

Worksheet 3.7C

Waste collection contract checklist

A waste or recycling contract should include the following information. The contract agreement should make it clear whether any extra costs will be associated with any waste or recycling activities. This is an example only – adapt this worksheet to suit your organisation's requirements.

For further information see *Waste Reduction in Office Buildings, A Guide for Building Managers*, available at www.environment.nsw.gov.au/sustainbus/wastereductioninofficebuildings.htm

Provision of service

Scope of the service required, including container sizes (garbage and recycling) and frequency of collection and service level and fees associated with each. Fees may be charged for containers considered over-full.

Recycling assurance

Where materials have been separated for recycling by the tenant or cleaners, the service provider will make all reasonable efforts to ensure the material is recycled according to its highest resource use.

Contamination penalty

The client agrees to pay a penalty clause for contamination in the recycling containers on a condition that the service provider can provide documented evidence of continual contamination above agreed levels. Agreed levels should be stated in the contract and in part related to maximum levels accepted by the receiver of the recycling material e.g. the re-processor. This penalty will allow the client to enforce improved practices by tenants or cleaners.

Flexibility

The client reserves the right to review the number and size of containers for waste and recycling every 3 months. The service fee will be altered to reflect the change of service according to agreed costs. This will allow alteration of the proportion of garbage to recycling containers should recycling rates increase or decrease.

Collection times

All waste and recycling will be collected between the hours of [9 pm] and [6 am]. Client to determine collection times that suit building occupancy patterns.

Non-scheduled pick-ups

The service provider should make non-scheduled collections of waste and recycling as requested by the client based on an agreed schedule of fees.

Collection point

The client will be responsible for placing the waste and recycling bins at an agreed collection point. Note the likelihood of an additional fee for the waste contractor to enter the building (e.g. loading dock area) or to travel an excessive distance from the truck to container.

Maintenance

Identify cost of repairs to containers where damage is caused by the client (or cleaners). Identify who is responsible to clean waste and recycling containers.

Bin stickers

Waste contractor to ensure all waste and recycling containers are appropriately and clearly labelled included labelling on lids, front side and rear.

Reporting

Monthly reports to the client on quantity of each waste and recycling stream collected in tonnes. Frequent reports on the composition of the recycling stream should also be provided.