

## SUBMISSION TEMPLATE : SHORT REPORT

\*Completing this template replaces the Short Report

# MAT 1- OPERATIONAL WASTE MANAGEMENT

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Project Name: \_\_\_\_\_

Project Number: GS- \_\_\_\_\_

Points available: 2

Points claimed: \_\_\_\_\_

Criteria	Points available	Points claimed
Recycling Waste Storage	1	_____
Waste & Recycling Operation Management plan	1	_____

## Recycling Waste Storage

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Please select one of the options below which applies to the project's tenancy type:-

- ☐ Single Tenanted building
- ☐ Multi Tenanted building

&lt;See single tenanted buildings on following page&gt;

*Single Tenanted Buildings*

I confirm a dedicated storage area for the separation and collection of recyclables is provided

AND

I confirm that it is sufficiently sized to handle the collection and sorting of all waste streams for the recyclables identified below as a minimum, in accordance with Table Mat 1.1 provided in the additional guidance:

[Please confirm waste streams below]

- ☐ Cardboard;
- ☐ Paper Products;
- ☐ Glass;
- ☐ Plastics and
- ☐ Metals

AND

I confirm that recycling waste collection areas for the tenants and/or visitors are provided in the fit out design

Points available: 1

☐ I CONFIRM

*Multi Tenanted Buildings*

I confirm a storage area for the separation and collection of recyclables is provided for all tenants

AND

I confirm that it is sufficiently sized to deal with all waste streams, based on the projected waste profile of the tenants and the collection frequency of each waste profile, for the following waste streams, as a minimum:

[Please confirm waste streams below]

- ☐ Cardboard;
- ☐ Paper Products;
- ☐ Glass;
- ☐ Plastics and
- ☐ Metals

AND

I confirm that it is accessible by all tenants

Points available: 1

☐ I CONFIRM

**[Insert the following details]**

- The relevant waste streams for the tenancy

I confirm that I have attached supporting documents that support these claims

**Supporting Attachments:**

1. The **spatial allocation** of the recycling storage area by providing calculations that demonstrate that the area provided is adequately sized to handle the recyclable waste streams, based on:
  - A profile of projected waste generated
  - Collection frequency of each waste stream
2. The **transfer routes** through the building to the recycling storage area
3. Attach '**As Built**' drawings OR **Contract** between the tenant and waste service provider (see checklist below)
4. Attach **supporting evidence** (see checklist below)
5. Attach a copy of the **Operational Waste & Recycling Management Plan** (see checklist below)

## Waste & Recycling Operational Management Plan

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I confirm a comprehensive and project specific Waste & Recycling Operational Management Plan is developed for the tenant to reduce operational waste and increase recycling

I confirm that I have attached supporting documents that support these claims

Points available: 1

☐ I CONFIRM

**Checklist: As Built Drawings**

<b>Please confirm that As Built Drawings are marked up as follows:-</b>	<b>Yes/No</b>
Location of the recycling storage area(s) with dimensions indicated;	
Location of waste collection areas for the tenants and/or visitors and transfer routes through the building to the recycling storage areas	

**Checklist: Supporting Evidence**

<b>Please provide the following supporting evidence for the waste collection frequency as referenced in the Short Report</b>	<b>Yes/No</b>
A letter of confirmation from the tenant or building owner confirming the municipal collection frequency	
A contract between the tenant/building owner and waste services provider confirming collection frequency.	

**Checklist: Operational Waste and Recycling Management Plan**

<b>Please confirm that the describes the following:-</b>	<b>Yes/No</b>	<b>Page Location</b>
Plan for reduction of the overall operational waste		
<ul style="list-style-type: none"> <li>the common waste streams (paper, various plastics, and glass) and the additional waste streams specific to the fitout</li> </ul>		
<ul style="list-style-type: none"> <li>an estimation of waste generation and frequency of collection to justify of the size of the recycling waste storage area and waste collection areas for the tenants and/or visitors;</li> </ul>		
<ul style="list-style-type: none"> <li>waste collection areas for the tenants and/or visitors;</li> </ul>		
<ul style="list-style-type: none"> <li>the waste storage areas, in terms of location, size, accessibility, easy access for manoeuvring bins and cleaning storage areas;</li> </ul>		
<ul style="list-style-type: none"> <li>the allocated waste collection areas for the tenants and/or visitors including a description of the bins that are provided and how these are distributed throughout the tenancy to allow for recyclable waste streams;</li> </ul>		
<ul style="list-style-type: none"> <li>the procedure and frequency of emptying bins and how this works together with the waste recycling storage area location and size;</li> </ul>		
<ul style="list-style-type: none"> <li>transfer of waste bins to storage areas; in terms of surface (free of steps, kerbs), distances, grades;</li> </ul>		
<ul style="list-style-type: none"> <li>signage and educational initiatives geared towards building occupants and customers;</li> </ul>		
<ul style="list-style-type: none"> <li>monitoring and reporting requirements, (minimum quarterly);</li> </ul>		
<ul style="list-style-type: none"> <li>on-going management and proposed roles and responsibilities of the involved parties;</li> </ul>		
<ul style="list-style-type: none"> <li>explicit annual operational waste reduction targets, for reduction in the amount (by weight or volume) of the building's overall operational waste or provide a plan to audit the operational waste stream for setting such targets; and</li> </ul>		
<ul style="list-style-type: none"> <li>the strategy to deal with electronic waste (electronic equipment and light bulbs) and how this is communicated to the staff responsible for replacing/disposing of these items.</li> </ul>		

**Discussion:** Insert any issues you would like to highlight and clarify to the Assessment Panel.

**Author Details:**

\_\_\_\_\_  
[Name]

\_\_\_\_\_  
[Position]

\_\_\_\_\_  
[Contact Details]

\_\_\_\_\_  
[Date]