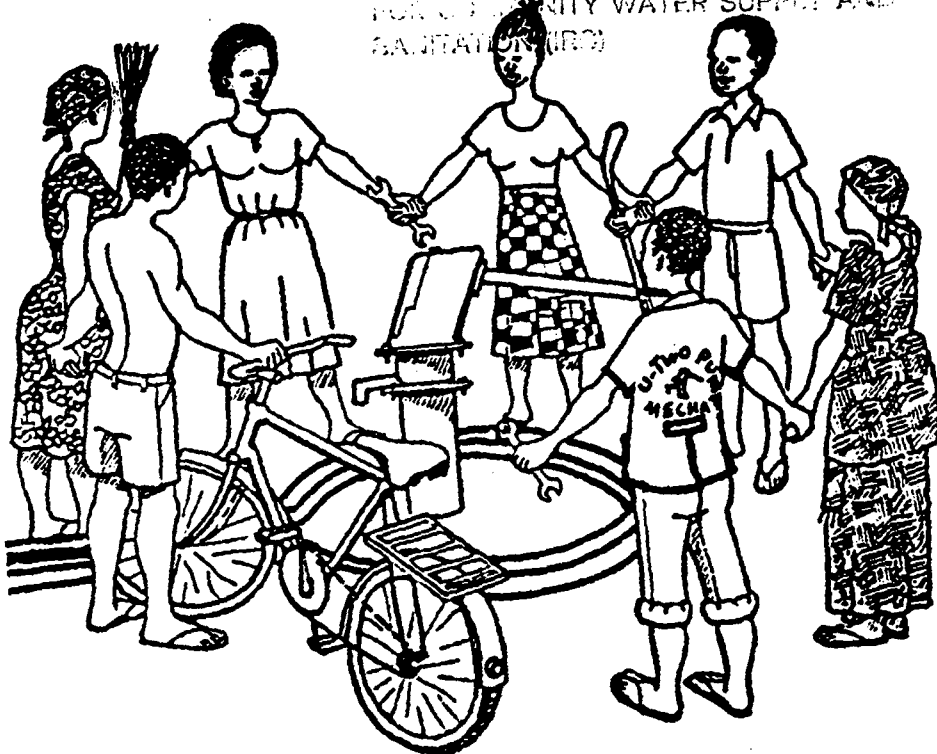


5772/86

Community U-Two Handpump Maintenance in Uganda

232.2
88 CO

PREPARED BY
INTERNATIONAL REFERENCE CENTRE
FOR COMMUNITY WATER SUPPLY AND
SANITATION (IRC)



Republic of Uganda
Ministry of Water & Mineral Development
Ministry of Health (Health Inspectorate)
Ministry of Local Government
Water Development Department

232.2-88CO-5772

A statement by the ministers responsible
for Health, Social and economic development

DECLARATION

We the ministers responsible for social and economic development in Uganda, determined, in collaboration with our colleagues in Government to SAVE succeeding generations from the scourge of water-borne diseases which hitherto has claimed the lives of thousands of Ugandan children each year,

Resolve to promote social progress and better standards of living for all Ugandans, by encouraging increased community participation in matters pertaining to the improvement of their health and well-being;

Endorse the guidelines contained in this booklet "Community U-Two Handpump Maintenance in Uganda" as an essential step in the establishment of a self-sustainable community based handpump maintenance system; and

Hereby commend these guidelines to all District/County sub-County/administration staff, members of R.C.'s, trained U-Two pump mechanics and caretakers for use in ensuring that community water sources are kept in good repair and maintained thereby providing regular clean water supplies to the people of Uganda

Minister of Planning and Economic Development

Minister of Water and Mineral Development

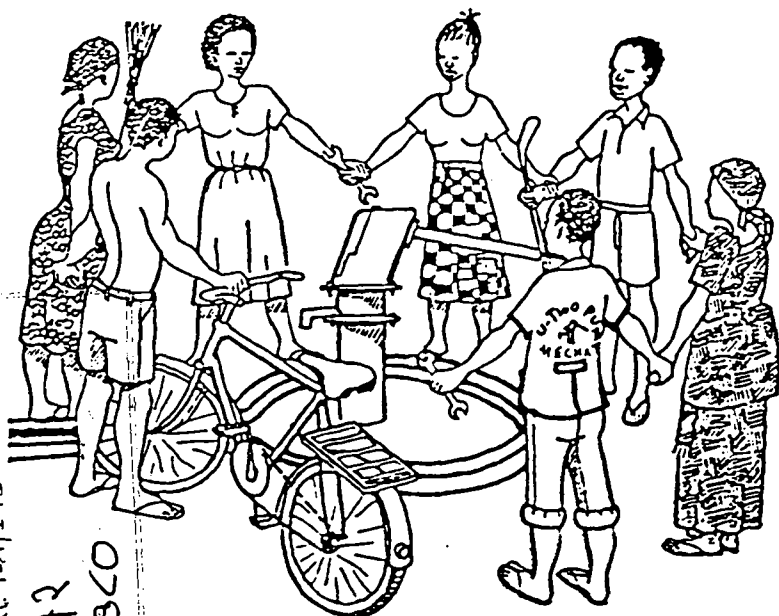
Minister of Health

Minister of Local Government

Minister of Rehabilitation

Community U-Two Handpump Maintenance in Uganda

**A System to Help the People
Keep Their Own U-Two
Handpumps In Good Repair**



unicef

Community Development Department, Ministry of Water and Power Supply

ADD SAHAYAKI (RPO)

P.O. Box 93190, 2505 AD The Hague

Tel. (070) 814911 ext. 141/142

REF: 15N 5772

LO: 232.2 8860

Help the People Help Themselves

Clean Water can prevent sickness and Improve the Quality of Life. U-Two Pumps can provide plenty of clean healthy water for every community if they are kept in good repair by the people who use the water.



This Manual explains how U-Two Handpumps in Uganda can be maintained by the people of the community with assistance from their Resistance Committees and the Water Development Department.

This Information should be studied by all Resistance Committee Members, District Government Staff involved in providing clean water and promoting health for the people (especially Health Inspectors, Health Assistants, and Social Mobilisation Team Members) and Representatives of every community with its own U-Two Handpump.

We should call the people for a meeting



STEP ONE

Information Is Given Out to the People In the Community

Resistance Committee 3 and District Social Mobilisation Team Members give out these four different leaflets to members of all Resistance Committees, District Government Staff (especially Health Assistants) and representatives of the community in the sub-county.

U-Two Pump Mechanic Job Duties

Picking A U-Two Pump Mechanic

U-Two Pump Caretakers

The U-Two Pump Caretakers are an important part of our Water System.

The People need plenty of CLEAN WATER to keep themselves HEALTHY. U-Two Pumps give people plenty of clean water, but only if the Pumps are kept clean and in good repair.

In that way, U-Two Pump Caretakers do their job. They are Guardians of Our People's Health.

Water, Sanitation and Your Resistance Committee

Many illnesses which KILL our children and make our people SICK and weak come from using dirty water. People need plenty of CLEAN WATER to stay HEALTHY.

U-Two Pumps and Protected Springs can provide clean water for us ALL. Our Resistance can help keep these clean and free disease from spreading.

Resistance Committee 3's are responsible for the water SAVED and IMPROVED and reported to the U-Two. All Resistance Committees should put water and sanitation on the agenda of every meeting.

These leaflets are obtained through Water Development Department.

All persons who receive leaflets are asked to read the information and be ready to talk about them in a meeting to be called by the RC 3.

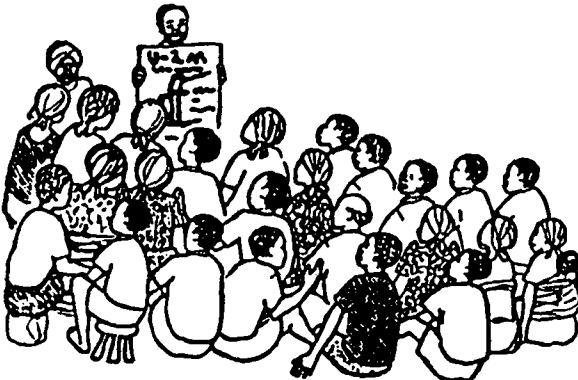
STEP TWO

A Meeting Is Held In the Community

The Chairperson of the RC 3 leads a meeting. The subject is "How Can We, the People, Keep Our Own U-Two Handpumps Maintained"



Each leaflet given out in Step One is discussed one by one. The people at the meeting agree as to how they will set up a U-Two Handpump maintenance system among themselves. All agreements about people to be appointed to each job, people responsible for each duty and how money is to be raised and paid for training, salaries and spare parts is recorded in writing by the RC 3.



STEP THREE

A Request for Assistance is Made by the Community to WDD

The RC 3, on behalf of the people, submits a written request to the WDD Borehole Maintenance Supervisor for assistance with the community U-Two Handpump maintenance system.

This request is for training, a bicycle, tools and spare parts.

The request has this information in it which was agreed upon at the meeting in Step Two:

- 1) Names of people to be trained as U-Two Handpump Mechanics.
- 2) How funds will be raised for:
 - Mechanic Trainee Fees
 - U-Two Handpump Mechanic salary
 - U-Two Handpump spare parts
 - Maintenance of tools and bicycle
- 4) Who is responsible for each part of the U-Two Handpump Maintenance System
- 5) What disciplinary action will be taken if a person abuses the system in any way.

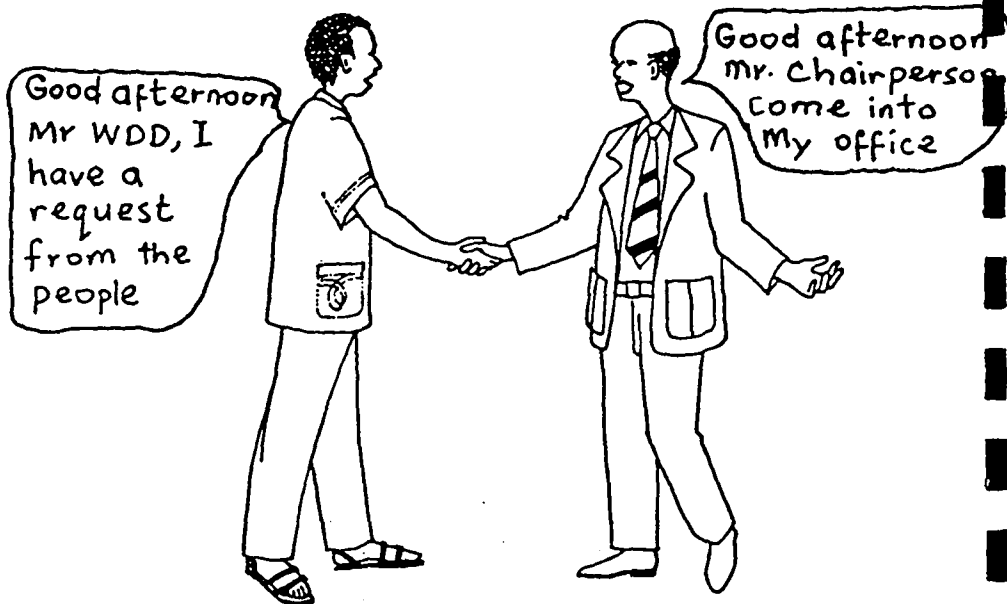


STEP FOUR

WDD Approves the Community Request for Assistance

If all information in Step Three is given to the satisfaction of WDD, WDD will tell the RC 3 in writing:

- 1) Where and when to send community selected trainees for training.
- 2) Whom the trainee contacts at the training centre.
- 3) What fees should be paid in advance for trainees food and accommodation.
- 4) Schedule of dates and times of training.



If the information in Step Three is not to the satisfaction of WDD, reasons will be given in writing to the RC 3. The RC 3 is then responsible for providing missing information and re-submitting the peoples request.

STEP FIVE

Community Trainees Are Sent for U-Two Handpump Mechanic Training

Using information given by WDD in Step Four the RC 3 is responsible to ensure that the trainees chosen by the community:

- 1) Arrive at the training centre on time
- 2) Take their full fees with them (Trainees will not be accepted for training unless fees are paid at enrollment).
- 3) Have a letter of introduction testifying that they were selected by the people and approved by the RC 3 for training.



If the Training Manager at any time deems a trainee unsuitable for training (whether from lack of ability, absenteeism or bad behaviour), the trainee will be returned to the RC 3. The RC 3 must then put forward a new Trainee and pay new fees.

STEP SIX

Trainees Are Certified As U-Two Handpump Mechanics

At the end of each course, each Trainee is given a practical and written test on U-Two Handpump Repair and Maintenance.

SUCCESSFUL Trainees are awarded a Certificate of Merit in U-Two Handpump Repair and Maintenance, and given the Handbook "Water and Sanitation for Health".



UNSUCCESSFUL Trainees may be given an extra one week of training, only if the Training Manager thinks the **Trainee** is worth extra training. The Trainee then resits the tests.

Failing the tests again, Trainees are returned to their RC 3. The RC 3 must then put forward a new **Trainee** and pay new fees.

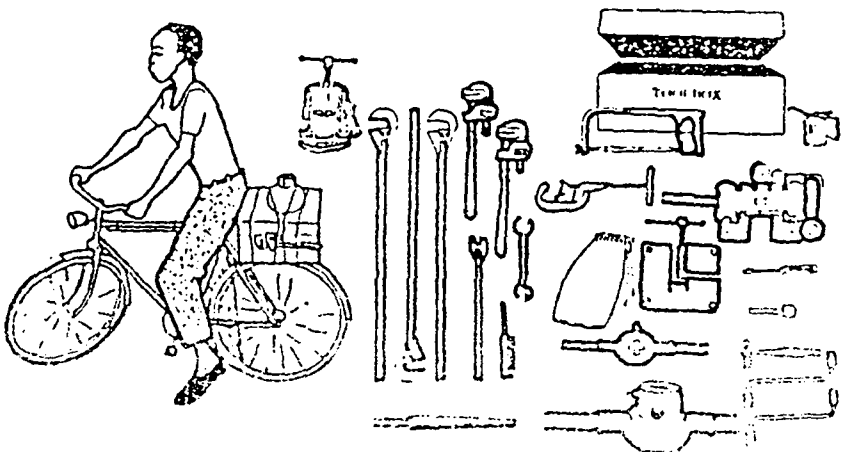
STEP SEVEN

U-Two Handpump Tools and Equipment are Issued to the RC 3

When the Trainees have earned their certificates becoming qualified U-Two Handpump Mechanics, WDD gives the following to the RC 3:

- 1) U-Two Handpump Repair Tools
- 2) A bicycle made to carry the tools
- 3) A supply of forms and charts needed to report and monitor the communities U-Two Handpump Maintenance System.
- 4) The first supply of U-Two Handpump spare parts.

The RC 3 and the District Social Mobilisation Team are responsible to see that there is good liaison within the whole U-Two Handpump maintenance system at all levels and that spare parts are always available to the communities.



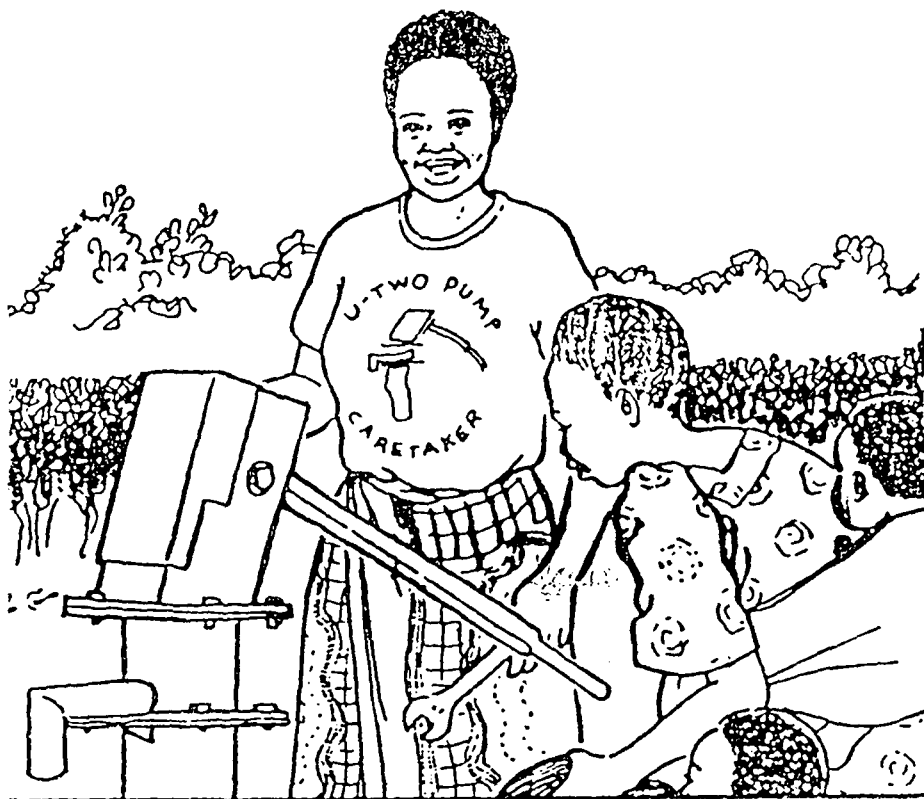
STEP EIGHT

U-Two Handpump Community Caretakers Are Appointed

One of the leaflets read and discussed at the meeting in Step Two will have been on selecting U-Two Handpump Caretakers.

For every U-Two Handpump in every community, WDD issues two 17/19 spanners to the RC 3 for the use of the U-Two Handpump Caretakers.

The Caretakers will also be given a Handbook on U-Two Handpump Preventive Maintenance explaining steps to take if their U-Two Handpump breaks down.



STEP NINE

Reporting A U-Two Handpump Break Down

If a U-Two Handpump breaks down, Caretakers report the problem to their RC 1. The RC 1 notifies their RC 3. The RC 3 registers the problem in the "RC 3 U-Two Pump Break Down Reports Register."

The RC 3 then lets the RC 1 know which U-Two Handpump Mechanic is responsible to do the job, and when this mechanic will arrive.

The RC 1 then tells the Caretaker who reported the break down to organise helpers **in the community** to be ready to assist the Mechanic **upon arrival**.



STEP TEN

Issuing U-Two Handpump Spare Parts, Bicycle and Tools

When the RC 3 has registered a U-Two Handpump break down and assigned a Mechanic to the job, a bicycle, tools, "U-Two Pump Repair Record" and necessary spare parts are issued to the Mechanic by the RC 3.

These items are registered onto the "RC 3 Control Record Sheet" by the RC 3.

The image shows three overlapping forms used for U-Two Handpump maintenance and repair. The top form is the 'U-Two Pump Repair Record', which includes a header with a logo and fields for 'Certified U-Two Pump Mechanic', 'Date of Repair', 'Borehole Number', and 'Pump Location/Village Name'. It features a checklist of 15 items for inspection and repair, such as '1. Check Oil Level', '2. Check Piston', and '15. Check Ground'. The middle form is the 'Resistance Committee-3 Control Record Sheet', which has a header with a logo and fields for 'Pump Mechanic's Name' and 'Approved By'. It contains two large tables for recording repair details, with columns for 'DATE', 'DESCRIPTION', 'QUANTITY', and 'REMARKS'. The bottom form is the 'U-Two Pump Spare Parts Record', which also has a header with a logo and fields for 'Pump Mechanic's Name' and 'Approved By'. It contains a table for recording spare parts, with columns for 'DATE', 'DESCRIPTION', 'QUANTITY', and 'REMARKS'. All forms include fields for 'Submitted By' and 'Approved By' at the bottom.

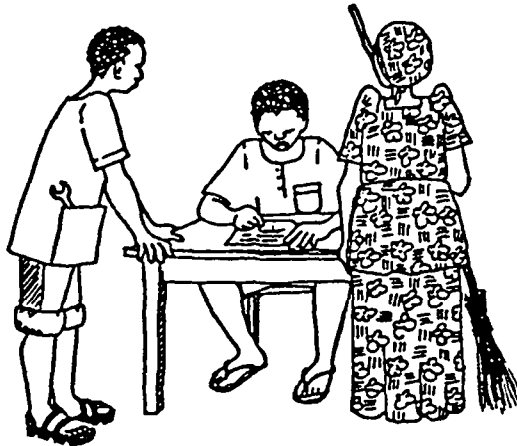
STEP ELEVEN

Community Repair of a U-Two Handpump

The U-Two Handpump Caretaker and helpers from the community assist their Mechanic to repair the broken down U-Two Handpump.



When the job is finished, the Mechanic completes the "U-Two Pump Repair Record". The RC 1 Chairperson signs this record in the presence of the Caretaker to certify that the U-Two Handpump has been repaired and that the spare parts on the record were indeed used.





STEP TWELVE

After a U-Two Handpump Has Been Repaired

When the job assigned has been completed, the U-Two Handpump Mechanic checks on as many other U-Two Handpumps in the area as possible. A report is made by the Mechanic to the RC 3 of repairs made or needed to these other U-Two Handpumps.

The U-Two Handpump Mechanic returns the bicycle, tools and remaining spare parts to the RC 3, checks these off on the RC 3 control Record Sheet and also submits the completed U-Two Pump Repair Record".

The RC 3 ensures that the Mechanic is paid according to the salary agreed upon by the community in Step Two.

 **COMMUNITY BASED U-TWO PUMP MAINTENANCE** 

NAME: _____ DATE: _____

1. Sub-County: _____ DISTRICT: _____
S.C. #3 Chairperson Name: _____
Total number of U-Two pumps: _____
Total number of working U-Two pumps: _____
Total number of U-Two pumps not working: _____

2. Are any U-Two pumps broken and not listed here? _____

3. Are the Community Board U-Two Pump Repaired
copies of completed and repair requests? _____

4. If answer to #3, please explain why and what action has been taken to repair the U-Two pump.
DATE: _____

5. Are the RC3 notes on the complete set of
U-Two pump repair sheets? _____

6. If answer to #5, please explain why and what action has been taken to purchase replacements.
DATE: _____

STEP THIRTEEN

Completing the U-Two Handpump Repair Records

The RC 3 with assistance from the U-Two Handpump Mechanic is responsible for completing these forms after every U-Two Handpump repair:

- 1) "U-Two Handpump Status Report"
- 2) "U-Two Handpump Stock Control Card"

The form is titled "Resistance Committee Three U-Two Handpump Status Report". It features a header with fields for "Name", "Address", "Phone", and "Date". Below the header is a large table with multiple columns and rows, designed for recording repair data. At the bottom of the form, there are small illustrations of handpumps and a section for "Remarks".

The form is titled "STOCK CONTROL CARD". It includes a header with fields for "Date", "Quantity", "Issued to", and "Issued by". The main body of the form is a table with columns for "Quantity", "Issued to", "Issued by", "Date", and "Remarks". There are also small circular logos on the form.


Every month the District Social Mobilisation Team and the RC 3 complete the "Monthly Monitoring Report" and send it to WDD Director of Pump Replacement & Maintenance Entebbe.

STEP FOURTEEN

RC 3 Reports of U-Two Handpump Repairs

The RC 3 is responsible for keeping all records for each community U-Two Handpump Maintenance system. These reports include:

- 1) "U-Two Handpump Status Report"
This record chart is kept on the RC 3 office wall to keep the RC 3 informed of repairs made.
- 2) The sub-county "Utilisation of U-Two Pump Spare Parts Quarterly Report":
This report is made to the District Health Inspector every 3 months at the District Level U-Two Handpump Spare Parts Depot.



Utilisation of U-Two Pump Spare Parts Quarterly Report

Over Ground Parts	Quantity used
1. Piston Rod	
2. Piston	
3. Piston Ring	
4. Piston Cap	
5. Piston Seal	
6. Piston Pin	
7. Piston Pin Nut	
8. Piston Pin Washer	
9. Piston Pin Lock Washer	
10. Piston Pin Lock Nut	
11. Piston Pin Lock Washer	
12. Piston Pin Lock Nut	
13. Piston Pin Lock Washer	
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100. Piston Pin Lock Nut	

Over Ground



- 1. Piston Rod
- 2. Piston
- 3. Piston Ring
- 4. Piston Cap
- 5. Piston Seal
- 6. Piston Pin
- 7. Piston Pin Nut
- 8. Piston Pin Washer
- 9. Piston Pin Lock Washer
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- 100. Piston Pin Lock Nut

Under Ground



- 1. Pump Cylinder
- 2. 11.5" Copper Rod
- 3. Rubber Cap
- 4. 1.5" Sealing Ring
- 5. Rubber (Sealing Upper Valve)
- 6. Cylinder Body with Boss Lines
- 7. Rubber Sealing (Lower Valve)
- 8. Lower Shell (Sub-Complete)

To be supplied monthly volume

- 1. Piston
- 2. Piston Ring
- 3. Piston Cap
- 4. Piston Seal
- 5. Piston Pin
- 6. Piston Pin Nut
- 7. Piston Pin Washer
- 8. Piston Pin Lock Washer
- 9. Piston Pin Lock Nut
- 10. Piston Pin Lock Washer
- 11. Piston Pin Lock Nut
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Minimum Stock: 100 of Pump Spares (Monthly Stock)

Step 1. 100

Step 2. 100

Step 3. 100

Step 4. 100

Step 5. 100

Step 6. 100

Step 7. 100

Step 8. 100

Step 9. 100

Step 10. 100

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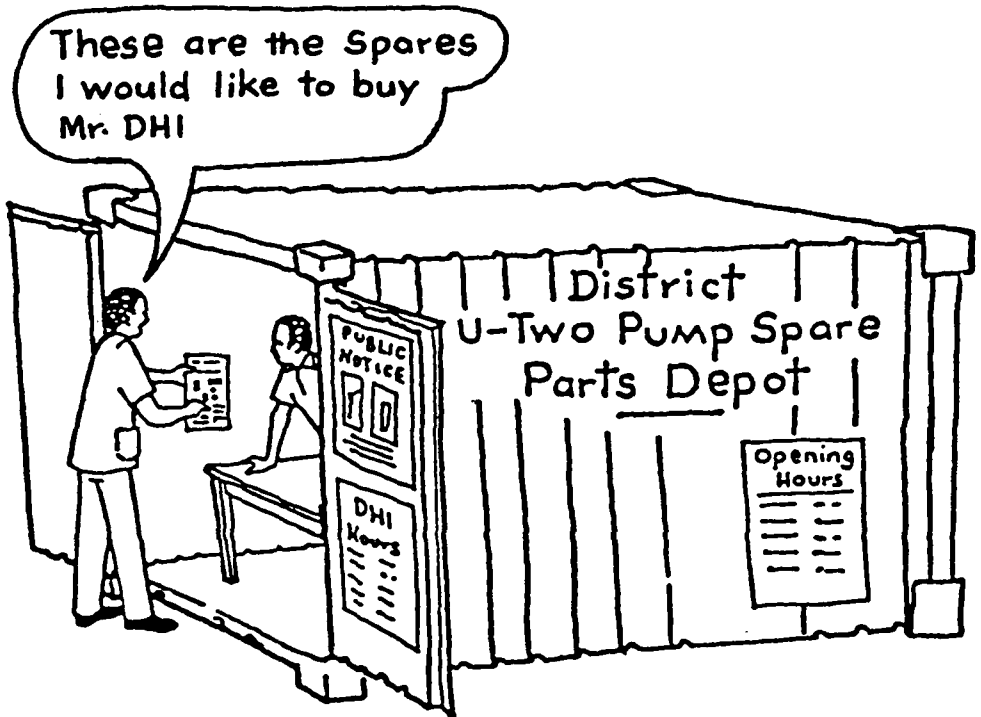
Step 100. 100

STEP FIFTEEN

RC 3 Level U-Two Handpump Spare Parts Replacement

Before the first supply of U-Two Handpump spare parts given to the RC 3 by WDD (Step Seven) are used up, the RC 3 purchases more spare parts from the District U-Two Handpump Spare Parts Depot.

Money for these spare parts is raised by the people of each community as agreed in the meeting in Step Two.



RC 3's should note the day of the week the District Depot is open for sales and should plan ahead to buy spares before their stock gets finished.

RC 3's are responsible for obtaining receipts from the District Depot for all purchases made.

District Level U-Two Handpump Spare Parts Replacement

A U-Two Handpump Spare Parts Depot is set up in every District by the District Health Inspector under guidance of the District Treasurer.

This District Depot is open for sales on the one day each week most convenient to RC 3's in the District. A "Public Notice" is on display to show spare parts price information.

PUBLIC NOTICE

CHIEF HEALTH INSPECTOR

CHIEF TREASURER

DATE: _____

APR 1ST - APRIL 1ST

MAY 1ST - MAY 1ST

JUNE 1ST - JUNE 1ST

JULY 1ST - JULY 1ST

AUG 1ST - AUG 1ST

SEP 1ST - SEP 1ST

OCT 1ST - OCT 1ST

NOV 1ST - NOV 1ST

DEC 1ST - DEC 1ST

Over Ground

OVER GROUND PARTS

Under Ground

UNDER GROUND PARTS

This Spare Part is fitted for Public Health in both Domestic and Domestic Unit. The Spare Part for the Public Unit and the Spare Part for the Domestic Unit are charged to the Domestic Unit and General Public Purchasing of the Pump Spare Parts.

Chief Health Inspector WDD

Chief of Pump Rep. Unit

Part No.	E. No.
1. Air Valve	
2. Air Valve	
3. Air Valve	
4. Air Valve	
5. Air Valve	
6. Air Valve	
7. Air Valve	
8. Air Valve	
9. Air Valve	
10. Air Valve	
11. Air Valve	
12. Air Valve	
13. Air Valve	
14. Air Valve	
15. Air Valve	
16. Air Valve	
17. Air Valve	
18. Air Valve	
19. Air Valve	
20. Air Valve	
21. Air Valve	
22. Air Valve	

Under Ground	E. No.
1. Pump Cylinder	
2. Piston Rod	
3. Piston Cap	
4. Piston	
5. Piston	
6. Piston	
7. Piston	
8. Piston	
9. Piston	
10. Piston	
11. Piston	
12. Piston	
13. Piston	
14. Piston	
15. Piston	
16. Piston	
17. Piston	
18. Piston	
19. Piston	
20. Piston	
21. Piston	
22. Piston	

The District Treasurer is responsible for ensuring that the Depot is stocked with spares purchased from the WDD Regional Workshop. Money for these spares are raised from sales of spares to RC 3's.

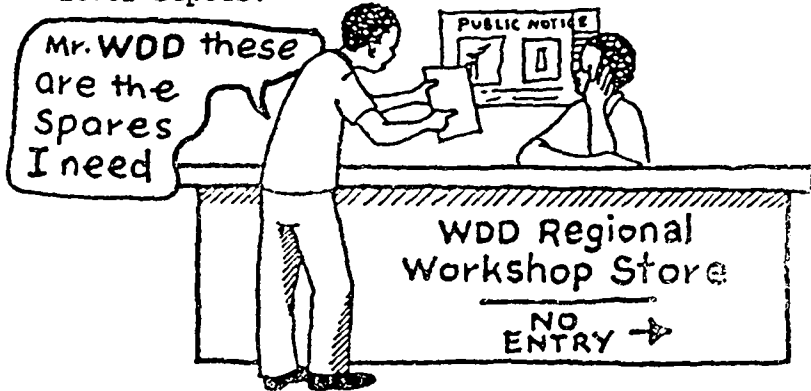
The District Treasurer is also responsible for Compiling the District "Utilisation of U-Two Pump Spare Parts Quarterly Report" to the WDD Regional Supervisor.

The DHI is responsible for issuing receipts to RC3's and keeping accounts of all spare parts sold.

STEP SEVENTEEN

Regional Level U-Two Handpump Spare Parts Replacement

Each WDD Regional Workshop Store stocks U-Two handpump spare parts for quarterly sales to District Level Depots.

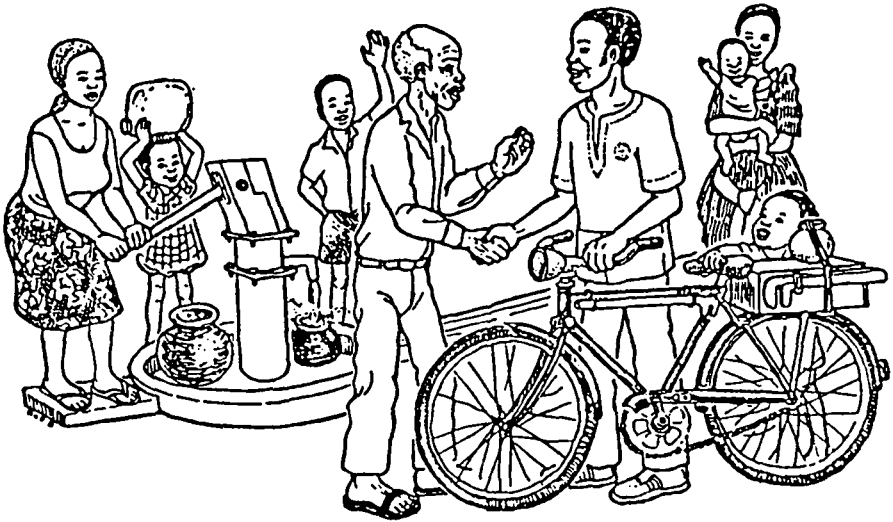


The WDD Regional Workshop store will refuse to sell U-Two Handpump spare parts to any District which fails to submit their "Utilisation of U-Two Pump Spare Parts Quarterly Report" as this report is used to plan for restocking of spare parts for the Region.

Utilisation of U-Two Pump Spare Parts Quarterly Report		Year	Quarter
NAME: _____		_____	_____
ADDRESS: _____		_____	_____
Over Ground 1. No. of pumps 2. No. of pumps in repair 3. No. of pumps in stock 4. No. of pumps in use 5. No. of pumps in use 6. No. of pumps in use 7. No. of pumps in use 8. No. of pumps in use 9. No. of pumps in use 10. No. of pumps in use	Under Ground 1. Pump repaired 2. Pump repaired 3. Pump repaired 4. Pump repaired 5. Pump repaired 6. Pump repaired 7. Pump repaired 8. Pump repaired 9. Pump repaired 10. Pump repaired	1. No. of pumps in use 2. No. of pumps in use 3. No. of pumps in use 4. No. of pumps in use 5. No. of pumps in use 6. No. of pumps in use 7. No. of pumps in use 8. No. of pumps in use 9. No. of pumps in use 10. No. of pumps in use	
		1. No. of pumps in use 2. No. of pumps in use 3. No. of pumps in use 4. No. of pumps in use 5. No. of pumps in use 6. No. of pumps in use 7. No. of pumps in use 8. No. of pumps in use 9. No. of pumps in use 10. No. of pumps in use	1. No. of pumps in use 2. No. of pumps in use 3. No. of pumps in use 4. No. of pumps in use 5. No. of pumps in use 6. No. of pumps in use 7. No. of pumps in use 8. No. of pumps in use 9. No. of pumps in use 10. No. of pumps in use

Each WDD Regional Supervisor submits a Regional "Utilisation of U-Two Pump Spare Parts Quarterly Report" to the Commissioner and the Chief Accountant, WDD Headquarters, Entebbe.

Together We Can Make the U-Two Handpump Maintenance System Work



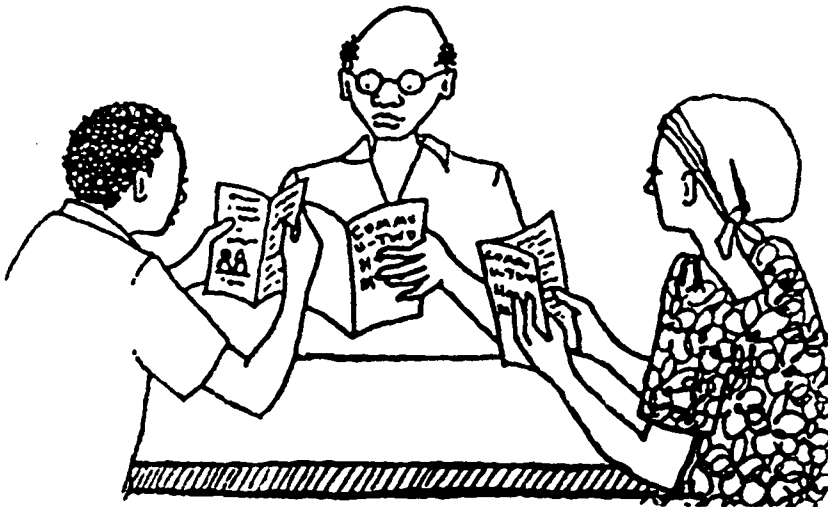
Every person at each level in this manual should take full responsibility for their job. This will assure each community of a U-Two Handpump with a long lasting, plentiful supply of clean water.

With clean water comes improved health, a step to building a strong and prosperous Nation.

How Can the People of the Community Keep Their Own U-Two Handpumps Maintained ?

Read this Manual to find out. It will explain:

- How the Community Based U-Two Handpump Maintenance System works step by step.
- How the Resistance Committees of each Community can help keep their people supplied with clean healthy water.
- How the Water Development Department is prepared to assist every community in Maintaining U-Two Handpumps.



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