

PORTABLE TOILETS AND HANDWASH STATIONS INCIDENT COMPLIANCE CHECKLIST

Date: _____ Time: _____

INCIDENT NAME: _____ INCIDENT NUMBER: _____ RESOURCE #: E- _____

COMPANY/CONTRACTOR: _____

AGREEMENT NUMBER: _____

EQUIPMENT and OPERATOR REQUIREMENTS
PORTABLE TOILETS AND HANDWASH STATIONS

Minimum Requirements

Not all inclusive; for additional clarification refer to agreement (SF-1449 section D)

			Yes	No
1	Check-In Process Completed (Note: Also includes; Finance, and Plans)	D.6.5.3		
2	Agreement (One complete copy)	D.8		
	Portable Toilet	D.2.1.1		
3	Furnish standard size, industrial quality portable toilets and provide associated supplies and sanitary services.			
4	All units shall arrive and be maintained in a clean and serviceable condition.			
5	Units shall include a wall mounted urinal, a bench style toilet with seat and cover, and hand sanitizer dispenser.			
6	All units shall contain a multi-roll lockable toilet paper dispenser which shall be filled on every service visit.			
7	Units shall provide separate and sufficient ventilation to both the unit and the waste reservoir.			
8	All units must contain a waste reservoir with a minimum capacity of 45 gallons.			
9	Maintained in clean, sanitary, and good working condition and free of objectionable odors.			
	Wheelchair Accessible Portable Toilets	D.2.1.1		
10	Units shall conform to ADA regulations for accessible portable toilets including an access ramp.			
11	All units shall arrive and be maintained in a clean and serviceable condition.			
12	All units shall contain a multi-roll lockable toilet paper dispenser which shall be filled on every service visit.			
13	Units shall provide separate and sufficient ventilation to both the unit and the waste reservoir.			
14	All units must contain a waste reservoir with a minimum capacity of 30 gallons.			
15	Maintained in clean, sanitary, and good working condition and free of objectionable odors.			
	Handwashing Stations	D.2.1.2		
16	Two (2) basins with one-foot operated pump per basin. (A large basin with two spigots is acceptable as long as there is one-foot operated pump per spigot)			
17	Tank capacity shall hold not less than 20 gallons of potable water and 20 gallons of graywater			

Handwashing Stations – continued

Yes No

19	No snap in gray water bladder bags are acceptable		
20	One (1) soap dispenser and one (1) paper towel dispenser for every two (2) basins		
21	Paper towel dispenser filled with the appropriate towels for the unit		

Equipment meets agreement specifications Equipment does not meet agreement specifications

Inspector: _____ Date: _____
(Print and sign)

Contractor: _____ Date: _____
(Print and sign)

Contractor given the opportunity to correct noted deficiencies (*See Remarks*)

Contactor successfully corrected noted deficiencies

Inspector: _____ Date: _____

REMARKS: _____

