



Fit-out Waste Guide

November 2008

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1 Introduction

At British Land we take a proactive approach to management of waste across our portfolio. This Fit-out Waste Guide adds to our approach providing occupiers with a recommended solution for waste produced during fit-out projects.

2 Purpose and Scope

This Guide presents a recommended outline to waste management for fit-out and refurbishment projects for occupier demised areas and common parts (see Figure 1).

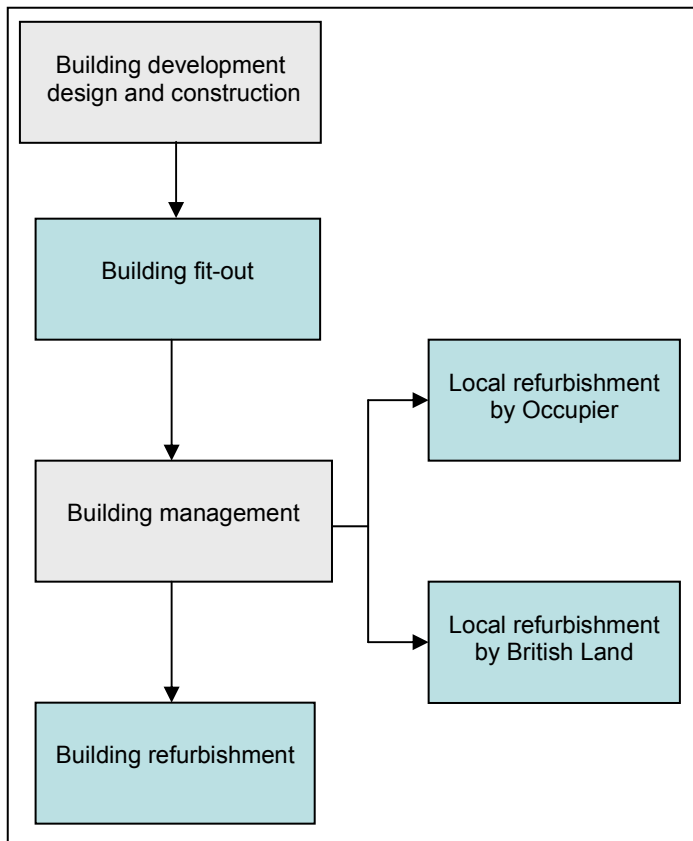


Figure 1: Fit-out Waste Guide applicability – blue boxes are within recommended scope

British Land and its suppliers will follow these guidelines for fit out/refurbishment projects we undertake and we hope occupiers will also adopt the same approach in their own demises. (See Appendix 1 for a list of existing waste legislation).

2.1 The British Land Approach to Waste Management

British Land recognises that fit-outs and refurbishments occur through-out the property life cycle and generate significant amounts of waste. This presents opportunities for more reduction, reuse and recycling of waste. The following is some of the benefits which can result from more effective waste management during any refurbishment works:

Financial benefits:

- Reductions in material usage and wastage
- Reduced waste treatment and disposal costs
- Reduced exposure to landfill charges and landfill taxes

Operational benefits:

- Increased efficiency of operation
- A safer and cleaner working environment during the fit-out process
- Robust waste data to communicate and manage the results
- More effective compliance of waste legislation

In light of these benefits British Land has developed this Fit-out Waste Guide and is seeking support from occupiers to adopt these principles.

3 Fit-out Waste Guiding Principles

For fit-out projects British Land encourages all occupiers to:

- Establish simple rules and systems of operation
- Maintain close working relationships with the building management
- Manage building access and egress
- Minimise disruption to other occupiers
- Minimise risks (to safety, environment, systems and infrastructure)

For all fit out projects which require CDM regulations 2007 (Construction Design and Management), British Land encourages occupiers to appoint a waste management contractor who can undertake the following:

- Segregate all waste on site to enable effective re-use and recycling and to minimise waste to landfill
- Provide waste data to the building management to communicate and monitor results

British Land believes that waste contractors can provide this additional service at no additional cost and in some cases at a reduced cost as all recovered waste is sold on for re-use or recycling.

4 **Fit-out Waste Management Process**

British Land plans to work with all occupiers to encourage all CDM fit out projects to include the implementation of a site waste management plan for all materials leaving the site.

For projects undertaken by British Land we are committed to ensure more than 80% of all waste and materials are recovered from site. For those occupiers who support this goal, we believe that the following principles will enable the adoption of best practice:

- Waste to be segregated on each floor of the fit-out
- Centralised waste storage area to be provided with segregation available for plasterboard, wood, plastics, cardboard, metal, hazardous waste and residual waste streams.
- All waste removed at the end of each day to a central waste storage facility
- Transportation sent to local handling treatment facilities
- Residual mixed wastes will be removed to a Materials Recycling Facility
- Any remaining waste from the Materials Recycling Facility to be sent for energy recovery, if appropriate

Appendix 2 gives a summary of the successes realised through adoption of similar waste management principles at British Land's 201 Bishopsgate and the Broadgate Tower.

5 Monitoring and Reporting

5.1 Monitoring

To enable effective monitoring of fit out waste management, British Land will collect and report waste data. See Appendix 5 for details on KPIs monitored and on data collated.

5.2 Reporting

For fit-out projects managed by British Land, the waste contractor will be required to provide detailed reports of waste management performance. We suggest that, if occupiers appoint their own fit-out waste contractors, they should require these contractors to provide a similar level of data.

British Land will provide summary reports across all fit-out projects to environmental working groups to ensure occupiers are aware of the benefits of the waste management systems in the fit-out projects.

6 Responsibilities

6.1 British Land

British Land commits to:

- Facilitate good communications between all stakeholders
- Ensure the building management implements this Guide
- Provide occupiers with reports on fit-out waste management performance

6.2 Building management

The building management will:

- Monitor legal compliance
- Promote and encourage occupier use of this fit-out waste guide
- Select a waste contractor capable of fulfilling all requirements of this guide
- Audit the waste contractor performance during fit-out
- Collect and report waste data

6.3 Occupiers

British Land encourages occupiers to:

- Notify British Land of fit-out plans early in the planning process
- Wherever appropriate to adopt and require contractors to support this guide
- Share fit out waste management information with the building management

Appendix 1

Key Waste Legislation

Existing waste legislation:

- Environmental Permitting (England and Wales) Regulations 2007;
- Hazardous Waste (England and Wales) Regulations 2005;
- List of Wastes (England) Regulations 2005 (as amended);
- Site Waste Management Plan Regulations 2008;
- Waste Management Licensing Regulations 1994 (as amended);
- Waste Electrical and Electronic Equipment Regulations 2006 (as amended);
- Controlled Waste (Registration of Carriers and Seizure of Vehicles) Regulations 1991 (as amended);
- Landfill Tax Regulations 1996 (as amended);
- Landfill Tax (Contaminated Land) Order 1996
- Landfill Tax (Qualifying Material) Order 1996
- Control of Substances Hazardous to Health Regulations 2002;
- Classification, Labelling and Packaging of Dangerous Substances Regulations 1984 (as amended);
- Environmental Protection (Duty of Care) Regulations 1991 (as amended);
- Landfill (England and Wales) Regulations 2002 (as amended); and
- Construction (Design and Management) Regulations 2007.

Appendix 2

Case Study – 201 Bishopsgate and the Broadgate Tower

201 Bishopsgate and The Broadgate Tower Together we are achieving more






201 Bishopsgate and The Broadgate Tower have both achieved BREEAM Excellent ratings for environmental performance. 20% of the building materials by value contain a recycled element and both buildings have significantly better carbon emissions than current standards.

97% of fit-out waste at 201 Bishopsgate and The Broadgate Tower has been recycled or re-used as a result of a collaborative approach to fit-out waste management.*

The two properties have been designed, built and equipped to be highly energy efficient, reducing carbon emissions. We are working with occupiers, Henderson Global Investors, Landesbank Baden-Württemberg, Mayer Brown International LLP and Reed Smith LLP, to meet their needs and further improve environmental performance.

*As at 31st October 2008

- 
Reduced overall costs for occupiers
 - Cut waste treatment and transport costs
 - Savings on materials usage and wastage
 - Less exposure to landfill taxes
- 
Operational benefits for occupiers
 - Increased efficiency of operation
 - Safer and cleaner working environment during fit-out
 - Good risk management and compliance with waste legislation
- 
Environmental benefits*
 - 97% of fit-out waste re-used or recycled
 - 1,100 tonnes of waste saved from landfill including cardboard, floor tiles, metal, pallets, plasterboard, plastics and wood
 - Robust waste data to communicate and manage performance



Facilities for hazardous waste are provided on each floor and are emptied at the end of each day, reducing potential risks for workers.



Waste materials are removed from occupiers' areas at the end of each day, providing a well organised working environment.



Waste containers are stored in the basement of the building. The waste contractor takes segregated materials for recycling and residual waste for further segregation.



Unused carpet tiles and off-cuts are returned to the carpet supplier for re-use and recycling, reducing waste and saving money.

By working with our occupiers we are identifying opportunities to improve energy efficiency, cut carbon emissions, reduce water use and increase recycling, whilst meeting our occupiers' changing business needs.

Members of the working group will continue to work together after occupation to share resource use data and improve environmental performance.

“ Mayer Brown is sensitive to environmental issues and is working towards reducing the impact of its operations on the environment. The firm is committed to maintaining this policy as it moves into its new premises. We are impressed with British Land's performance to date in their approach to environmental matters generally with respect to 201 Bishopsgate and particularly in recycling waste during the fit-out process. We hope that we will be able to continue to work together with the other occupiers, British Land and Broadgate Estates to reduce waste collectively, as well as emissions and ultimately our impact on the environment. ”

Cate Sharp, Head of the European Environment Group at Mayer Brown

“ Henderson's office move to 201 Bishopsgate provided the opportunity to build on past collaborative sustainability initiatives already undertaken with British Land at Broadgate. We wanted to find ways to collaborate over fit-out waste disposal with all occupiers and the building management at 201 Bishopsgate. We have been very pleased with both the way this has been managed and the results that have been achieved as a result of this partnership. ”

Fred Kinahan, Director of Facilities at Henderson Global Investors

“ The collaboration at 201 Bishopsgate is achieving excellent waste recycling rates through on-site segregation of materials and a coordinated approach to waste management. This has been achieved by British Land, Broadgate Estates, the occupiers and the waste management contractor working together. We hope to see this partnership approach adopted on more fit-outs, to reduce materials use, increase recycling and cut waste to landfill. ”

Estelle Hook, Associate at Arup

“ Landesbank Baden-Württemberg understands that doing business goes beyond just the financial aspects to include responsibility for all of our actions; that is how we define sustainability. We are firmly convinced that sustainable development is the only way to create a secure future for coming generations. We have been impressed by British Land's emphasis on environmental issues. The experience to date with the fit out programme confirms their strong commitment. ”

Jayant Govindia, Deputy General Manager, New Office Development at Landesbank Baden-Württemberg



201 Bishopsgate and The Broadgate Tower set new design standards and represent the largest speculative office development ever undertaken in the City.

In addition to its waste management drive, British Land is also coordinating a carbon efficiency programme with Henderson Global Investors and Reed Smith LLP, who are committed to carbon neutrality at 201 Bishopsgate and The Broadgate Tower.

This will be achieved by improving energy efficiency, increasing the use of energy from sustainable sources and, finally, by carefully managed offsetting.

“ The carbon efficiency programme for 201 Bishopsgate and The Broadgate Tower is a ground breaking collaboration between British Land, Henderson Global Investors, Reed Smith LLP and Broadgate Estates. It will minimise emissions that arise from occupier operations at the two properties, with high quality emission reduction credits purchased to offset actual emissions. The annual emissions calculation for the properties' use in 2009 will be neutral. ”

Niall Thorburn, Commercialisation Manager at EcoSecurities

Our waste management targets

- 80% of demolition and strip out waste to be recovered
- 70% of construction waste to be recovered
- 60% of office waste to be recycled

britishland.com/downloads

- Broadgate Together
- Waste Management Guide for Fit-outs



This is part of British Land's Building Together programme – our approach to corporate responsibility. We are working in partnership with our employees, occupiers, communities and suppliers to develop and manage sustainable properties.



We encourage our occupiers to let us know about fit-out plans so that we can work together to coordinate waste management. Please contact your Building Manager or

Christine Tona at Broadgate on
T: 020 7505 4000 E: ctona@broadgateestates.co.uk

Stuart Gilby at Regent's Place on
T: 020 7388 4981 E: sgilby@regentsplace.com

Appendix 3

Implementation Guidance

Additional implementation guidance:

Action	Responsibility
Materials Usage	
Specify sustainable and renewable materials where possible	
Consider end of life impacts and deconstruction	
Favour local sourcing of goods and materials	
Implement good material controls and issue	
Ensure minimisation and re-use of surplus	
Waste Management	
Maintain a hazardous waste Premises Code and communicate the code to all occupiers	
Assign clear responsibility for waste management issues	
Ensure waste carriers hold the appropriate waste carrier registrations for the wastes they are carrying	
Check the waste is going to an appropriately permitted site for its waste category	
Assign the correct European Waste Catalogue (EWC) codes to allow waste to be identified and classified	
Maintain a list of responsible persons and their contact details	
Ensure appropriate method statements contain waste handling criteria	
Handling Waste	
Define process for clearance from floors	
Assign and train team for waste clearance from floors	
Remove waste at least daily from floors daily to minimise fire risk	
Provide appropriate waste handling equipment (e.g. compactor, bailer, shredder, lamp crusher)	
Ensure appropriate personal protective equipment (PPE) is used to handle the waste safely	
Use testing and analysis to identify unknown wastes, if required (usually if suspected to be hazardous)	
Waste Storage	
Provide a well-organised central waste storage area, with good signage	
Use the waste colour codes of the Institution of Civil Engineers National Colour Coding Scheme (www.wasteawareconstruction.org.uk) to identify wastes	

Check containers for waste storage are fit for purpose	
Ensure the waste storage area has an impermeable surface and that drains are protected	
Ensure a spill kit is available for liquid waste storage	
Ensure liquid wastes are banded, covered/protected from the weather and at least 10m from drainage points and controlled water courses	
Removal from Site	
Use supplier takeback schemes where possible	
Favour local treatment and/or disposal of waste	
Ensure waste is transferred off site as soon as reasonably practicable, taking optimisation of loads into account	
Ensure appropriate waste documentation is in place for each load – a waste transfer note for non-hazardous waste and a hazardous waste consignment note for hazardous waste	
Check all waste transportation containers are appropriately covered to ensure the waste is contained during transport on the public highway	
Waste Monitoring and Reporting	
Implement a local waste measurement system, e.g. via a local weighbridge or scales	
Conduct site audits of the systems and processes	
Ensure storage of waste documentation - a waste transfer note for non-hazardous waste (hold for 2 years or as specified) and a hazardous waste consignment note for hazardous waste (hold for 3 years or as specified)	
Communications	
Ensure all staff involved in waste management have appropriate training	

Appendix 4

Useful References

Department for the Environment, Food and Rural Affairs (DEFRA): responsible for waste policy and strategy in the UK

<http://www.defra.gov.uk/environment/waste/index.htm>

Environment Agency: responsible for regulation and enforcement of almost all waste legislation in England and Wales

<http://www.environment-agency.gov.uk/subjects/waste/>

NetRegs: information resource provided by the Environment Agency, including advice on how to comply with waste legislation

<http://www.netregs.gov.uk>

Waste and Resources Action Programme (WRAP): information on reducing and managing waste in construction

<http://www.wrap.org.uk/construction/index.html>

Envirowise: offers free, independent advice to businesses on waste and other environmental impacts

<http://www.envirowise.gov.uk>

Appendix 5

Example Template for Collating Waste Management Data

Waste Data

Fit-out Project Name:

Managing Agent:

Floor Area:

Period Covered:

Last Updated:

Updated By:

Date	Waste Contractor	Waste Type	Total Quantity Collected (Tonnes)	Re-used (Tonnes)	Recycled (Tonnes)	For Energy Recovery (Tonnes)	To Landfill (Tonnes)