

**POLICY GUIDELINES ON  
SANITARY INSPECTION OF PREMISES**

**DEVELOPED BY**

**FEDERAL MINISTRY OF ENVIRONMENT  
ABUJA**

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## PREFACE

The issue of poor sanitation in our environment has received the attention of the Federal Government through various Agencies over the years. Consequently, various efforts have been made. These efforts have been diverse, varied, piecemeal and uncoordinated, and had no significant impact on the environment and public health. The absence of a clear cut Policy on Environmental Sanitation is a major factor attributable to this present state.

The National Council on Health during its meeting in 1994 at Jos recommended that all States in the Federation should introduce House to House Inspection (Sanitary Inspection of Premises) in all LGAs as a means of raising the level of Environmental Sanitation throughout the country. The call by the National Council on Health was further reinforced by the National Council on Environment which also recommended the re-introduction of House to House Sanitary Inspection (Sanitary Inspection of Premises) during its meeting in Kano and Ilorin held September 2000 and December 2003 respectively.

It is in line with these and in accordance with the National Economic Empowerment Development Strategy (NEEDS) and other set international obligations and commitments as contained in the Millennium Development Goals (MDGs), World Summit for Sustainable Development (WSSD) targets as well as the New Partnership for African Development (NEPAD) initiative, that this Policy Guidelines on Sanitary Inspection of Premises is being produced amongst others, to address the issue of Environmental Sanitation. The aim of the Sanitary Inspection of Premises is to improve the quality of life of Nigerians through sound sanitation practices in homes and communities.

The Policy Guidelines has identified the appropriate strategies to be adopted in improving Environmental Sanitation standards. The institutional roles and responsibilities of all tiers of Government have been clearly defined to avoid duplication and conflict in the process of service delivery. All Stakeholders are expected to make adequate annual budgetary allocation for the successful implementation of the programme. Procedures for the different aspects of the Sanitary Inspection of Premises have been specified and samples of relevant forms to be used have also been included.

The Federal Government is totally committed to the implementation of the Policy Guidelines. It is expected that States and Local Governments and other Stakeholders shall also support its implementation. I am confident that the strict implementation of this Policy Guidelines along with others on Environmental Sanitation, will assume the realisation and sustenance of sound

Environmental Sanitation in homes and other premises. This no doubt, will go a long way in restoring our environment to an enviable sustainable standard.

**Col. Bala Mande (rtd)**

Honourable Minister of Environment

July 2004

## 1.0 INTRODUCTION

- 1.1 The environment plays a major role in the health and well being of the individual. In developing countries, the major causes of morbidity and mortality are traceable to factors arising from poor Environmental Sanitation. Poor housing, coupled with rapid increase in population in the urban and rural centres have encouraged the preponderance of various environmental health hazards including, overcrowding in living accommodations, inadequate water supply, poor solid waste management and indiscriminate disposal of faeces. In some instances, reared animals co-habit the already overcrowded living accommodations with humans, thus promoting the spread of zoonotic infections.
- 1.2 The high incidence of tuberculosis, pneumonia and influenza are related to overcrowding/poor ventilation in living accommodations prevalent in slums and shanties found in peri-urban centres. The poor housing situation and other environmental conditions in the slum also encourage crime, juvenile delinquency, fire accidents as well as other injuries.
- 1.3 Domestic wastes have also increased tremendously as a result of increase in population and changing lifestyles. Improper disposal of domestic waste encourages the breeding and habitation of insects and rodents, which are agents of various communicable diseases in living accommodations.
- 1.4 Very often, hospitals, clinics and industries are located within residential areas of towns and villages. The medical facilities generate medical waste that contain infectious materials including used needles, plastic syringes, soiled dressings, human tissues, etc. The industries generate various types of chemical waste, which are toxic and not readily degradable and these are indiscriminately disposed along side domestic waste within residential areas. These wastes pose substantial hazard to the environment and public health.
- 1.5 Equally worrisome is air pollution resulting from the uncontrolled emissions of cottage industries, poorly maintained vehicles and generators as well as domestic use of firewood. These pose serious public health problems by adversely affecting indoor air quality and consequently diminishing the overall quality of life.
- 1.6 The issue of poor sanitation has received the attention of the Federal Government through its various Agencies over the years. Prior to the

establishment of the Federal Ministry of Environment, the National Council on Health during its meeting in Jos in 1994 recommended that all States in the Federation should reintroduce House to House Inspection (Sanitary Inspection of Premises) sanitary inspection of houses in all LGAs as a means of raising the level of Environmental Sanitation throughout the country. This was based on the recognition of the vital roles played by Sanitary Inspectors in ensuring general cleanliness in homes and communities during the colonial and immediate post-independence era. The call by the National Council on Health was further reinforced by the National Council on Environment, which also recommended during its meetings in Kano and Ilorin in September, 2000 and December 2003 respectively, the re-introduction of House to House Sanitary Inspection (Sanitary Inspection of Premises) in all the LGAs of the Federation. It is in line with these recommendations that this Policy Guidelines is being produced.

## **2.0 AIM**

To improve the quality of life of Nigerians through sustained sound sanitation practices in homes and communities.

## **3.0 OBJECTIVES**

- 3.1 To reintroduce and strengthen Sanitary Inspection of Premises (House to house inspection) for detection and abatement of nuisances;
- 3.2 To promote clean and healthy environment for the populace;
- 3.3 To prevent sanitation related diseases, illnesses and injuries thus reduce poverty and increase life expectancy.

## **4.0 JUSTIFICATION**

- 4.1. Environmental Sanitation problems become more acute with rapid urbanization and uncontrolled population growth, when there is not commensurate expansion in sanitary facilities. This results in the emergence of slums/shanties in city fringes where the water and sanitation problems are more pressing. These slums with poor housing are prominent features in our environment. Spontaneous squatter settlement continues to provide shelter for immigrants in an environment of great overcrowding and appalling squalor. Furthermore, the characteristics of

life in these slums/squatter areas make the provision of sanitary services particularly difficult.

- 4.2 The poor surface drainage in urban areas leads to stagnant pools where mosquitoes and other disease carrying vectors breed. The high prevalence of diseases such as malaria in many towns and cities partly results from the poor drainage maintenance system. Often in towns and cities, public drains are used as substitutes for toilets and waste disposal facilities. This causes blockage of the drains and is usually responsible for environmental problems such as flooding, erosion and landslide, which destroy homes built on marginal land, and causes major damage to public infrastructure and private property.
- 4.3 Although animals are part of man's biological environment, a variety of them are raised in agricultural, domestic, commercial and other settings with little or no Government regulation. In most urban centres, occupants in multi-flat apartments rear all sorts of animals in violation of Public Health Laws and the right of other neighbours. In most rural areas, animals are common-place, where they stroll in and out of dwelling homes, resulting in an immense interaction between man and animals, with the resulting occurrence and spread of zoonotic diseases.
- 4.4. These scenario result in poor housing sanitation characterized by overcrowding, poor ventilation and indoor air pollution, thereby increasing the disease burden within the population. This also affects productivity, thus perpetuating the cycle of poverty. Children under the age of five living in poorly ventilated houses have been shown to suffer more from upper respiratory problems than those from well ventilated houses. These children are also more likely to underachieve in school when compared with those from improved areas and this often limits their ability and character in life.
- 4.5 Certain cultural practices compound the problems posed by non-availability of sanitation facilities. Most of these practices could be amenable to change through the implementation of the Sanitary Inspection of Premises by Environmental Health Officers.

## **5.0 STRATEGIES**

- 5.1 Advocacy at all levels.
- 5.2 Ensure availability of relevant forms and other logistics for Sanitary Inspection of Premises.
- 5.3 Recruit, train and retrain Environmental Health Officers.
- 5.4 Enlighten and sensitize the public on the reintroduction/strengthening of Sanitary Inspection of Premises (House-to-House Sanitary Inspection).
- 5.5 Organize zonal seminars and community fora on the implementation of the Policy Guidelines on Sanitary Inspection of Premises.

## **6.0 INSTITUTIONAL ROLES**

- 6.1 Federal Ministry of Environment (FMEnv) shall:
  - 6.1.1 Develop, periodically review and update the Policy Guidelines on Sanitary Inspection of Premises;
  - 6.1.2 Conduct official launch of the National Sanitary Inspection of Premises Programme;
  - 6.1.3 Train and retrain EHOs on Policy Guidelines;
  - 6.1.4 Support the provision of basic logistics (motorcycles, Policy Guideline Documents and Inspection Forms) for effective take off of the Programme;
  - 6.1.5 Provide technical support to States on programme implementation;
  - 6.1.6 Encourage States to ensure compliance with laid down Policy Guidelines;
  - 6.1.7 Co-ordinate Sanitary Inspection of Premises reports from the States;
  - 6.1.8 Collaborate with other relevant Stakeholders and ESAs.
- 6.2. State Ministry of Environment/Agencies Responsible for Sanitation in States shall:
  - 6.2.1 Support the implementation of the Policy Guidelines on Sanitary Inspection of Premises;
  - 6.2.2 Provide technical support to LGAs;
  - 6.2.3 Support the provision of basic logistics (Motorcycles, Outboard boats, Bicycles, Policy Guidelines and Inspection Forms) to LGAs;
  - 6.2.4 Conduct public education and enlightenment on Sanitary Inspection of Premises;
  - 6.2.5 Inspect all regulated premises within their jurisdiction;

- 6.2.6 Monitor LGAs to ensure compliance with laid down guidelines;
- 6.2.7 Coordinate returns of Sanitary Inspection of Premises from LGAs;
- 6.2.8 Render quarterly report to the Federal Ministry of Environment.
- 6.3. State Ministry of Health shall:
  - 6.3.1 Continue training of required number of Environmental Health Officers needed for this programme.
- 6.4. Local Government shall:
  - 6.4.1 Implement the Sanitary Inspection of Premises Programme;
  - 6.4.2 Print Sanitary Inspection of Premises forms;
  - 6.4.3 Recruit, train and retrain EHOs;
  - 6.4.4 Enlighten the public on the reintroduction of Sanitary Inspection of Premises;
  - 6.4.5 Enforce the relevant Environmental Sanitation laws and prosecute offenders;
  - 6.4.6 Conduct public education and enlightenment on Environmental Sanitation in the community.
  - 6.4.7 Inspect all Restaurants, Bukaterias, Guest Houses and other regulated premises within their jurisdiction.
  - 6.4.8 Render monthly report to States.

## 7.0 FUNDING FOR THE PROGRAMME

The 40<sup>th</sup> National Council on Health in 1994, noted that in the interest of public health and in the face of the incipient deterioration in the country's physical environment, and the serious threat that such environmental degradation poses for human health and well-being, the strategy in resource allocation should be redefined in favour of environmental health activities, which includes Sanitary Inspection of Premises.

- 7.1 All tiers of Government shall allocate adequate annual resources for implementing the programme.
- 7.2 Fines and levies relating to Sanitary Inspection of Premises accruing to the Sanitation Authority shall be paid into a special account of the Authority and shall be used solely for the advancement of activities geared towards the success of this programme.
- 7.3 Financial and materials support for programme implementation shall also be sourced from ESAs, the Organised Private Sector, Philanthropic Organisations, etc.

## **8.0 PROCEDURE FOR BUILDING APPRAISAL**

### **8.1 EXISTING HOUSES**

Appraisal of existing housing condition and the problems of blight is a prerequisite for the development of appropriate solutions. The persistence of such identified problems of housing facilities also demands the attention of the Sanitation Authority. For the purpose of appraisal, there are four basic types of existing housing areas, each requiring appropriate action. These are as follows:-

- 8.1.1 Areas, which are essentially satisfactory and will require protective action only.
- 8.1.2 Areas which show incipient blight or which are subject to adverse effect from forces or conditions beyond their borders, or which have built-in deficiencies predisposing to blight. These will require protection and corrective actions.
- 8.1.3 Substandard areas with moderately advanced deterioration but which are basically sound and can be brought up to an acceptable standard by remedial approach.
- 8.1.4 Area where the present housing is not suitable for continued use and which cannot be upgraded to an acceptable standard because of its excessively poor state or poor neighbourhood environmental condition not susceptible to correction. This will require demolition and redevelopment.

### **8.2 BUILDING PLAN**

The approving authority of a new building plan shall ensure that such plans conform to regulations as enunciated in the Environmental Sanitation Legislation. The Sanitation Authority of the area shall endorse such a plan. Where an already existing building or building plan is to be altered in any way, it shall be made to conform to existing Environmental Sanitation regulations. An approved building code and subdivision regulations shall be prepared by the relevant Government Agencies to be adopted by States and Local Governments.

### **8.3 APPROACH**

The approach to a building for residential purpose includes the Access, Building line, Setback and Drainage system. The Environmental Health Officer shall ensure that the approach conforms to the building regulations, noting the following:-

### 8.3.1 Set Back and Airspace

Set back is the distance between the building line and the frontage fence wall and shall not be less than 6 metres, while the distance between a building and its side and back boundaries or adjoining plot shall not be less than 3 metres. The distance between the public drain (external drain) to the building shall not be less than 1.2 metres.

### 8.3.2 Area Built Upon

No building shall be constructed so that the area covered by the building together with that of all out-houses in the premises exceed 50% of the total area of the site for a residential building and for a building for commercial purposes, the area built upon shall not exceed 75% of the site.

### 8.3.3 Access

There shall be an adequate and appropriate access into the premises.

## 8.4 TYPE AND STRUCTURE OF BUILDING

The type of the building will determine the type of material for construction and the facilities to be provided. House that serves as shelter for human beings, a place for relaxation, shall be constructed of durable materials. Every building shall have a file to be opened by the Environmental Health Officer who oversees the area in which the building is located. He shall also duly complete for such premises form E.S.1. The approved building plan of such premises shall be included in the file as page 1 of the file while form E.S.1 becomes page 2, etc.

## 8.5 ROOMS

8.5.1 The living room shall have not less than 12 square metres of floor area, an average height of not less than 2.7metres and width of not less than 2.4metres.

8.5.2 Rooms shall be well lit.

## 8.6 VENTILATION

8.6.1 Every living room shall contain at least one window in one wall opening directly to the external air.

8.6.2 The total area of the window or windows in any one room clear of the frames shall be equal to at least one-eighth of the floor area of the room.

8.6.3 In addition, every room must have provision for cross ventilation in the form of either a second window or large ventilator in one of the other walls and this may open to an internal corridor if the latter is not ventilated at both ends.

8.6.4 Properties shall not be kept in the room in such a manner as to obstruct the free flow of fresh air.

## 8.7 BATHROOM ACCOMMODATION

Adequate numbers of bathroom accommodation of not less than 1.5 square metres shall be provided for the occupiers of the building.

## 8.8 KITCHEN:

A kitchen of not less than 2.0 sq.metres of floor area shall be provided. The number of kitchens shall depend on the number of households in the building.

## 8.9 WATER SUPPLY

Adequate water shall be provided for the use of occupants. The source of water supply shall be safe in quality and adequate in quantity. The source shall not be less than 30 metres away from any source of possible contamination.

8.9.1 The Environmental Sanitation Authority shall ensure the regular monitoring of drinking water quality in its area of jurisdiction.

8.9.2 It shall inspect regularly and register all water points from where water is collected for sale to the public.

8.9.3 All water tankers used to convey water within its area of jurisdiction shall be registered with the Sanitation Authority. The water tanker owner shall ensure that such a tanker conforms to the standard requirement of the relevant authority.

8.9.4 The owner of a bore-hole or other water points shall apply to the Sanitation Authority having jurisdiction in that area for registration of the water point from where water shall be sold to the public. The Environmental Health Officer shall inspect the location, collect samples of the water and send same for analysis in a Government Laboratory. Where no such laboratory exists in the area, a registered private Laboratory may be used. The owner of the premises shall pay the cost of such analysis.

8.9.5 The water so tested shall conform to the National Standard for Drinking Water Quality.

8.9.6 The water point conforming to the required standard shall be licensed. Such a license shall be renewed every year. The water point shall be regularly monitored to ensure that the high standard is maintained.

## 8.10 REFUSE DISPOSAL

8.10.1 Every household shall provide a covered bin or other receptacle into which household refuse is placed

8.10.2 Sheltered refuse collection points shall be provided in houses with more than four (4) floors.

## 8.11 EXCRETA DISPOSAL

8.11.1 Every house shall have suitable and adequate numbers of sanitary latrines/toilets. This shall be built of hygienic easy to clean materials, accessible and designed to minimize the proliferation/harbourage of disease vectors.

8.11.2 The latrine/toilet shall provide adequate privacy for users.

8.11.3 The latrine/toilet shall be located to avoid potential contamination of water sources and surface soil.

8.11.4 There shall be no handling of fresh faeces.

8.11.5 The following minimum number of latrines/toilets to the number of persons indicated below shall be accepted as ideal:-

1	-	10 persons	1 toilet
11	-	20 persons	2 toilets
21	-	40 persons	3 toilets
50	-	75 persons	4 toilets
75	-	100 persons	5 toilets

Over 100 persons, one toilet to every additional 30 persons.

## 9.0 GUIDELINES FOR ROUTINE SANITARY INSPECTION OF PREMISES

On visiting a premises, the first thing an Environmental Health Officer does is to present his identity card and introduce himself to the Owner or occupier of the premises informing him about his mission. After the introduction, the inspection of the premises commences. The procedure for Routine Sanitary Inspection of Premises is systematic, beginning as follows:

### 9.1 EXTERNAL INSPECTION

The Environmental Health Officer shall examine the general Environmental Sanitation of the premises and check for:

9.1.1 Over-grown weeds, which may harbour reptiles, rats and other vermin of public health importance.

- 9.1.2 Tall trees which may be prejudicial to the health of the inhabitants.
- 9.1.3 Derelict and disused materials like cars, tyres, damaged furniture, etc capable of harbouring rodents and other vermin in or around the premises including adjoining streets.
- 9.1.4 Stagnant water and other water bearing plants or other receptacles capable of breeding mosquitoes.
- 9.1.5 Dangerous excavations within the premises, including defective septic tanks.
- 9.1.6 Evidence that the exterior wall has been painted within the last five (5) years.

## 9.2 INTERNAL INSPECTION

### 9.2.1 The Floor

Check for:

- i. Cleanliness of the floor and look out for broken or cracked floor.
- ii. Evidence of rat infestation (rat holes, runs and droppings).
- iii. Evidence of dampness.

### 9.2.2 Walls

Check for:

- i Dilapidated walls.
- ii. Cracks liable to harbour vermin
- iii. Evidence of dampness on the walls

### 9.2.3 Ceiling

Check for:

- i. Cleanliness and presence of cobwebs.
- ii. Sagging of the ceiling and evidence of leaking roof.

### 9.2.4 PASSAGE

Check for:

- i. Objects that are likely to obstruct free movement along the passage.
- ii. Adequate lighting

### 9.2.5 ROOMS

Check for:

- i. Evidence of overcrowding. There shall be a maximum of two adults and two children not older than ten years old in each room.
- ii. Adequate lighting

### 9.2.6 VENTILATION

Check for:

- i. Properties kept in the room in such a manner as to obstruct the free flow of fresh air.

### **9.2.7 TOILET ACCOMMODATION**

Check for:

- i. Evidence of crack on walls and floors.
- ii. Adequacy of ventilation
- iii. Evidence of pest infestation (rat runs, droppings, etc)
- iv. Adequacy of drainage system
- v. Evidence of cleanliness and absence of obnoxious odour
- vi. Evidence of leakage pipe
- vii. Evidence of functionality

### **9.2.8 BATHROOM ACCOMMODATION**

Check for:

- i. Evidence of broken soil drain pipes
- ii. Adequacy of ventilation
- iii. Evidence of broken floor and walls
- iv. Adequacy of drainage system

### **9.2.9 KITCHEN**

Check for:

- i. Evidence of tidiness and cleanliness
- ii. Adequacy of ventilation
- iii. Evidence of rat and pest infestation
- iv. Adequacy of lighting
- v. Evidence of cracked walls and defective floor
- vi. Evidence of smoke nuisance

### **9.2.10 WATER SUPPLY**

Check for:

- i. Source of water supply
- ii. Adequacy of water
- iii. Quality of water
- iv. Potential source of contamination
- v. Adequacy of water containers
- vi. Possible leakages
- vii. Evidence of good waste water drainage system

### **9.2.11 REFUSE DISPOSAL**

Check for:

- i. Availability of sanitary dustbin
- ii. Evidence of rat and pest infestation around dustbin
- iii. Evidence of spillage of waste

### **9.2.12 EXCRETA DISPOSAL**

Check for:

- i. Evidence of pipe leakage
- ii. Evidence of overfilled septic tanks leading to spillage
- iii. Evidence of cracks on septic tank VIPL

- iv. Presence of ventilating pipes/opening
- v. Distance to source of water
- vi. Evidence of odour nuisance and flies infestation

## **10.0 GUIDELINES FOR APPRAISAL OF FOOD PREMISES**

Food premises is any place where food is produced either in its natural form, stored, served, preserved or prepared, exposed for sale or served for human consumption.

All premises to be used for preparation and sale of food to the public shall be registered with the Environmental Sanitation Authority in charge of the area. It shall not be registered until it has been inspected and approved by an Environmental Health Officer. The approval is subject to the satisfactory evidence of food handlers' test by all relevant staff.

### **10.1 LAYOUT**

The premises shall be laid out in a manner that complies with the Building Regulations.

### **10.2 FLOORS**

Floors shall be made of durable non-slippery material and shall also be impervious to water. There shall be no breaks or cracks on the floor and shall be easily cleaned.

### **10.3 WALLS**

All wall surfaces shall be finished with a smooth impervious substance that shall be easily cleaned. Facilities such as sinks shall be fixed away from the wall so that the whole surface is washable.

### **10.4 DOORS AND WINDOWS**

All doors and windows shall be screened with suitable netting to exclude flies and insects.

### **10.5 CEILING**

The premises shall be provided with a proper ceiling.

### **10.6 LIGHTING**

Natural lighting is best. Where artificial lighting is essential, it shall be fixed in such a manner that preparation benches and sinks shall be well-lit. Lighting shall be evenly distributed over the whole kitchen.

## **10.7 VENTILATION**

Good natural ventilation is desirable but mechanical extraction of air is required in all large kitchens, particularly in the heating sections. All windows, doors and other opening to the external air shall be screened with suitable netting to ensure that flies and other vermin do not gain access into the premises.

## **10.8 SANITARY CONVENIENCES**

10.8.1 Provision shall be made for adequate potable water supply to the premises.

10.8.2 Toilets shall be conveniently sited for the staff as well as for customers. They shall not open directly into food preparation rooms.

10.8.3 Food handlers and customers shall have facilities to wash their hands after visiting the toilet.

10.8.4 Wash hand basins shall be sited within the toilet and also in the cloakroom if the staff is large in number.

10.8.5 Paper towels, continuous roller towels or hot air hand dryers shall be used for drying the hands in large food establishments.

## **10.9 CLOAKROOMS**

Different cloakrooms shall be provided for each sex. There shall be facilities for resting and washing in such cloakrooms.

## **10.10 TABLES AND OTHER EQUIPMENT**

10.10.1 Surface materials shall be impervious without cracks or joints.

10.10.2 Hard wood for chopping boards shall be in one piece.

10.10.3 Separate surfaces in different sections of the kitchen shall be kept for raw and cooked food.

## **10.11 SINKS/WASH HAND BASINS**

10.11.1 Stainless steel sinks in sufficient numbers are required for the work of the kitchen.

10.11.2 There shall be separate sinks for the preparation of vegetables, meat and fish and also for the washing of utensils and equipment.

10.11.3 Adequate numbers of sinks/wash hand basins shall be provided in the eating area for use by customers.

## **10.12 WASTE DISPOSAL**

10.12.1 Bins with tight fitting lids, raised above a concrete stone or other hard floor shall be provided and sited preferably in a covered area.

10.12.2 Ample and suitable space shall be available outside the kitchen for bins, or refuse sacks awaiting collection.

10.12.3 All bins shall be frequently cleaned out with a detergent solution.

## **11.0 GUIDELINES FOR ROUTINE INSPECTION OF HOTELS AND FOOD PREMISES**

- 11.1 The Federal Ministry of Environment in collaboration with the Federal Ministry of Culture and Tourism, and the Hotel sector, shall develop minimum hygiene standards for hotels, restaurants and other public eateries.
- 11.2 Every hotel operating in the country shall be inspected at least once every six months. The sanitary record of such a hotel/food premises shall determine if a more frequent inspection is necessary.
- 11.3 The Sanitation Authority of the Local Government shall inspect all hotels and other premises including restaurants, eateries and "bukaterias" in its area of jurisdiction.
- 11.4 Where conditions in such food premises are not up to standard, sanctions including prosecution shall be undertaken.
- 11.5 Where a hotel at the end of the year has maintained a very high standard of sanitation and hygiene, the inspection authority which carried out such an inspection shall issue a "Certificate of Hygiene" stating that such a hotel has so maintained a high standard of hygiene for the previous year and such a certificate shall be displayed in the hotel lobby.

## **12.0 GUIDELINES FOR ROUTINE INSPECTION OF SPECIAL PREMISES**

### **12.1 MILITARY, PARAMILITARY AND POLICE PREMISES**

Check for:

- i. Adequacy of toilet facilities
- ii. Adequacy of refuse management facilities
- iii. Overgrown weeds
- iv. Adequacy of room occupancy
- v. Evidence of good drainage system
- vi. Provision of adequate potable water
- vii. Evidence of overhanging structures
- viii. Evidence of defective structures (fence, etc)
- ix. Evidence of rat and pest infestation

## 12.2 PRISON YARDS

Check for:

- i. Evidence of overcrowding
- ii. Evidence of pest and rodent infestation
- iii. Evidence of overgrown weeds.
- iv. Adequacy of water supply.
- v. Adequacy of toilet facilities
- vi. Adequacy of the drainage system
- vii. Adequacy of waste disposal facilities

## 12.3 HOSPITALS AND DIAGNOSTIC CENTERS

Check for:

- i. Provision of sanitary dustbin
- ii. Adequacy of hazardous and domestic wastes management facilities
- iii. Evidence of compliance with adopted colour code
- iv. Adequacy of the drainage system
- v. Adequacy of toilet facilities
- vi. Adequacy of water supply.
- vii. Evidence of cleanliness and tidiness

## 12.4 OTHER PUBLIC PLACES

Recreational Centers, Offices, Stadia, Places of Worship, Motor Parks, etc.

Check for:

- i. Adequacy of toilet facilities
- ii. Adequacy of refuse management facilities
- iii. Overgrown weeds
- iv. Evidence of good drainage system
- v. Provision of adequate potable water
- vi. Evidence of overhanging structures
- vii. Evidence of defective structures (fence, etc)
- viii. Evidence of rat and pest infestation
- ix. Evidence of cleanliness and tidiness.

## **13.0 INSPECTION FORMS**

The designated forms for Sanitary Inspection of Premises for both appraisal and routine inspection are as follows:-

- 13.1 Form E.S. 1 "Sanitary Inspection of Premises (Appraisal)"
- 13.2 Form E.S. 2 "Sanitary Inspection of Premises (Routine)"
- 13.3 Form E.S. 3 "The Call Back Form" is filled out to indicate that the Environmental Health Officer will come on a return visit.
- 13.4 Form E.S. 4 "Abatement Notice" is completed in triplicate to include the deadline at which an identified nuisance is to be abated.
- 13.5 Form E.S. 5 "Complaint Form" is completed when a complaint is received.
- 13.6 Form E.S. 6 "Complaint Acknowledgment Form" is completed in triplicate. The complainant receives a copy while a copy is sent to the area office having jurisdiction and the third copy is retained for office use.
- 13.7 Form E.S.7 "Closing Order Form" is issued to temporarily close down an inspected premise when its state is such as to constitute a threat to public health.
- 13.8 Form E.S.8 School Sanitation Inspection Form
- 13.9 Form E.S.9 - Market Inspection form
- 13.10 Form E.S.10 - Abattoir Inspection Form
- 13.11 Form E.S.11 - Inspection of Private Slaughterhouses.
- 13.12 Form E.S.12 - Certificate of Registration of Food Premises.
- 13.13 Form E.S.13 - Inspection of Pest and Vector Control Outfit.
- 13.14 Form E.S.14 - serves a dual purpose for "Quarterly and Annual Reports" of all activities.

FEDERAL REPUBLIC OF NIGERIA

SANITARY INSPECTION OF PREMISES FORM (APPRAISAL)

STATE-----

LOCAL GOVERNMENT AREA -----

WARD -----DISTRICT-----

TOWN-----VILLAGE -----STREET-----

PREMISES No. -----

Name of Owner -----

Address of owner -----

CODE AS APPROPRIATE

DESCRIPTION:-

Type of Premises

Approved Plan No.

Occupation Permit No.....of .....

A. SERVICES AND CONVENIENCIES:-

Date of Inspection

i. Water Supply Source

a) Status:

b) Is adequate?

Signature of Environmental Health Officer

ii) Toilets

a) Is it available?

b) Type of such facilities

c) Status:

d) Is it adequate?

iii) Bathrooms

a) Is it available

b) Is it adequate

iv) Ventilation

a) Is it adequate?

**B. KITCHEN**

i) Is it available?

ii) Is it adequate?

iii) Is the location within/separated?

**C. REFUSE COLLECTION**

i) Dustbin on premises?

ii) Status

**D. TRADE CARRIED OUT ON PREMISES**

Types: Food/Industry/Commerce/Others

**E. GENERAL ENVIRONMENTAL CONDITION**

i) Drainage  
a) Status

b) Is it available?

c) Is wall broken/cracked

ii) General Surrounding

a) Is it sanitary?



## CODES TO BE USED

01. Underdeveloped land
02. Bungalow
03. Storey Building
04. Cluster of Buildings
05. Flats
06. Single Rooms
07. Duplex
08. Owner Occupier
09. Tenanted
10. Residential
11. Commercial
12. Pipe Borne
13. Well
14. Borehole
15. Rain water
16. Other sources of water supply
17. Water closet
18. Pit latrine
19. Bucket latrine
20. VIP latrine
21. Other types of latrines
22. Satisfactory
23. Not satisfactory
24. Adequate
25. Inadequate
26. Functional
27. Non Functional
28. Cracked
29. Broken
30. Available
31. Not available
32. Within
33. Separated
34. Sanitary
35. Insanitary
36. Existing
37. Not existing

## CODES TO BE USED

1. Underdeveloped land
2. Bungalow
3. Storey Building
4. Cluster of Buildings
5. Flats
6. Single Rooms
7. Duplex
8. Owner Occupier
9. Tenanted
10. Residential
11. Commercial
12. Pipe Borne
13. Well
14. Borehole
15. Rain water
16. Other sources of water supply
17. Water closet
18. Pit latrine
19. Bucket latrine
20. VIP latrine
21. Other types of latrines
22. Satisfactory
23. Not satisfactory
24. Adequate
25. Inadequate
26. Functional
27. Non Functional
28. Clean
29. Dirty
30. Cracked
31. Broken
32. Dilapidated
33. Sagging
34. Dangerous
35. Dampness
36. Termite infestation
37. Leakage
38. Slippery
39. Rusty pipe

40. Over crowding
41. Rodents
42. Animal dropping
43. Defective
44. Health Education
45. Abatement notice served
46. Expiration date of notice
47. Application for summons
48. Prosecution
49. Available
50. Not available
51. Within
52. Separated
53. Sanitary
54. Insanitary
55. Existing
56. Not existing
57. Caved- In
58. Accumulation of articles
59. Sheep
60. Goat
61. Ram
62. Cattle
63. Pigs
64. Fowls
65. Other animals





FEDERAL REPUBLIC OF NIGERIA

THE CALL BACK FORM

STATE-----

LOCAL GOVERNMENT AREA -----

WARD -----DISTRICT-----

TOWN-----VILLAGE----- STREET-----

Premises No. -----

TO HOUSEHOLD HEAD .....

ROUTINE/SPECIAL SANITARY INSPECTION

I, .....ENVIRONMENTAL HEALTH OFFICER, responsible for your neighborhood, called at your home today for the purpose of inspection, but could not secure an entry.

It will be greatly appreciated if you can arrange for an adult member of your family to be at home on ..... at .....am when a repeat visit will be made. Otherwise you can telephone ..... or call at the LGA headquarters on..... at about ..... to give an alternative appointment.

Thank you.

.....  
ENVIRONMENTAL HEALTH OFFICER

.....  
Date

Serial No.....

FEDERAL REPUBLIC OF NIGERIA

NOTICE TO ABATE NUISANCE

STATE-----

LOCAL GOVERNMENT AREA -----

WARD -----DISTRICT-----

TOWN-----VILLAGE----- STREET-----

PREMISES No. -----

To .....

You are please required to abate .....

.....

and for that purpose to comply and to prevent the recurrence of the nuisance within.....

Dated this ..... day of .....20 ..... at ..... am/pm

I hereby certify that the above notice was served by me on.....at .....am/pm.

Describe how served .....

in the presence of a witness-Signature .....

Name of witness .....

Address of witness .....

.....  
Environmental Health Officer

.....  
Head of Department

FEDERAL REPUBLIC OF NIGERIA

COMPLAINT FORM

STATE-----

LOCAL GOVERNMENT AREA -----

WARD -----DISTRICT-----

TOWN-----VILLAGE----- STREET-----

PREMISES No. -----

COMPLAINANT Mr./Mrs .....

Address .....

Nature of complaint .....

.....

.....

Address where complaint exists .....

.....

Complaint Received by.....

Signature:..... Date:..... Time:.....

FOR OFFICE USE

Complaint referred to.....

Action taken and Date .....

FEDERAL REPUBLIC OF NIGERIA  
COMPLAINT ACKNOWLEDGMENT FORM

STATE-----

LOCAL GOVERNMENT AREA -----

WARD -----DISTRICT-----

TOWN-----VILLAGE----- STREET-----

PREMISES No. -----

Date ..... 20.....

Ref. No. ....

Name and Address of Complainant:

.....

.....

Dear Sir/Madam,

Reference to your complaint/information in respect of

.....

.....

This is to inform you that necessary action has been initiated and you will be informed when action is completed.

Thank you.

.....  
Environmental Health Officer.  
Date.....

.....  
Head of Department  
Date.....

FEDERAL REPUBLIC OF NIGERIA

CLOSING ORDER FORM

STATE-----

LOCAL GOVERNMENT AREA -----

WARD -----DISTRICT-----

TOWN-----VILLAGE----- STREET-----

PREMISES No. -----

Date ..... 20.....

Whereas the premises No.....
currently used as..... was
inspected on ..... and found to be in the following
unsatisfactory condition:

.....
.....
.....

Now therefore, in accordance with Environmental Sanitation Laws, premises
No..... is declared unsuitable for
..... and is hereby
prohibited, in the interest of Public Health, the use of the said premises as
from today .....day of ....., 20.....and until the sanitation
requirements stated above have been satisfactorily complied with and the
prohibition withdrawn in writing.

Thank you.

.....
Environmental Health Officer.
Date.....

.....
Head of Department
Date.....

To:.....
Address:.....
.....
.....

FEDERAL REPUBLIC OF NIGERIA  
SCHOOL SANITATION INSPECTION FORM

State.....

Local Government Area.....

District..... Ward..... Village .....

Town..... Street .....

Name of School .....

Type of School (Nursery/Primary/Secondary).....

Name of Principal/Head Teacher.....

Name of Person accompanying the inspector.....

*Instructions for completing the school sanitation inspection form:*

For section A-C,

- i. For each item assessed tick:
  - A- if the item is adequate
  - B- if the item needs minor corrective action
  - C- if the item needs major corrective action
- ii. if B or C is ticked, indicate corrective action required by completing the column on remarks

For section D, Provide a brief summary of inspection, highlighting significant findings and recommendations.

Section A: External Inspection

Item	DESCRIPTION	A	B	C	REMARKS
1	Area large enough				
2	Grounds well kept				
3	Presence of tall trees				
4	Are there any disused material				
5	Stagnant water				
6	Dangerous excavations including defective septic tanks.				
7	Visual barriers obstructing vision				
8	Recreation equipment properly installed and in good repair and with adequate fall zones				
9	Maintenance records available and up to date				
10	Well maintained fence and gate				

### Section B: Internal Inspection of School Building

Item	DESCRIPTION	A	B	C	REMARKS
1	Floor				
2	Wall				
3	Roof and Ceiling				
4	Passage and Stairways				
5	Classrooms				
6	Toilet accommodation				
7	Bathroom accommodation				
8	Kitchen, Food handlers/vendors trained and certified?				
9	Water supply				
10	Refuse disposal				
11	Excreta disposal				
12	Health post/First Aid Box				

### Section C: Internal Inspection of Hostel Building

Item	DESCRIPTION	A	B	C	REMARKS
1	Floor				
2	Wall				
3	Roof and Ceiling				
4	Passage and Stairways				
5	Emergency Evacuation Plan available and displayed.				
6	Dormitories/Hostels				
7	Toilet accommodation				
8	Bathroom accommodation				
9	Kitchen, Food handlers/vendors trained and certified?				
10	Water supply				
11	Refuse disposal				
12	Excreta disposal				
13	Health post/First Aid Box				

### Section D: Summary of Findings and Recommendations

.....

.....

.....

.....

Environmental Health Officer/date

School Representative/date

## FEDERAL REPUBLIC OF NIGERIA MARKET INSPECTION FORM

State.....

Local Government Area.....

District..... Ward.....

Town..... Village .....Street .....

Name of Market .....

Name of Chairpersons (i) .....Tel.....

(ii).....Tel.....

Names of Persons accompanying the inspector

(i) .....

(ii) .....

*Instructions for completing the market sanitation inspection form:*

**For section A-B,**

- ii. For each item assessed tick:
  - A- If the item is adequate
  - B- If the item needs minor corrective action
  - C- If the item needs major corrective action

ii. If B or C is ticked, indicate corrective action required by completing the column on remarks

For section C, Provide a brief summary of inspection, highlighting significant findings and recommendations.

**Section A: General Inspection**

Item	DESCRIPTION	A	B	C	REMARKS
1	State of access routes				
2	Surroundings well kept				
3	Presence of tall trees				
4	Heaps of refuse observed				
5	Stagnant water				
6	Dangerous excavations including defective septic tanks.				
7	State of drainages				
8	Fire fighting facilities				
9	Security arrangements				

10	Water supply				
11	Toilets				
12	Bathrooms				
14	Refuse disposal Bays				
15	Excreta disposal methods				
16	Rat, pest and vector infestation				

Section B: Internal Inspection:

Item	DESCRIPTION	A	B	C	REMARKS
1	Floor				
2	Wall				
3	Roof and Ceiling				
4	Passages and Stairways				
5	Stalls				
6	Food Premises				
7	Ventilation				
8	Health Post				
9	Lighting				
10	Sanitary Dust bins				
11	Rat, pest and vector infestation				
12	General cleanliness and tidiness				

Section C: Summary of Findings and Recommendations

.....

.....

.....

.....

.....

.....

.....  
Signature of Environmental Health Officer and Date

.....  
(i) Signature of Representative and Date

.....  
(ii) Signature of Representative and Date

FEDERAL REPUBLIC OF NIGERIA  
 ABATTOIR INSPECTION FORM

State..... Local Government Area.....

District..... Ward.....

Town..... Village .....  
 Street.....

Name and address of  
 Abattoir/Slaughterhouse.....

Name of Chairpersons (i) .....  
 And contact telephone  
 Numbers

(ii) .....

Names of Persons accompanying the inspector (i) .....

(ii) .....

*Instructions for completing the Abattoir/Slaughterhouse inspection form:*

For section A-C,

- iii. For each item assessed tick:
  - A- If the item is adequate
  - B- If the item needs minor corrective action
  - C- If the item needs major corrective action
- ii. If B or C is ticked, indicate corrective action required by completing the column on remarks

For section D, Provide a brief summary of inspection, highlighting significant findings and recommendations.

Section A: General Inspection

Item	DESCRIPTION	A	B	C	REMARKS
1	State of access routes				
2	Surroundings well kept				
3	Heaps of refuse observed				
4	Stagnant water				
5	Dangerous excavations including defective septic tanks.				
6	State of drainages				

## Section B: Internal Inspection:

Item	DESCRIPTION	A	B	C	REMARKS
1	Layout-Adequacy of space and facilities				
2	Lairage- Separate accommodation provided for healthy and sick animals				
3	Accommodation				
4	Lighting and ventilation				
5	Cleaning and repair				
6	Wall				
7	Roof and Ceiling				
8	Floors				
9	Containment of sewage, refuse, etc				
10	Drainages				
11	Water				
12	Toilets				
13	Hand washing facilities				
14	Bathroom accommodation				
15	Equipment and fittings				
16	Excreta disposal				
17	First Aid Post				
18	On site Waste Treatment				
19	Others - (Pls. specify)				

## Section D: Summary of Findings and Recommendations

.....

.....

.....

.....

.....

.....

.....

.....  
Signature of Environmental Health Officer and Date

.....  
(i) Signature of Representative and Date

.....  
(ii) Signature of Representative and Date

FEDERAL REPUBLIC OF NIGERIA
INSPECTION OF PRIVATE SLAUGHTERHOUSE

State..... Local Government Area.....

District..... Ward.....

Town..... Street.....

TO .....

Following your application for renewal of license to operate a private slaughterhouse and the subsequent inspection of your premises and facilities the following observations were made:-

- Slaughter slab: Satisfactory
Personal Hygiene: Satisfactory
Water supply: Adequate
Disposal Facilities for (blood, offal, dirt, rubbish, etc) Appropriate

Your operational permit ref. No.....issued on the ..... of .....20.....

to operate a private slaughterhouse is therefore renewed/extended for the rest of the year.

Dated this ..... day of .....20..... at.....

Chief Environmental Health Officer

Head of Department

FEDERAL REPUBLIC OF NIGERIA
INSPECTION OF PRIVATE SLAUGHTERHOUSE

State..... Local Government Area.....

District..... Ward.....

Town..... Village .....Street.....

TO .....

Following your application for renewal of license to operate a private slaughterhouse and the subsequent inspection of your premises and facilities the following observations were made:-

- Slaughter slab: Satisfactory
Personal Hygiene: Satisfactory
Water supply: Adequate
Disposal Facilities for (blood, offal, dirt, rubbish, etc) Appropriate

Your operational permit ref. No.....issued on the ..... of .....20.....

to operate a private slaughterhouse is therefore cancelled for the rest of the year.

Please note that your continued operation shall amount to a violation of the law. You may however take actions specified in the attached report and invite my office for another inspection.

Dated this ..... day of .....20..... at.....

.....

Chief Environmental Health Officer Head of Department

**FEDERAL REPUBLIC OF NIGERIA**  
**CERTIFICATE OF REGISTRATION OF FOOD PREMISES**

State..... Local Government Area.....

District..... Ward.....

Town..... Street.....

1. Name of Proprietor / Occupier / Manager

.....

2. Address of Premises

.....

3. Purpose of Registration:

.....

.....

4. The registration license is valid until the 31<sup>st</sup> day of December of the year of issue. However this license is subject to renewal/revocation at the discretion of the issuing authority

Fee Paid .....

Date .....

.....  
Chief Environmental Health Officer

.....  
Head of Department

FEDERAL REPUBLIC OF NIGERIA

INSPECTION OF PEST AND VECTOR CONTROL OUTFIT

STATE-----

LOCAL GOVERNMENT AREA -----

WARD -----DISTRICT-----

TOWN-----VILLAGE----- STREET-----  
---

TO .....  
.....  
.....

Your operational permit issued on the ..... of ..... 20.....  
to operate a Pest and Vector Control Outfit is hereby extended for the rest of  
the year.

Dated this ..... day of ..... 20.... at .....

.....  
Chief Environmental Health Officer

.....  
Head of Department

FEDERAL REPUBLIC OF NIGERIA

INSPECTION OF PEST AND VECTOR CONTROL OUTFIT

STATE-----

LOCAL GOVERNMENT AREA -----

WARD -----DISTRICT-----

TOWN-----VILLAGE----- STREET-----

----

TO.....

.....

.....

Please be informed that following the inspection of your equipment the following observations were made:

Working Conditions: Satisfactory/Not satisfactory

Safety standards: Appropriate/Not appropriate

\* Please note that your continued operation shall constitute a violation of the law. You are advised to comply with the actions specified in the attached report and invite my office for another inspection on the actions taken.

Dated this .....day of .....200.....

.....  
Chief Environmental Health Officer

.....  
Head of Department

FEDERAL REPUBLIC OF NIGERIA

ENVIRONMENTAL SANITATION REPORT

STATE-----

LOCAL GOVERNMENT AREA -----

I submit herewith the report of work performance for the quarter/biannual/year ending..... 20 .....

ENVIRONMENTAL SANITATION

- 1. No. of Premises Inspected .....
- 2. No not satisfactory .....
- 3. No. with structural defect .....
- 4. No. remedied .....
- 5. No. with toilets facility .....
- 6. No. without toilet facility .....
- 7. No with defective toilet .....
- 8. No. with bathroom accommodation .....
- 9. No with defects. ....
- 10. No. remedied .....
- 11. No. with kitchen accommodation.....
- 12. No. without/inadequate  
Kitchen accommodation .....
- 13. No. with defects .....
- 14. No. remedied .....
- 15. No. with pipe borne water supply .....
- 16. No. functional .....
- 17. No. with defective pipes .....

18. No. remedied .....
19. No. of wells inspected .....
20. No. protected .....
21. Other sources
  - (a) Protected .....
  - (b) not protected .....
22. No. of premises where  
Animals are reared .....
23. No reared unsanitarily .....
24. No. of rooms inspected .....
25. No. with overcrowding .....
26. No remedied .....
27. No. where offensive trades  
are carried out .....
28. No. remedied .....
29. No. of new structure .....
30. No. of contravention .....
31. No. of Public Drains inspected .....
32. No. Satisfactory .....
33. No. not Satisfactory .....

Structural Defects	No. Referred	No. Action Taken	No. Remedied
Damp Floors			
Poor Ventilation			
Leaking Roof			
Damp Walls			
Cracked Walls			
Broken Floors			
Sagging Roof			

<b>DRAINAGE:</b>			
Blocked			
Broken			
Poor			
Soak away pit			
Septic Tank			

### PEST CONTROL

#### NO. OF PREMISES TREATED

1. No. of Premises Inspected ----- Mosquitoes -----
2. No. with rat infestation ----- Bed bugs -----
3. No. derated ----- Cockroaches -----

#### WATER SAMPLING FOR BACTERIOLOGICAL AND CHEMICAL ANALYSIS

1. No. of samples taken
2. No. satisfactory
3. No. not satisfactory.

#### COMPLAINTS

Nature of Complaint	No. of Complaints received	No. Action Taken	No. Action Completed
Mosquito Infestation			
Refuse			
Septic Tank			
Soakage Pit			
Felling of Trees			
Dangerous Buildings			
Contravention			
Vermin			
Communicable diseases			
Food stuffs			
Drains			

Overgrown grass/weeds			
Repair to Building			
Overcrowding			
Water Supply			
Offensive Trade			
Miscellaneous			

Food Premises	No. Inspected	No. Satisfactory	No. Unsatisfactory	Remarks
DISTILLERIES				
BREWERIES				
(1) Beer				
(2) Stout				
(3) Local Liquor				
Aerated water factories				
Drinking water: bottled				
packaged water				
Bake houses				
Butcher's shops				
Cornmills				
Coffee mills				
Flour mills				
Dairies				
Hotels				
Canteen/Eating House				
Coldroom/food Storage				
Food factories				
Ice-Cream premises				
SLAUGHTER HOUSE/LINRAGE				
Public				
Private				
Hotels				
Markets				
UNREGISTERED FOOD PREMISES				

### FOOD VENDORS

1. No. Trained .....
2. No. Licensed .....
3. No. operating license .....
4. No. Prosecuted .....
5. No. Medically examined .....
6. No certified fit .....

### **REFUSE COLLECTION/DISPOSAL**

#### **DOMESTIC WASTE**

- No. of Premises with Sanitary Refuse bins .....
- No. of Premises with unsanitary Refuse bins .....
- No. of Lorry Loads of refuse deposited .....
- Estimated quantity of refuse in weight .....
- No. of Lorries available for use  
(Adequate/Inadequate) .....
- No. of qualified personnel  
(Adequate/Inadequate) .....
- No. of Labourers (Adequate/Inadequate) .....

#### **Public Refuse bins**

- No. Sanitary .....
- No. Unsanitary .....

#### **TOTAL**

- Adequate/Inadequate .....

#### **INDUSTRIAL WASTE**

- No. of Lorry loads collected .....
- Estimated quantity Hospital/Medical waste .....

#### **METHOD OF FINAL DISPOSAL**

- Tipping
- Controlled tipping
- Incineration

Compositing

### **CONSERVANCY SERVICES**

No. of Public Toilets .....

No. Sanitary .....

No. Unsanitary .....

Adequate/Inadequate

### **PARKS AND CEMETERY**

No. of Parks .....

No. Inspected .....

No. Satisfactory .....

No. of Cemeteries inspected .....

No. Satisfactory .....

No. of Exhumations .....

No. of Encasement of corpses .....

No. of transportation of corpses (Local) .....

No. Cremated .....

### **RABIES CONTROL**

No. of dogs licensed .....

No. of dogs caught .....

No of dogs released .....

No. of dogs destroyed .....

No. of dogs dead in Kennels .....

No. of dogs sold .....

No. sent to medical school for research .....

No. sent to pathologist for examination .....

No. of dog bites reported .....

No. of patients referred for treatment .....

No. of dogs remaining in the kennel .....

### **PROSECUTIONS**

No. of abatement notices served .....

No. complied with .....  
No. not complied with .....  
No. expired .....  
No. prosecuted .....  
No. found guilty .....  
No. fined .....  
No. cautioned and discharged .....  
No. of outstanding cases .....

**STAFF POSITION**

**GENERAL REMARKS**

.....  
CHIEF ENVIRONMENTAL HEALTH OFFICER

.....  
HEAD OF DEPARTMENT.