

Waste Separation

Effective Date: 15 August 2022

Amended:

The Facilities Services Department is responsible for Waste Management on the Sunway campus.

1.0 Purpose

- 1.1 The key objective of waste segregation is sorting and separating general waste to facilitate the recycling process so it will reduce the amount of waste that reaches landfills, thereby taking up less of the limited landfill space.
- 1.2 Waste segregation on campus promotes habits of recycling and reducing waste within the Sunway Campus.

2.0 Type of waste segregation

- 2.1 There are 2 major categories of waste (contaminated & uncontaminated), which can be segregated into 4 different rubbish bins, namely (metal, plastic, paper & trash). The contaminated wastes such as plastic and trash are disposed of and collected by the authorised local municipal council, and the uncontaminated waste such as recyclable plastics, paper, aluminium cans and metal scraps are collected by the recycling centre.

3.0 Roles and Responsibilities

- 3.1 The Housekeeping & Operations team is responsible for the overall cleanliness of the campus, while the cleaning team is responsible for clearing off the general waste at all places on the campus.
- 3.2 The respective floor cleaner will clear each rubbish bin and separate the waste in accordance with its type on a daily basis. All recyclable items such as cans & paper will be sorted and kept at our SMART Chamber and are then transferred to recycling facilities on a monthly basis or earlier if the chamber is full. The collection of the recycling is managed by the cleaner supervisor with a proper record.
- 3.3 Cleaners are incentivised to sort and ensure recyclable items are maximised. Monetary and other rewards are distributed to all cleaners on a regular basis.
- 3.4 The Sunway campus community is responsible for disposing of their waste according to categories identified at disposal bins.

4.0 Frequency

4.1 All the contaminated & uncontaminated waste on the campus is disposed of on a daily basis.

5.0 Locations

5.1 A set of recycling bins (metal, paper, plastic, and trash) with proper notices are placed at high traffic areas across the campus for the convenience of the community to dispose of their waste.