

## T 24

# Sample Operation and Maintenance Documents

**Summary:** This tool provides guidance in developing appropriate operation and maintenance (O&M) strategies for environmental sanitation projects. It includes a sample regulation, procedure and schedule as well as a report template for O&M which give you an idea on how to develop such documents for your own project.

### Application Within the Planning Process:

**Step 6:** Development of an Action Plan

**Step 7:** Implementation of the Action Plan

### Related Tools:

None

**Purpose** In step 6 of the CLUES process, O&M requirements and procedures are determined. During step 7 the detailed proposals for O&M are developed. This tool helps you to develop appropriate O&M strategies by providing a set of relevant document examples from the case study in Hatsady Tai, Vientiane (Laos).

**How to use this tool?** Use the documents provided in this tool to get an idea on how to develop the O&M strategy for your own project. The examples from Laos include O&M regulations and procedures (**Document D24.1**), an O&M schedule (**D24.2**) and a template for an annual O&M report (**D24.3**).

O&M plans should be developed in consultation with those who will have to implement them. These plans must be developed in the local language, and be approved by all, including higher level authorities.

## Resources



### Document D24.1:

*O&M Regulations and Procedures for Hatsady Tai, Laos*

[D24.1.pdf](#)



### Document D24.2:

*O&M Schedule for Hatsady Tai, Laos*

[D24.2.pdf](#)



### Document D24.3:

*Template of the Annual O&M Report for Hatsady Tai, Laos*

[D24.3.pdf](#)