet Facilities

Gender-Segregated

1. Does the workplace have any toilet facilities? (circle one; a toilet can be a pit latrine, an improved pit latrine, a flush toilet, a pour-flush toilet, or a composting toilet)

Yes	No
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2. Are women's toilet facilities separate from men's facilities?

(use key below)

All	Some are separate, some not	None	Not applicable (no workplace facilities)
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Key for Above Question

Separate

Women's and men's toilets are in a different block or designated areas separate from each other by distance and/or some physical barrier like a wall.

3. Is there clear signage separating women's toilet facilities from men's?

All	Some have clear signage, some don't	None	Not applicable (no workplace facilities)
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Maintenance & Functionality

4. How many functional toilets compartments are there at the workplace? (insert number; a toilet compartment is an individual stall/seat/squat plate where a single individual can defecate in private. Toilets are not urinals.) (Exclusively for women means that the toilets are designated for women only, that men cannot use them. And vice-versa for men's toilets. If toilets can be used by anyone at the workplace (women, men, employees, supervisors, management) please enter the number of toilets "for women and men, communal")

(use key below)

	Functional	Partially Functional	Not Functional	Locked (unable to access)	Total
Exclusively for women	_____	_____	_____	_____	_____
<i>Of these, how many are only for women supervisors and women management?</i>	_____	_____	_____	_____	_____
Exclusively for men	_____	_____	_____	_____	_____
For women and men, communal	_____	_____	_____	_____	_____

Key for Above Table

<i>Functional</i>	<i>Toilet facilities are not physically broken and can be used.</i>
<i>Partially Functional</i>	<i>Toilets can be used, but there are at least some problems with the physical infrastructure (e.g., deterioration in concrete, loose doors, locks, deteriorating roof) and some repair is necessary.</i>
<i>Not functional</i>	<i>Toilets exist, but are so badly damaged or deteriorated it is no longer reasonably possible to use them (e.g., squat plate broken, door missing).</i>

5. Ratio of women employees to toilets

_____ women : _____ toilets

Note

WHO & UNICEF's standard is 25 women to 1 toilet.

6. When are employees permitted to use the workplace/latrines?

At all times during the workday	During specific times during the workday
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Accessibility

7. Is there at least one usable toilet/latrine that is accessible to those with limited mobility or vision?

Yes	No
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Note

To be considered accessible, the facility can be accessed via a clear path without stairs or steps* that is free of obstruction and has age-appropriate handrails, there is enough space inside for a wheelchair user to enter, turn, and park by the toilet (1.5 m²), the door is wide enough for a wheelchair (at least 80 cm) and opens outward with minimal or no difference in floor height between outside and inside, and the door handle and seat are within reach of individuals using wheelchairs or crutches/sticks, including a fixed raised pan or moveable raised toilet seat to accommodate individuals who may have difficulty squatting.

*Maximum ramp slope should follow national standards. In absence of national standards, the following guidelines are recommended: a maximum ramp slope of 1:20 without handrails and 1:10 with handrails for the first 10 meters (if a longer ramp is needed, there should be an intermediate level landing every 10m).

Cleanliness

8. In general, how clean are the toilet facilities? (Visit as many of each type of toilet as possible, and then for each type of toilet indicate the level on cleanliness. You may use a hash mark to keep track but should have a final number for each column. Where a particular type of toilet doesn't exist, leave the box blank).

(use key below)

	Clean	Somewhat Clean	Not Clean	Locked (unable to access)	Total
Exclusively for women	_____	_____	_____	_____	_____
Of these, how many are only for women supervisors and women management?	_____	_____	_____	_____	_____
Exclusively for men	_____	_____	_____	_____	_____
For women and men, communal	_____	_____	_____	_____	_____

Key for Above Table	
Clean	Toilet compartments are not smelly; there are no visible feces in or around the facility, no flies, no litter.
Somewhat Clean	There is some smell and/or some sign of fecal matter/urine and/or some flies and/or litter.
Not Clean	There is a strong smell and/or presence of fecal matter and/or urine and/or significant fly problem and/or large amount of litter.

Lighting

9. In general, how dark are the toilet facilities? (Visit as many of each type of toilet as possible, and then for each type of toilet indicate the general darkness. You may use a hash mark to keep track but should have a final number for each column. Where a particular type of toilet doesn't exist, leave the box blank).

(use key below)

	Light	Somewhat Dark	Dark	Locked (unable to access)	Total
Exclusively for women	_____	_____	_____	_____	_____
Of these, how many are only for women supervisors and women management?	_____	_____	_____	_____	_____
Exclusively for men	_____	_____	_____	_____	_____
For women and men, communal	_____	_____	_____	_____	_____

Key for Above Table	
Light	Vision is essentially the same on the inside as it is on the outside.
Somewhat Dark	There is less visibility on the inside, but it is still possible to see clearly. Women would be able to look at their clothing and tell if there is a stain.
Dark	Toilets and latrines are very dark on the inside. It is really hard to see. It would be difficult for women to look at their clothes and tell if there is a stain.

10. Do women's toilet facilities have a source of light outside of the toilets?

All	Some have a light source outside, some don't	None	Not applicable (no workplace facilities)
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Privacy & Safety

11. Are women's toilet facilities structurally private (i.e., walls, doors, and roof are made of non-transparent materials with no gaps or spaces?)

All	Some are structurally private, some aren't	None	Not applicable (no workplace facilities)
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12. Are women's individual toilet compartments lockable from the inside?

All	Some are lockable from the outside, others aren't	None	Not applicable (no workplace facilities)
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Equipment & Products

13. Do women's individual toilet compartments contain a container for disposing used menstrual products?

All	Some have a container, some don't	None	Not applicable (no workplace facilities)
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14. Do women's individual toilet compartments contain clear signs instructing women to dispose of used menstrual products in the trash bin?

All	Some have clear, some don't	None	Not applicable (no workplace facilities)
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15. Do women’s individual toilet compartments contain a shelf and hook for hygienically storing belongings during use?

All	Some have hooks and shelves, some don’t	None	Not applicable (no workplace facilities)
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16. Do women’s individual toilet compartments or toilet blocks contain a mirror that meets women’s menstrual health needs?

All	Some have mirrors, some don’t	None	Not applicable (no workplace facilities)
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Note

A mirror located in a position that enables women to adjust clothing, check clothing for stains, and promotes handwashing (e.g., above handwashing stations within women’s toilet blocks). A mirror’s position does not enable people outside to see into the toilet facilities.

17. Do women’s individual toilet compartments or toilet blocks contain toilet paper?

All	Some have toilet paper, some don’t	None	Not applicable (no workplace facilities)
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18. Do women’s toilet blocks contain functioning hand drying machines for employees to use?

All	Some have hand drying machines, some don’t	None	Not applicable (no workplace facilities)
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Access to Soap & Water

19. Are there handwashing facilities in each toilet block?

Yes	No
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If “No” is selected, SKIP TO QUESTION 22

Note

A handwashing facility is any device or infrastructure that enables individuals to wash their hands effectively using running water, such as a sink with tap, water tank with tap, bucket with tap, tippy tap, or other similar device. A shared bucket used for dipping hands is not considered an effective handwashing facility.

20. Are there both soap and water available at the handwashing facilities?

Yes, water and soap	Water only	Soap only	Neither water nor soap
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21. Are water and soap available in a private space for women to manage menstrual hygiene?

Yes	No
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Note

Circle 'yes' if water and soap are available for discrete personal hygiene (e.g., body washing), cleaning clothes/uniform, and washing reusable menstrual products. Ideally, water and soap would be available inside individual toilet compartments.

Bathing & Washing Facilities

22. Does the workplace have any private facilities for women to bathe-wash themselves (such as a tap and basin inside a lockable toilet stall)?

Yes	No
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23. Does the workplace have any private facilities for women to wash reusable menstrual products?

Yes	No
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Menstrual Hygiene Waste Disposal

24. Are there disposal mechanisms for menstrual hygiene waste at the workplace?

Yes	No
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If "No" is selected, SKIP TO QUESTION 27

Note

Disposal mechanisms can include incineration or another safe method on-site, or safe storage and collection via a municipal waste system as appropriate.

25. At the time of the visit, did you see a pit for burning used menstrual products?

Yes	No
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26. At the time of the visit, did you see an incinerator for burning used menstrual products?

Yes	No
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Menstrual Hygiene Management Resources & Products

27. What resources or products are available at work to help women manage menstrual pain?

Pain Medication	A Room to Rest	Hot Water Bottles
Hot Drinks	Other (specify: _____)	No Resources

28. Are menstrual products available on workplace premises?

Yes – for free	Yes – for purchase	No
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If “No” is selected, END ASSESSMENT HERE

29. How are menstrual products made available?

Women need to ask for them	They are in a place where women can take them as needed
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Example Graphics of MHH-Friendly Toilet Facilities

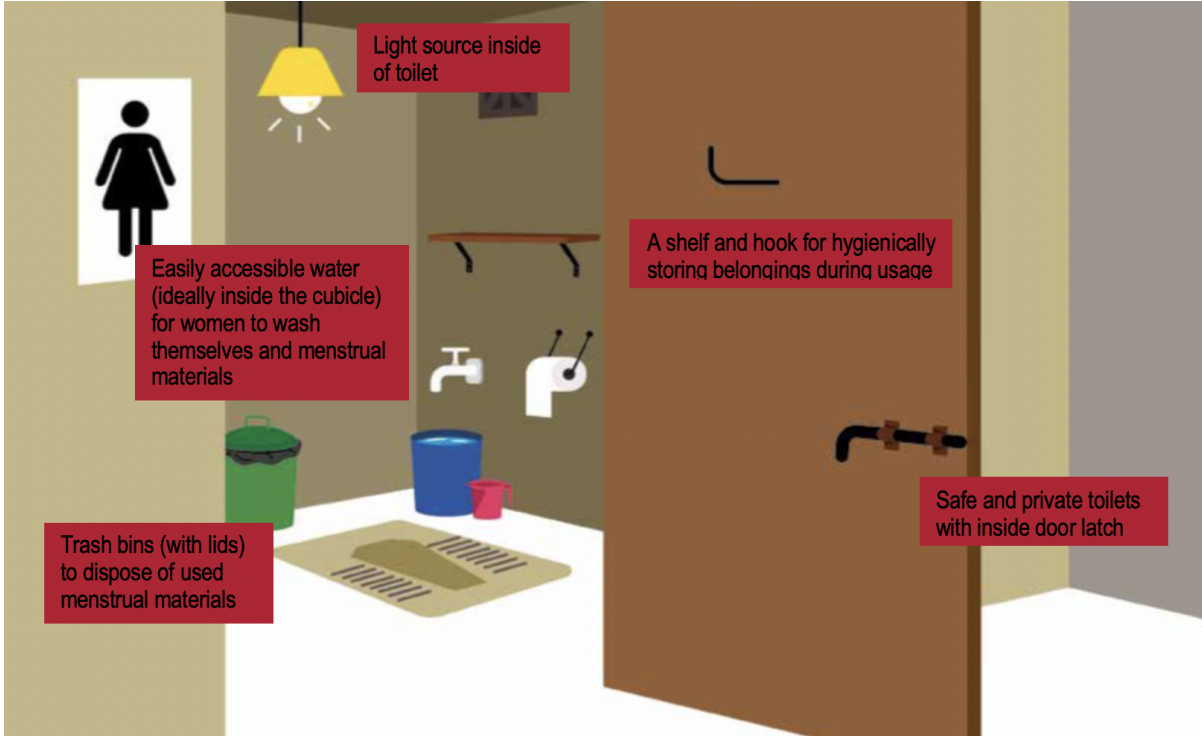
Example exterior of an MHH-friendly toilet block



Example interior of an MHH-friendly toilet block



Example interior of an MHH-friendly toilet compartment



Example interior of an MHH-friendly and accessible toilet compartment

