

Waste Room Management Standards

1. Purpose

The procedures are formulated to ensure the effective management of waste collection and classification to avoid environmental pollution during waste disposal.

2. Scope of application

The procedures are applicable to the collection and classification of renovation waste and domestic waste by the property service center.

3. Work procedures

● Waste room management standards

- Waste room staff must wear uniforms and work respectfully. It is strictly prohibited to wander or rest outside the work area. People other than waste room staff are strictly prohibited from entering and staying in the waste room;
- Smoking is strictly prohibited in the waste room. It is strictly prohibited to store flammable, explosive, corrosive and other items;
- Waste must be classified and placed in a designated area in the waste room;

● Waste disposal standards

- Leave no waste outside the waste bin and keep the surrounding area clean and tidy with no debris and stains;
- The waste transportation company shall remove waste from the building on the same day;
- No spillage or dripping during waste collection and transportation. Should there be any spillage or dripping, it must be cleaned up immediately. It is not allowed to leave waste in the building overnight. Waste generation and transportation must take place on the same day;
- Toxic and hazardous waste shall be sent to qualified disposal companies for regular disposal in accordance with relevant national laws and regulations and shall not be mixed with other categories of waste for disposal.

Waste Classification Management Procedures for the Waste Room

1. Purpose

The procedures are formulated to standardize waste classification in accordance with the Beijing Municipal Domestic Waste Management Regulations and other relevant regulations.

2. Scope of application

The procedures are applicable to the classification of domestic waste by the property service center.

3. Work procedures

● Classification of renovation waste

- The property service center shall formulate relevant renovation management regulations, clarify the disposal methods of renovation waste, and explain them to clients when they apply for renovation approval;
- During the renovation waste disposal, the property service center shall instruct construction workers to place the waste at designated locations, require cleaners to sort and place chemical containers such as paint containers, glue containers, used paint buckets, and spray paint bottles separately, and instruct the waste transportation company to transport renovation waste as classified. During transportation, the person in charge should fill in the Waste Transportation Record Form, which shall be confirmed and signed by the waste transportation company and the Environmental Department to facilitate fee settlement.

- Classification of domestic waste

- The property service center shall place classified waste bins in the management area for different types of domestic waste and label them accordingly;
- The property service center shall educate clients on waste classification in various forms and clearly inform clients of the methods and requirements for waste classification;
- After collecting domestic waste every day, cleaners shall sort and bin the waste as classified:
 - Recyclables (blue bin): recyclable, newspapers, mirrors, beverage bottles, cans, used clothes, electronic waste, etc. The recyclables shall be recycled by renewable resource companies;
 - Kitchen waste (green bin): generated in the kitchen, such as vegetable scraps, leftovers, plants, etc.;
 - Other waste (gray bin): including plastic wraps, plastic bags, paper towels, large bones, corn kernels, etc.;
 - Hazardous waste (red bin): Harmful to humans and the environment, such as waste light bulbs, mercury thermometers, expired medicines, paint, correction fluid bottles, waste batteries, etc., which require safe disposal with special methods.
- Cleaners shall collect toxic and hazardous waste from each area every day and bring them to the designated waste bin at the waste room (for separate disposal according to the labels on the classified waste bins);
- If cleaners find toxic and hazardous solid waste (such as batteries and correction fluid bottles) in the waste bin when they collect domestic waste, they should sort them out and remind clients that they should dispose of such waste in the designated waste bin or hand them over to the cleaners for classified collection. Hazardous items are kept in the bin and regularly handled by qualified companies hired by the property service center.

Waste Removal Management Regulations for the Waste Room

1. Purpose

The procedures ensure the effective management of waste collection and transportation to avoid environmental pollution during waste transportation.

2. Scope of application

The procedures are applicable to the collection and transportation of renovation waste and domestic waste by property service centers.

3. Work procedures

- Waste collection, classification and transportation

- Time for transportation: The outsourced transportation services are scheduled every day from 20:00 to 22:00;
 - Cleaners collect waste from 10:00 to 11:00 and from 15:00 to 16:00;
 - Domestic waste must be collected every day. Waste must be classified. It is strictly forbidden to place flammable, explosive and other hazardous items in and around the waste room;
 - The waste transportation company is responsible for arranging the disposal site in accordance with national regulations. All expenses and responsibilities incurred during waste transportation shall be borne by the waste transportation company;
 - Workers of the waste transportation company must obey the requirements of the property service center. They should stop behaviors of waste stacking and unbagged waste dumping as required by the property service center and make reports to the property service center. Should they violate the relevant regulations of the property service center or commit illegal acts, all responsibilities and losses caused shall be borne by the waste transportation company.
- Working requirements for the waste transportation company

- The waste transportation company shall transport the waste to the designated location for disposal in accordance with national regulations and shall not dispose of the waste at will. Otherwise, it shall be responsible for all consequences;
- The vehicles of the waste transportation company must be well sealed and meet the municipal environmental protection standards. Each vehicle shall be fully loaded with waste and well attended to against spillage;
- Should a vehicle of the waste transportation company collide with pedestrians or vehicles or get involved in other safety accidents during transportation, all responsibilities shall be borne by the waste transportation company. The transportation vehicles of the waste transportation company shall not cause damage to the equipment, facilities and structures of the property parking lot;
- The waste transportation company shall not delay waste transportation for any reason. In case of losses caused to the property service center by the waste transportation company, the waste transportation company must bear all the losses;
- The property service center has the right to supervise and inspect the service quality of waste transportation and the environmental protection and other work of the waste transportation company and may put forward suggestions for rectification on the work of the waste transportation company. The waste transportation company shall make rectifications as required. If the waste transportation company fails to make rectifications within the time limit, the property service center has the right to deal with the waste transportation company for breach of contract.

Waste Disposal Workflow for the Waste Room

1. Purpose

The procedures aims to standardize the waste disposal process by cleaners to avoid environmental pollution during waste disposal.

2. Scope of application

The procedures are applicable to the collection and classification of domestic waste by cleaners.

3. Work procedures

● Waste disposal process

- Cleaner should prepare a waste cart, a broom, a shovel, a wet rag, waste bags (as needed), and hazardous waste bags;
- Cleaner should broom the surrounding area of the waste bin and put the spilled waste into the bin. If there are obvious stains on a waste bin, cleaner should clean it in time, wipe the exterior with the wet rag, and arrange the bin in order. Cleaner should keep the exterior of waste bins tidy;
- Before transportation, cleaner should check for breakage in disposal bags. In case of breakage, cleaner should replace the bag. No dragging or omission during transportation. Waste bags must be neatly arranged;
- Cleaner should clean waste bins in sequence. Clean and disinfect waste bins and the waste room every weekend to prevent odor and mosquito and fly breeding.