



## **Waste Reduction Guidelines for Property Management Sector**

### **Avoid & Reduce Waste**

- Reduce paper consumption
  - Encourage residents/tenants to pay management fees by Autopay.
  - Equip photocopiers/printers with one tray for used paper and another for new paper to encourage employees to print and photocopy on both sides of paper.
  - Load (non-thermal) fax machines with used paper (printed on one side).
  - Receive incoming faxes electronically through an e-fax system, and make hard copies only when necessary using used paper.
  - Adopt an electronic system for filing and documentation.
  - Eliminate, combine or reduce the size of forms, records and notices.
  - Promote the use of electronic communications for such things as disseminating notices, reporting on the latest activities, receiving suggestions, etc.
  - Explore other paperless systems such as e-billing, e-forms, e-posters, e-tendering and e-procurement.
  
- Avoid using single-use disposable containers and cutlery. For example, replace all disposable cups and wooden stirrers with washable, reusable and durable items, such as ceramic cups and mugs and reusable spoons.
  
- Use a digital camera and print photos only when necessary to reduce the use of roll film, photo developing, printing and related packaging materials.
  
- Supply staff with refillable ball pens and refills rather than disposable pens.
  
- Use rechargeable batteries in place of disposable ones.
  
- Reduce the consumption of rubbish bags through proper management procedure (e.g. fill to full capacity and reduce void volume by pressing). Encourage cleaning contractors to do the same.
  
- Reduce paper towel consumption by installing electric hand dryers.

- Avoid using and distributing single-use disposable items such as plastic umbrella bags. Instead, other measures such as laying carpets or setting up floor dryer are suggested to keep the floor dry.
- Replace (incandescent) light bulbs with long-life fluorescent tubes. To check and explore the feasibility of removing one or a few fluorescent tubes from lighting set while maintaining an adequate supply of light.
- Reduce food waste bulk by installing a composting machine.
- Encourage or require caterers to use washable and reusable lunch boxes and utensils and avoid using disposable items such as foam containers, plastic cutlery, paper cups, wooden chopsticks, plastic straws, etc.
- Property management agency can act as “coordinator” between the incoming and outgoing owners/tenants when a premise is to change hands. Property management agency can bring the two parties together to figure out what building facilities and fitting-out to be retained so as to minimize the scale of demolishing and the amount of construction waste produced. While Government has already put in place the Construction Waste Disposal Charging Scheme, the above measure not only helps to protect the environment but also saves money.

### **Collect & Recycle Waste**

- Separate waste paper, aluminium cans, scrap metal and plastic waste for recycling. Ensure you do the following:
  - (a) Provide waste collection bins on each floor;
  - (b) Instruct staff to carry out waste separation;
  - (c) Conduct regular checks to ensure waste is separated properly;
  - (d) Arrange for a waste collector to pick up the separated waste for recycling; and
  - (e) Maintain records of the quantities of waste collected for recycling.
- Separate all recyclables, such as metal cans, plastics, waste paper, glass bottles and other recyclables, from non-recyclables for easy collection. Keep the recyclables clean to facilitate their downstream handling.

- Organise recycling programmes for waste paper, metals, plastic bottles, laser/ink-jet toner cartridges, rechargeable batteries, old clothing, old books, toys, CDs/VCDs/DVDs and/or electronic equipment and encourage residents to participate.
- Donate old computers, furniture and office equipment to charities or people in need.
- Return old clothes hangers to laundry companies for re-use, or to a collector for recycling.

### **Use Recycled Products**

- Purchase recycled paper for printing newsletters, name cards, envelopes, letterhead, etc.
- Purchase toilet paper and paper towels with at least 50% recycled content.
- Use recycled toner and ink cartridges.

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