

Wastewi\$e Scheme

Waste Reduction Guidelines for Construction Industry

Avoid & Reduce Waste

- Reduce paper consumption:
 - ⇒ Equip photocopiers with one tray for used paper and another for new paper, to encourage employees to print and photocopy on both sides of paper.
 - ⇒ Load 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.
- Replace all disposable cups and wooden stirrers with 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 photographic film, photo developing, printing and related packaging materials.
- Use rechargeable batteries for torches, digital cameras, pagers, etc.
- Check the feasibility of removing one or two fluorescent tubes in lighting sets and replacing the rest with long-life tubes to reduce energy consumption.
- Explore ways to optimise the steel bar bending / cutting schedule to minimise scraps.
- Replace timber formwork with steel formwork.
- Use pre-cast staircases and facades as much as possible.
- Use durable, reusable hoarding to replace timber hoarding.
- Return wooden pallets to suppliers for reuse.
- Replace bamboo scaffolding with metal scaffolding.
- Bring excavated materials and inert construction and demolition materials to public fill areas instead of landfills.
- Record and monitor the wastage of construction materials (e.g. sand, cement, tiles, etc) and fittings (e.g. doors, sanitary accessories, windows, etc). Establish guidelines for handling and storing these materials and enforce them strictly to avoid wastage.
- Utilise excess concrete for the production of pre-cast road blocks, curbs, etc.
- Set clear targets to control the excess production of concrete, steel bars, sanitary fittings and tiles, etc.
- Re-use excavated materials for backfilling, slope stabilisation and reclamation, or transport excavated materials to other sites for re-use.
- Check the consistency of drawings and specifications to avoid the unnecessary hacking-off of concrete or unwanted work.
- Purchase materials in a manner that minimises waste and unnecessary costs. For example, check that the size of materials purchased agrees with the structural dimensions to avoid excessive cut-offs.

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- Purchase products and materials with minimal packaging and/or encourage manufacturers to re-use or recycle their original packaging materials.

Collect & Recycle Waste

- Separate office waste paper, carton boxes, paper bags, plastic bags and/or non-reusable timber for recycling. Ensure you do the following:
 - (a) Provide necessary waste collection bins in offices and on work sites
 - (b) Instruct office and site staff to separate waste
 - (c) Conduct regular checks to ensure waste is separated properly
 - (d) Arrange for waste collectors to pick up the separated waste for recycling; and
 - (e) Maintain records of the quantities of waste collected for recycling.
- Collect empty containers of silicone sealant, paint, paint thinner, etc., for recycling.
- Collect waste steel bars for recycling.
- Collect expired safety helmets for recycling.
- Donate old computers and office equipment to charities or people in need.

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 cartridges.
- Explore the use of PFA in concrete batching.
- Purchase recycled aggregate as drainage material, pipe surrounds, etc.