The essential steps before handing-over a borehole (with hand pump) to the community
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Determine the operating and maintenance costs (on 15 or 20 years according to the provisional life cycle of the facilities) and the eventual pump replacement costs of the facilities.

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Determine the operating and maintenance costs, and the replacement costs that the community will be responsible for.

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Ensure with the community/commune that the water payment method and the tariff/rate adopted will be adequate for all the expenses that the community is responsible for (organize a meeting with the community on this subject).

Before construction of the borehole

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Verify that the water quality is consistent with national standards for drinking water and explain these to the community.

During construction of the borehole

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Train the pump mechanics on the current maintenance needs of the pump and give them an illustrated guide (in the local language) on the current maintenance requirements of the pump.

To allow for village level maintenance and spare-part replacement to be carried out, provide a basic set of good quality tools for the type of pump fitted to that borehole in that village.

Ensure that the superstructure, pump, and borehole provisional acceptance are properly completed.

Be sure that an experienced and skilled pump mechanic is available and accessible within a reasonable distance to the community. If not either re-train the existing mechanic if he has potential or train a new one.

Train the pump care-taker and the water point management committee (or the water users association) on water point monitoring: sanitary evaluation, state of the physical infrastructure (including yield and leakage tests), and pump management monitoring.

After construction of the borehole

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Sensitize the managers and the users on good practices to reduce costs of O&M (preventive maintenance, early repair, careful use of the pump, sanitary survey, etc.).

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Organize an official hand-over of the water point to the local government and support the local government to approve an agreement, delegating the water point management to the statutory water management structure established in the village.

Give the Local Government and the village water point committee a file containing all the documents pertaining to that particular water point: this file should include any technical sheet, water quality analysis results, the pump installation dossier, the water point provisional acceptance document, etc.

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The water point can now be used

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