



FEDERAL REPUBLIC OF NIGERIA
FEDERAL MINISTRY OF WATER RESOURCES
NATIONAL WATER SUPPLY AND SANITATION BASELINE SURVEY

Date.....

FORM 02 – WATER SUPPLY AGENCY OPERATIONAL SURVEY

a. Agency.....
b. State.....
c. Location address.....
d. Surveyor's Name.....

No.	Performance Data/Indicator	Unit	Quantity	Remark
1.	Total No of Schemes			
a	Surface	No		
i	- Spring	No		
ii	- Stream	No		
lii	- River	No		
Iv	- Lakes/Pond	No		
b	Underground			
i	- Boreholes	No		
ii	- Hand dug well	No		
c	Rain water harvesting	No		
2.	Total capacity of all schemes			
a	- Installed	M ³ /day		
b	- Present	M ³ /day		
c	- Capacity Utilization	(%)		
3.	Population served			
4.	Source Connections			
a	- Total customer connections	No		
b	- Total house connections	No		
c	- Total Public standpipes	No		
d	- Total Commercial connections	No		
e	- Total industry Industrial connections	No		
F	- Total Institutional connections	No		
F	- Others (Please Specify).....	No		
5.	Total annual cost of operations and maintenance in 2005	₦(million)		
6.	Total Chemical Consumption in 2005			
a	- Alum	Tons		
b	- Lime	Tons		
c	- High Test Hypochloride (HTH)	Tons		
d	- Chlorine	Tons		
e	- Polyelectrolytes	Tons		
F	- Others (Please specify).....	Tons		
7.	Total Energy Consumption (2005)			
a	Electricity	₦(million)		
b	Diesel	₦(million)		
8.	Total water sales (total billing)	₦(million)		
9.	Total revenue collection	₦(million)		

10	Total number of employees			
a.	- Management	No		
b.	- Technical	No		
c.	- Administration	No		
11.	Total Capital Expenditure for water supply Infrastructural Development (1999 – 2006)			
12.	Major constraints: Financial <input type="checkbox"/> Institutional <input type="checkbox"/> Manpower <input type="checkbox"/> Technical <input type="checkbox"/>			
	Others (Specify).....			

GM / Head of Agency

Name.....

Signature.....

Date.....

Telephone.....

E-mail.....

GUIDE TO COMPLETING FORM 02

1.	Purpose	To give the profile of the Agency in terms of assets, capacity utilization, manpower, resource capital involvement and asset maintenance, key consumable and financial sustainability
2.	Administrator	Team Leader
3.	Respondent	The head of Water Supply Agency which could be State Water Board, the states Ministry of water resources, or local government council
4.	Output	Summary of operation and financial information on production of water facilities in the state.

Basic Definitions:

- i. Agency: The name of the Water Supply Agency.
- ii. State: Name of the State.
- iii. Location Address: The address of the headquarters of the water agency.
- iv. Surveyor's Name: Name of the person administering this questionnaire.
- v. Total No. of Scheme: Total no. of Schemes in each state, (Surface, Underground or Rain water harvesting).
- vi. Capacity: Overall operational performance in terms of installed, present or % utilization.
- vii. Population served: Total population of the people in the state being served by the Water Boards/Agency
- viii. Connections: Total number of customers' connections that could be house service connections, stand pipes or commercial.
- ix. Cost of operations and maintenance: Total cost incurred by the agency to operate and maintain the water schemes.
- x. Chemical consumption: Total chemicals used by the scheme in tons for a year.
- xi. Total cost of Energy: The cost of fuel or electricity used in running the schemes for a year.
- xii. Total water sales: The total water billing issued to customers per year.
- xiii. Total Revenue: Total revenue collected by the agency for a year.
- xiv. No. Employees: Total no. of employees engaged by the agency to be disaggregated as follows: a) Management b) Technical c) Admin/Support Staff.
- xv. Expenditure: Total capital expenditure spent on water supply infrastructure development between 1999 – 2006.
- xvi. Major constraints: Problems being faced by the Water Board/Agency