

Promotion Programme on Source Separation of Waste
廢物源頭分類推廣計劃

Application Form for Waste Separation Bins (Commercial & Industrial Buildings)
廢物分類回收桶申請表 (工商業樓宇)

To: Environmental Campaign Committee Secretariat
5/F Southorn Centre, 130 Hennessy Road, Wan Chai, Hong Kong
Attn: Executive Officer (Community Relations)2
(Fax: 2909 9514)

致：香港灣仔軒尼詩道130號修頓中心5樓
環境運動委員會秘書處
經辦人：行政主任(社區關係)2
(傳真：2909 9514)

Use Block Letters 請以正楷填寫
 Please tick as appropriate..
 請在適當的方格內填上「✓」號。

Part 1 Application for Waste Separation Bins 第一部分 申請廢物分類回收桶

Our building would like to sign up to join the Promotion Programme on Source Separation of Waste. 本大廈現報名參加「廢物源頭分類推廣計劃」。

- I) Reason for Application 申請原因
- For first installation 首次安裝分類回收桶
- For replacement of waste separation bins provided by the Environmental Campaign Committee* (Note 1)
更換由環境運動委員會提供的分類回收桶
- For replacement of waste separation bins **not** provided by the Environmental Campaign Committee
更換**非**由環境運動委員會提供的分類回收桶
- Inadequate waste separation bins 分類回收桶不足
- II) Number of waste separation bins required *(Notes 1-3) 所需分類回收桶數目 *(註 1 至 3)
- Indoor 室內 (Made of Metal 金屬製) _____ (Sets 套)
- Outdoor 戶外 (Made of Plastic 塑膠製) _____ (Sets 套)
- III) (This part is only applicable for requesting single outdoor waste separation bin made of plastic)
(此部分只適用於單個塑膠製戶外分類回收桶的申請)
- Outdoor 戶外 Waste Paper 廢紙 _____ (Pcs 個)
- Plastics 塑膠 _____ (Pcs 個)
- Metals 金屬 _____ (Pcs 個)
- IV) (This part is only applicable to **shopping malls/hotels/serviced apartment**)
Number and types of Designer Waste Separation Bins required. *(Notes 1-3)
(此部分只適用於**商場/酒店/服務式住宅**申請)
所需設計師分類回收桶數目及樣式 *(註 1 至 3)
- Indoor 室內 Design 樣式 1 _____ (Sets 套)
- Design 樣式 2 _____ (Sets 套)
- Design 樣式 3 _____ (Sets 套)
- Design 樣式 4 _____ (Sets 套)
- Design 樣式 5 _____ (Sets 套)
- V) Location(s) of waste separation bins to be applied (sets) 申請擺放分類回收桶的位置及數目(套)
- Main lift lobby 升降機大堂: _____ Pedestrian exit 行人出入口: _____
- Shopping arcade 購物中心: _____ Canteen/food court 食堂/美食廣場: _____
- Podium/roof garden 平台/天台花園: _____
- Others 其他 (Please specify 請註明): _____

Part 2 General Information 第二部分 一般資料

Name of Property Management Company 物業管理公司	(English)			
	(中文)			
Name of Building 工商業大廈名稱	(English)			
	(中文)			
Address of Building 物業地址	(English)			
	(中文)			
Number of Flat in Each Storey 每層單位數目	(Units) (戶)	Number of Storeys & Blocks 物業層數及座數	(No. of Storeys) (每座層數)	(Blocks) (座)
Occupancy Rates (%) 出租率/使用率	(%)	Grand Total Area of Property 樓宇總面積	(Sq. ft) (平方米)	
Property Type (Select one) 物業類別 (選擇其一)	<input type="checkbox"/> Pure Office *(Note 4) (Grade __) 純寫字樓 *(註 4) (級) <input type="checkbox"/> Mixed Office *(Note 4) (Grade __) 綜合式寫字樓 *(註 4) (級) <input type="checkbox"/> Shopping Mall/Arcade 商場 <input type="checkbox"/> Industrial/Office 工貿大廈 <input type="checkbox"/> Industrial & Godown 工業大樓或貨倉 <input type="checkbox"/> Hotel/Serviced Apartment 酒店/服務式住宅 <input type="checkbox"/> Others 其他 _____			
Contact Person 聯絡人	Name 姓名	(English)	(中文)	
	Position 職位			
	Tel No. 電話號碼	Fax No. 傳真號碼		
	Email Address 電郵地址			

(Please turn over)
請揭後頁

Part 3 Collection of Recyclables 第三部分 回收情況

- I) Our building(s) is/are participating in the Programme on Source Separation of Commercial & Industrial Waste (SSW) organised by the Environmental Protection Department (EPD). *(Note 5)
 本大廈現正參與由環境保護署(環保署)舉辦的「工商業廢物源頭分類計劃」(簡稱“SSW”)*(註5)。
- Yes (NO need to complete (II)-(V) below) 有 (無需續填下列第(II)至第(V)項)
 No (Please complete (II)-(V) below) 否 (請續填下列第(II)至第(V)項)
- II) Did the cleansing company or cleansing worker conduct any waste recovery activity in your building(s)?
 據貴公司了解，清潔公司或清潔工人現時有否在上述的工商業大廈內自發組織及進行廢物回收活動?
- Yes 有 No 否
- III) If your building(s) is/are implementing waste recovery activity, what kinds of recyclables have been recovered in your building(s)?
 如大廈/清潔公司正在推行廢物回收活動，所回收的廢物包括什麼?
- Waste Paper 廢紙 Plastics 塑膠 Metals 金屬
 Others 其他 (Please specify 請註明): _____
- VI) If your building(s) is/are implementing waste recovery activity, is there any recycling facility (e.g recycling bins, recycling bags, etc.) installed in your building(s)?
 如大廈/清潔公司正在推行廢物回收活動，大廈內有否放置回收設備(例如回收桶、回收袋等)?
- Yes 有
 Please specify the location(s) of recycling facility (can select more than one)
 如有，上述的回收設備擺放在什麼位置?(可選多項)
- Within tenant's premises 租戶單位內 Corridor 走廊 Staircase 梯間
 Material recovery room 物料回收房 Cleansing room 清潔房 Refuse chute 垃圾槽
 Lift lobby 電梯大堂 Building entrance 大廈入口 Podium 平台
 Garden 花園 Car park 停車場
 Others 其他 (Please specify 請註明): _____
- No 否
- V) Mode of collection of recyclables (select one)
 現時回收物料是通過什麼方式和途徑收集?(選擇一項)
- Cleansers separate the recyclables from the refuse collected
 清潔工人從收集到的垃圾中自行揀選可回收物料
 Tenants put recyclables in recycling facilities and recyclables to be collected by cleansing worker later
 租戶把回收物料放入回收設備，稍後由清潔工人收集
 Cleansers enter the tenant's premises to collect the recyclables
 清潔工人進入租戶單位內收集
 Tenants put recyclables in designated place at designated date and time
 租戶把回收物料於指定日期和時間，放到指定地點
 Others 其他 (Please specify 請註明): _____

* Please see the last page for Notes 請見後頁註解

I confirm the following documents/supplementary information have been enclosed with the completed application form:

本人確認隨已填妥的申請表附上以下文件/補充資料：

- Completed Undertaking for Building 已填妥的大廈承諾書
 Floor plan (s) of the building indicating the proposed location(s) for placing the waste separation bins 標示了擬擺放回收桶位置的大廈平面圖
 Photo(s) of the proposed location(s) for placing the waste separation bins 擬擺放回收桶位置的相片

Signature of Representative :

大廈代表簽署：

Name and Position of Representative :

代表人姓名及職位：

Date :

日期：

Company/Organisation Chop :

公司/團體蓋印：

Promotion Programme on Source Separation of Waste
廢物源頭分類推廣計劃

Undertaking for Building
大廈承諾書

To: Environmental Campaign Committee Secretariat
5/F Southorn Centre, 130 Hennessy Road, Wan Chai, Hong Kong
Attn: Executive Officer (Community Relations)2
(Fax: 2909 9514)

致：香港灣仔軒尼詩道130號修頓中心5樓
環境運動委員會秘書處
經辦人：行政主任(社區關係)2
(傳真：2909 9514)

I, _____ (Name), hereby on behalf of _____ (Name of building), undertake to participate in the “Promotion Programme on Source Separation of Waste” organised by the Environmental Campaign Committee (ECC) with full consent and support from the majority of owners and tenants in our building, and to abide by the following provisions:

1. Upon successful enrolment in the “Promotion Programme on Source Separation of Waste”, our commercial and industrial building will **automatically become the participant in the “Programme on Source Separation of Commercial and Industrial Waste” (SSW) launched by the Environmental Protection Department (EPD);**
2. Our building accepts the waste separation bins presented by the ECC on a free-of-charge basis. We **agree to place the waste separation bins at noticeable and accessible area(s) within the domain of our building to provide a waste separation facility for the owners and tenants for at least three years.** Our building will ensure the cleanliness, hygiene and maintenance of the waste separation bins, and arrange collection of recyclable materials for recycling with cleansing contractors or recyclers; and
3. Under any circumstances, our building will not abandon the waste separation bins, nor place them outside our domain. We will implement appropriate measures to prevent malicious damage of the waste separation bins. If the waste separation bins are no longer usable due to natural wear and tear, we will arrange a recycler to collect the bins for recycling in a proper way.

本人 _____ (姓名) 謹代表 _____ (大廈名稱) 聲明已經獲得大部份大廈業主及租戶同意及支持，決定參加由環境運動委員會(環運會)主辦的「廢物源頭分類推廣計劃」，並承諾會遵守以下各項細則：

- (一) 一經成功參加「廢物源頭分類推廣計劃」後，本工商業大廈將**自動成為由環境保護署(環保署)舉辦的「工商業廢物源頭分類計劃」的參加者**；
- (二) 本大廈接受由環運會送贈給本大廈的廢物分類回收桶，並**同意把分類回收桶放置在本大廈管轄範圍內，業主及租戶可進出的當眼地方，以提供廢物回收的設施，為期最少三年**。本大廈將妥善清潔及保養分類回收桶，並自行安排清潔承辦商或廢物回收商到大廈收集回收物料，以供循環再造；及
- (三) 本大廈承諾不會以任何理由，將所獲贈的回收桶轉移到大廈以外的地方或隨意丟棄，並會執行適當的措施，防止分類回收桶被惡意破壞。如回收桶因自然耗損致不能使用，本大廈會安排廢物回收商妥善回收該等回收桶。

Signature of Building Representative:
大廈代表簽署: _____

Name and Position of Representative:
代表人姓名及職位: _____

Contact No.:
聯絡電話: _____

Date:
日期: _____

Company/Organisation Chop:
公司/團體蓋印: _____

Notes

- 1) Each building can normally apply for not more than 5 sets of waste separation bins on the basis of one set per common accessible floor. If more than 5 sets of waste separation bins are applied, the applicant may need to provide more information for consideration.
- 2) It is entirely within the Environmental Campaign Committee's discretion to decide whether and how many waste separation bins will be distributed to each applicant.
- 3) Specifications of waste separation bins:

<u>Indoor (Made of Metal)</u>	<u>Outdoor (Made of Plastic)</u>	<u>Designer Waste Separation Bin (Made of Metal)</u>
One set with three compartments: In total, 1m (w) x 0.4m (d) x 0.9m (h)	One set of three individual bins: Each 0.5m (w) x 0.4m (d) x 1.1m (h)	One set of three individual bins: Each 0.35m (w) x 0.3m (d) x 0.68m (h)

* Please visit <https://ecc.org.hk/english/publicity/publicity2728.html?id=16> for the designs of the waste separation bins.

- 4) An office building with less than a whole floor/level of shops or shopping arcade will be classified as "Pure Office", otherwise it will be classified as "Mixed Office".
- 5) The Programme on Source Separation of Commercial & Industrial Waste aims to encourage property management companies to undertake initiative to set up and implement suitable mechanism to separate and recover waste within commercial & industrial premises to facilitate occupants and visitors to practise waste separation and recycling in workplace and shopping malls. The participating building(s) or organisation(s) is/are required to submit the recovery data of the previous months by completing the "Quarterly Report Form for Quantity of Materials Recovered", based on the above receipts issued by recyclers, to the Waste Reduction & Recycling Group of the Environmental Protection Department (EPD) (Fax No.: 3121 5730) for recording purpose. The receipts will be kept by the participating building(s) for future reference by EPD. For more information, please contact EPD at the hotline (Tel: 2838 3111) or visit Hong Kong Waste Reduction Website (http://www.wastereduction.gov.hk/en/workplace/cissp_what.htm).

註

- 1) 每幢大廈一般可申請不多於 5 套分類回收桶，獲發的回收桶須分散放置，每一公共樓層最多只可擺放一套。如申請多於 5 套分類回收桶，申請機構或需提供更多資料予本會考慮。
- 2) 環境運動委員會保留審批申請及分配分類回收桶數目的最終決定權。

- 3) 分類回收桶尺寸規格：

<u>室內 (金屬製)</u>	<u>戶外 (塑膠製)</u>	<u>設計師分類回收桶 (金屬製)</u>
一套，內分三格： 共 1 米(闊)x 0.4 米(深)x 0.9 米(高)	一套，包括三個獨立的回收桶： 各 0.5 米(闊)x 0.4 米(深)x 1.1 米(高)	一套，包括三個獨立的回收桶： 各 0.35 米(闊)x 0.3 米(深)x 0.68 米(高)

*請瀏覽環運會網站 https://ecc.org.hk/tc_chi/publicity/publicity2728.html?id=16 參閱回收桶樣式。

- 4) 一幢寫字樓若設少於一整層的店舖/商場而其餘為辦公室者，應被界定為「純寫字樓」，含一整層或以上店舖/商場者則視作「綜合式寫字樓」。
- 5) 「工商業廢物源頭分類計劃」旨在鼓勵物業管理公司不斷優化工商業樓宇的廢物回收安排，方便業戶和訪客在工作場所和商場，延續廢物分類回收的習慣。參加的大廈或機構須根據回收商所申報的回收物品重量記錄單據，填妥「物料回收量季度報告表」，並於每季提交至環保署減廢及回收組(傳真：3121 5730)作紀錄。同時，參加的大廈或機構亦須保留回收商的記錄單據，以便環保署日後參考。如有查詢，可致電環保署熱線(電話：2838 3111)或瀏覽香港減廢網站(網址：http://www.wastereduction.gov.hk/tc/workplace/cissp_what.htm)。