**SCOPE OF WORK WASTE MANAGEMENT SERVICES**

1. **Service Specification**
	1. It must be noted that the University places a high premium on General Waste Management and Recycling. The description and scope of the General Waste Management is to collect and remove from site all streams of waste on a daily basis for all the University Campuses, with the exception of chemical and biological.
	2. To ensure waste bins and surrounding sites and/or refuse areas are cleaned and sanitised on a daily basis.
	3. To facilitate off-site recycling of the various waste streams.
	4. Ensure that waste is disposed in an environmentally friendly manner and comply with relevant legislation for the type of waste.
2. **The Service Provider will:**
	1. Provide fit for purpose vehicles for waste removal and transportation.
	2. Their vehicles will be used to collect, transport and dispose of all categories of General Waste and refuse from the University, as part of its operational activities and their agreement with the University.
	3. Pick-up points are serviced daily at dedicated points on the University campuses and service provider’s vehicles will be used for waste collection and disposal operation from such pick-up points. Please note that these statistics are for information purposes only and not exhaustive.
	4. To remove all sorted recyclables for the purpose of rebates for the SPU as well as provided any information and records regarding such rebates, as well as to dispose of such any unsorted recyclables, all of which must be done in accordance with best practice and economical advantage.
	5. Ensuring that relevant permits and licenses are up to date for Waste management operations, comply with statutory requirements and that proper and comprehensive record keeping is done and provided for when needed by the SPU.
	6. Use nearby disposal area within the greater Northern Cape to safely dispose of all Waste streams.
	7. Provision and maintenance of vehicles, receptacles and any containers of Waste.
	8. Use SABS approved chemicals to sanitize all receptacles prior to delivering them to the SPU’s site.
	9. Ensure that proper precautionary measures must be taken to ensure that no General Waste/Debris is strewn while waste are in transit.
	10. Develop a Waste information system to track the trend of the various streams of Waste disposed for reduction of Waste to landfill. Such information will be properly and regularly reported to the University by no later than the 7th Business Day of each Month.
	11. Comply with to the National Environmental Management: Waste Act 59 of 2008 (NEM: Waste Act) and all applicable legislation pertaining to Waste and any changes thereafter.
3. **The Service Provider will ensure that:**
	1. All vehicles must be suited to the task, kept clean and sanitized.
	2. Any vehicle replacement is done immediately.
	3. All recyclables Waste sorted collected and sorted off-site.
	4. Waste bins must be readily available for the purpose of non-recyclable and/or non- compactable waste.
	5. All schedules are to adhere to the specific agreement with SPU for the purpose of waste transportation and removal from MRF or any site within the SPU’s premises and any such request is highly considered and attended to.
	6. All compacted and/or in non-recyclable waste are disposed of in an acceptable legal manner.
	7. Office-paper recycle-boxes and general recycle boxes must be provided and placed on request and work together with university staff to ensure office paper boxes are be serviced upon request.
	8. Vehicles are suited for collection of wet waste to be recycled or disposal in an acceptable legal manner.
	9. The “cradle to cradle” principle must be followed in disposing of Waste correctly i.e. the service provider is responsible for the correct and safe disposal of Waste right up to the end of the Waste stream.
	10. Proper records and statistical data must be kept up to date for inspection on demand.
	11. The layout and width of some roads on the University Precincts are able to accommodate the size of vehicles that are needed to perform the Service and must be used accordingly.
	12. Keep statistics, minutes and other records required by legislation on file and available for inspection by the University’s appointed administrator or auditor.
	13. Service Providers must note that all legislated laws will be subjected to change during the course of the contract where applicable. Service Providers would be expected to comply with all legislated changes.
4. **Site locations**

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|  | **CAMPUS** | **REFUSE SITE** |
| 1. | South Campus | Tauana residenceS003 Staff facilities R004 Community HallS005 Student residenceS006 Student ResidenceEco center S019 Sport pavilion BuildingCombination Astroturf Sport Pavilion  |
| 2. | North Campus | Luke Jantjie House |
| 3. | Off-site Campus | Mhudi residence |
| Rathaga residence |
| 4. | Central Campus | Moroka residence |
| CX01 Cleaning refuse site |
| COO2A – Moroka dining hall |
| C008 – Teaching Practice |
| C002 – C Block Offices |
| C007 – NAS Building, C003 – Academic Building, C004 –Library, C005and C006, C010, Central Sportfileds Pavilion, Bishops road gatehouse, Water Bulk Services and Sport bleachers  |

1. **Work Instructions and Frequency of Services**

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| **WORK INSTRUCTION ALL SITES** | **FREQUENCY ALL SITES** |
| 1. Collect and remove all refuse bags from waste bins and leave bins clean.
 | Twice per day; morning and afternoon |
| 1. If waste bins are dirty, immediately replace bin with clean and sanitized waste bin.
 | Twice per day; morning and afternoon |
| 1. Dirty waste bins to be removed from site, cleaned and sanitized, and replaced on collection rotations.
 | Twice per day; morning and afternoon |
| 1. Refuse sites to be cleaned and sanitized with mobile high-pressure equipment.
 | At least once per day |
| 1. Used oil from catering operations to be removed from site and disposed of as per legislation.
 | As required |
| 1. Wet waste to be removed from site and disposed of.
 | Twice per day; morning and afternoon |

1. **Working Hours**
	1. Service is required 7 days a week, including public holidays.
	2. Full staff complement is required for weekdays, and skeleton staff over weekends and public holidays.