The following document outlines general recommendations for installing branded materials to all Water Mission handwashing stations. The recommendations include the type of signs, approximate dimensions, and suggested materials for installation.

We understand the equipment used in handwashing stations (i.e. water tanks and stands) may vary greatly from country to country. We encourage you to do the best with the resources you have.

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**LWTS ENCLOSURES** ........................................ 4

**HANDWASHING STATIONS**

- LARGE TANK - 800L ............................................. 5
- MEDIUM TANK - 250L ......................................... 6
- SMALL TANK - 50L ............................................. 7
- 5 GALLON BUCKET ............................................ 8
- TAP STAND ..................................................... 9

**APPENDIX** ..................................................... 10
REQUIRED BRAND ELEMENTS

In the Bahamas, Haiti, Indonesia, Kenya, Malawi, Mexico, Peru, and Tanzania, each handwashing station must have at a minimum the Water Mission and Poul Due Jensen Foundation logos. Signs for Honduras and Uganda programs will have different branding (please see appendix for details).

This can be achieved by using the following materials:

Find these assets at watermission.org/covid-19-resources.

- Water Mission and Poul Due Jensen Stand Alone Logos
- Handwashing Steps Poster
- Handwashing Only Sign

The Handwashing Steps poster is provided at an A4 size, however, it can be scaled to print larger to an A3-A0 size.
HANDWASHING STATION
Option 1: LWTS Enclosure

SIGNS AND DIMENSIONS
Logo Sign: 1.8 m x 0.3 m | 6 ft x 1 ft (one)
Handwashing Steps poster: A2 (one)
Handwashing Only sign: A4 (x2, one per handwashing spigot)

RECOMMENDED MATERIALS
1. Plastic (PVC), screwed/bolted to wall
2. Metal (aluminum), screwed/bolted to wall
3. Hand-painted - See appendix

*Every handwashing station must have soap.
HANDWASHING STATION
Option 2: Large Tank (800L)

SIGNS AND DIMENSIONS

*One set per handwashing spigot – 4 total*

- Water Mission Logo: 15 cm x 46 cm | 6 in x 18 in
- Poul Due Jensen Logo: 15.25 cm x 65 cm | 6 in x 25.5 in
- Handwashing Steps poster: A3
- Handwashing Only sign: A4

RECOMMENDED MATERIALS AND INSTALLATION

1. Logos
   a. Waterproof, vinyl stickers applied directly to water tank
   b. Plastic (PVC), screwed to metal frame
   c. Metal (aluminum), screwed/welded to metal frame

2. Handwashing Steps poster and Only signs
   a. Plastic (PVC), screwed to metal frame
   b. Metal (aluminum), screwed/welded to metal frame

*Every handwashing station must have soap.*

800L Tank: 1.2 m high and 3 m diameter
4 ft high and 10 ft diameter
HANDWASHING STATION
Option 3: Medium Tank (250L)

SIGN AND DIMENSIONS
- Logo: 50.5 cm x 94.5 cm | 19.9 in x 37.1 in
- Hand Washing Steps poster: A3 (x2, one per spigot)
- Handwashing Only sign: A4 (x2, one either side of tank)

RECOMMENDED MATERIALS AND INSTALLATION
1. Logos - Waterproof, vinyl sticker applied directly to water tank
2. Handwashing Steps poster
   a. Plastic (PVC), screwed to metal frame, facing spigot
   b. Metal (aluminum), screwed/welded to metal frame, facing spigot
3. Handwashing Only sign
   a. Plastic (PVC), screwed to metal frame, on side of tank
   b. Metal (aluminum), screwed/welded to metal frame, on side of tank

250L Tank: 1 m high and 1.4 m diameter
3.6 ft high and 4.6 ft diameter

*Every handwashing station must have soap.*
HANDWASHING STATION
Option 4: Small Tank (50L)

SIGNS AND DIMENSIONS
- Handwashing Steps poster: A3
- Water Mission Logo: 16 cm x 33 cm | 6.5 in x 13 in
- Handwashing Only sign: A4 (optional)

RECOMMENDED MATERIALS AND INSTALLATION

1. Logos
   a. Waterproof, vinyl stickers applied directly to back of water tank
   b. Plastic (PVC), screwed to metal frame
   c. Metal (aluminum), screwed/welded to metal frame

2. Handwashing Steps poster
   a. Waterproof, vinyl stickers applied directly to front of water tank

3. Handwashing Only sign (optional)
   a. Plastic (PVC), screwed to metal frame or placed beside tank
   b. Metal (aluminum), screwed/welded to metal frame or placed beside tank

*Every handwashing station must have soap.

50L Tank: 1.2 m high and 3 m diameter
4 ft high and 10 ft diameter

FRONT

BACK
HANDWASHING STATION
Option 5: 5 Gallon Bucket

SIGNS AND DIMENSIONS
- Handwashing Only sign: A4, horizontal only
- Handwashing Steps poster: A4

RECOMMENDED MATERIALS AND INSTALLATION
1. On Bucket – Handwashing Only sign (with branding)
   a. Waterproof vinyl sticker applied to bucket

2. Next to Bucket – Handwashing Steps poster (with branding)
   a. Plastic (PVC) securely fasten
   b. Metal (aluminum), securely fasten

*Every handwashing station must have soap.
HANDWASHING STATION
Option 6: Tap Stand (No Tank)

SIGN AND DIMENSIONS
- Handwashing Steps poster: A4 (x2, placed on either side of pole)

RECOMMENDED MATERIALS AND INSTALLATION
1. Handwashing Steps poster (with branding)
   a. Plastic (PVC), screwed to metal frame
   b. Metal (aluminum), screwed/welded to metal frame

*Every handwashing station must have soap.*
## APPENDIX

### PAPER SIZE CHART

<table>
<thead>
<tr>
<th>Paper Size</th>
<th>Dimensions</th>
</tr>
</thead>
<tbody>
<tr>
<td>A4</td>
<td>21 cm x 29.7 cm</td>
</tr>
<tr>
<td>A3</td>
<td>29.7 cm x 42 cm</td>
</tr>
<tr>
<td>A2</td>
<td>42 cm x 59.4 cm</td>
</tr>
<tr>
<td>A0</td>
<td>84 cm x 118.87 cm</td>
</tr>
</tbody>
</table>

### PARTNER LOGO EXCEPTIONS

Honduras and Uganda programs will use the following branded signs:

**Honduras**: All materials will have Water Mission and Pentair logos only.

**Uganda**: There will be three logo options to choose from, depending on the handwashing station funding:

1. Water Mission + PDJF
2. Water Mission + charity: water
3. Water Mission + Northwoods Church

### RECOMMENDED PAINT COLORS

Below are the recommended paint colors to use on the LWTS enclosure if printing signs is not a viable option:

- **Logos and fonts**: Dark Blue
- **Handwashing Steps Poster**:
  - Light Brown: For hands
  - Light Pink: For soap and lather
  - Light Blue: For water
  - Orange/Red: For direction arrows
  - Light Grey: For spigot

Find these assets at [watermission.org/covid-19-resources](http://watermission.org/covid-19-resources).