



# Construction and Maintenance Reuse, Recycling and Waste Procedure

This is a controlled document whilst viewed at <https://universityofleeds.myeqms.com/Login/Login.aspx> . Once downloaded or printed it becomes an uncontrolled copy. Please check the website to ensure you are using the latest version.

Document ID	Version	Issue Date	Current Date/Time	Current User	Review Date	Approve Date	Approved by
2400	3	05 May 2016	01 Feb 2017 13:59	Michael Howroyd	05 May 2017	05 May 2016 14:51	Louise Ellis
Title	Construction and Maintenance Reuse Recycling and Waste Procedure				Owner Name	Michael Howroyd	

If printed this document becomes uncontrolled.

## 1. INTRODUCTION

This procedure outlines how the University will manage its construction waste and supports the principles and requirements of the Reuse, Recycling and Waste Standard.

## 2. SCOPE

This procedure covers all construction and maintenance projects, small scale works and space clearances.

## 3. REFERENCES

The following documents should also be referred to for construction projects on campus:

**Sustainable Construction Standard:** This Standard covers all new building developments and refurbishments with a value over £1.5 million and sets University standards for sustainable design and construction.

**Re-use, Recycling & Waste Standard:** This Standard explains the principles and requirements that must be adopted in order to manage the sustainability risks associated with resource use and to ensure that the waste hierarchy is followed at the University.

**Sustainable Construction Procedure:** This procedure describes how the University will embed sustainability into construction and maintenance projects.

## 4. RESPONSIBILITIES

**Director of Estates:** responsible for ensuring that this procedure is followed for all construction and maintenance projects.

**Estates Project Managers:** responsible for ensuring procedure requirements are written into contracts or specification of works and for meeting performance and reporting requirements.

**Faculty/Service representative for office clearances:** responsible for prioritising reuse as a method of disposal and that University approved reuse, recycling and waste contractors are used.

**Central procurement:** responsible for blocking orders for non-approved reuse, recycling or waste contractors and ensuring that all contracts are compliant with this procedure.

**Sustainability Manager:** responsible for monitoring and auditing performance against this procedure.

## 5. PROCEDURE FOR CAPITAL PROJECTS AND MAINTENANCE WORKS WITH A VALUE OVER £300K

The University project manager must ensure that the following are included as part of the project contract:

- Re-use and recycling targets set at a **minimum 90%** of related project waste.
- Contractors must develop and implement a Site Waste Management Plan.
- Contractors must report on total re-use, recycling and waste at project completion.
- Contractors must meet all legal requirements related to the transfer of waste & recycling and the delivery to off-site treatment/disposal.

Document ID	Version	Issue Date	Current Date/Time	Current User	Review Date	Approve Date	Approved by
2400	3	05 May 2016	01 Feb 2017 13:59	Michael Howroyd	05 May 2017	05 May 2016 14:51	Louise Ellis
Title	Construction and Maintenance Reuse Recycling and Waste Procedure				Owner Name	Michael Howroyd	

If printed this document becomes uncontrolled.

- Contractors must provide proof of registration for their waste carrier, copies of all waste transfer notes and hazardous waste consignment notes (as appropriate) and documented proof that all the waste has been taken to a suitable facility to be treated and recycled.

The University project manager must ensure that final re-use, recycling and waste figures are recorded via EQMS or e-mailed to the Sustainability Service.

The University project manager must ensure that re-use opportunities are maximised through the project.

As a priority, re-use of furniture & other items should be considered within the project. Where not possible, furniture, equipment and other suitable items must be advertised on the approved University re-use system. This can be via two processes:

- Liaison with the University Sustainability Service if adequate time is allowed.
- Using a University approved re-use contractor who must upload suitable items onto the approved University re-use system for a period of 30 days before considering other re-use channels.

Hazardous waste, health care waste & WEEE waste can only be disposed of via University approved contractors.

## 6. PROCEDURE FOR CAPITAL PROJECTS AND SMALL SCALE WORKS WITH A VALUE UNDER £300K

The University project manager must ensure that the following are included as part of the project contract or specification of works:

- Re-use and recycling targets set at a **minimum 80%** of related project waste.
- Contractors must report on total re-use, recycling and waste at project completion.
- Contractors must meet all legal requirements related to the transfer of waste & recycling and the delivery to off-site treatment/disposal.
- Contractors must provide proof of registration for their waste carrier, copies of all waste transfer notes and hazardous waste consignment notes as required by legislation and documented proof that all the waste has been taken to a licensed and registered site to be treated and recycled.

The University project manager must ensure that final re-use, recycling and waste figures are recorded via EQMS or e-mailed to the Sustainability Service.

Furniture, equipment and other suitable items must be advertised on the approved University re-use system. This can be via two processes:

- Liaison with the University Sustainability Service if adequate time is allowed.
- Using a University approved re-use contractor who must upload suitable items onto the approved University re-use system for a period of 30 days before considering other re-use channels.

Hazardous waste, health care waste & WEEE waste can only be disposed of via University approved contractors.

## 7. PROCEDURE FOR MAINTENANCE WORKS WITH A VALUE UNDER £300K AND OFFICE CLEARANCES

### 7.1 Maintenance works (contractor)

Document ID	Version	Issue Date	Current Date/Time	Current User	Review Date	Approve Date	Approved by
2400	3	05 May 2016	01 Feb 2017 13:59	Michael Howroyd	05 May 2017	05 May 2016 14:51	Louise Ellis
Title	Construction and Maintenance Reuse Recycling and Waste Procedure			Owner Name	Michael Howroyd		

If printed this document becomes uncontrolled.

The University project manager must ensure that the contractor is made aware of the following requirements:

- Contractors must meet all legal requirements related to the transfer of waste & recycling and the delivery to off-site treatment/disposal.
- Contractors must provide proof of registration for their waste carrier, copies of all waste transfer notes and hazardous waste consignment notes as required by legislation and documented proof that all the waste has been taken to a licensed and registered site to be treated and recycled.
- Re-use and recycling targets set at a **minimum 50%** of related project waste.
- Contractors are expected to report on total re-use, recycling and waste figures when the total is greater than one skip per project.

When a contractor uses a skip ordered by the University the following waste must be segregated and disposed of via the appropriate University disposal channels:

- Hazardous waste & chemicals
- Healthcare waste
- WEEE waste
- Domestic and non-domestic batteries

The University project manager must ensure that final re-use, recycling and waste figures are recorded via EQMS or e-mailed to the Sustainability Service.

## 7.2 Maintenance works (University staff)

University staff carrying out maintenance work must ensure that waste is segregated and disposed of via University approved disposal channels.

When ordering a skip University approved contractors must be used. The following must be segregated and disposed of via appropriate University disposal channels:

- Hazardous waste & chemicals
- Healthcare waste
- WEEE waste
- Domestic and non-domestic batteries

The skip contractors must provide a copy of the waste transfer note when collecting the waste and documented proof that all the waste has been taken to a licensed and registered site to be treated and recycled.

The University project manager must ensure that skip re-use, recycling and waste figures are recorded via EQMS or e-mailed to the Sustainability Service.

## 7.3 Space clearances

The Faculty or Service occupying the space before it is emptied is responsible for clearing it using the approved reuse, recycling and waste disposal routes which are described below.

The Faculty or Service representative responsible for the space clearance must ensure that furniture, equipment and other suitable items are advertised on the approved University re-use system. This can be via two processes.

Document ID	Version	Issue Date	Current Date/Time	Current User	Review Date	Approve Date	Approved by
2400	3	05 May 2016	01 Feb 2017 13:59	Michael Howroyd	05 May 2017	05 May 2016 14:51	Louise Ellis
Title	Construction and Maintenance Reuse Recycling and Waste Procedure				Owner Name	Michael Howroyd	

If printed this document becomes uncontrolled.

- Liaison with the University Sustainability Service if adequate time is allowed.
- Using a University approved re-use contractor who must upload suitable items onto the approved University re-use system for a period of 30 days before considering other re-use channels.

Any specialist equipment must be taken away via University approved contractors with an emphasis on re-use before recycling or disposal.

When ordering a skip for items not covered by previous disposal routes, an approved contractor must be used.

The following must be segregated and disposed of via appropriate University disposal channels

- Hazardous waste & chemicals
- Healthcare waste
- WEEE waste
- Domestic and non-domestic batteries

The skip contractors and specialist waste contractors must provide copies of all waste transfer notes and hazardous waste consignment notes as required by legislation and documented proof that all the waste has been taken to a licensed and registered site to be treated and recycled.

## 8. MONITORING

Performance against this procedure will be monitored as part of the internal auditing schedule.

For further information please contact [sustainability@leeds.ac.uk](mailto:sustainability@leeds.ac.uk)

Document ID	Version	Issue Date	Current Date/Time	Current User	Review Date	Approve Date	Approved by
2400	3	05 May 2016	01 Feb 2017 13:59	Michael Howroyd	05 May 2017	05 May 2016 14:51	Louise Ellis
Title	Construction and Maintenance Reuse Recycling and Waste Procedure			Owner Name	Michael Howroyd		

If printed this document becomes uncontrolled.