

Construction projects, including property renovations and build-outs, produce waste as old structures and materials are disturbed and demolished. Use the template to create a plan for managing and recycling this waste. Provide this plan to all new tenants, contractors, and subcontractors. Consider requiring compliance with the plan in leases and contracts.

CONSTRUCTION & DEMOLITION (C&D) WASTE MANAGEMENT POLICY		
PART I: PROPERTY INFORMATION		
Basic information		
Property name		
Address		
Age		
Size		
Property or facilities manager		
Key contractors to follow policy		
PART II: C&D WASTE MANAGEMENT GOALS		
Goal #1	<i>Example: For each C&D project, divert at least 75% of C&D waste by weight from landfill by salvaging, recycling, reusing.</i>	
Goal #2	<i>Example: Track progress toward this waste diversion goal by requiring all contractors and subcontractors to report their C&D waste management activities (see guidelines for details).</i>	
Goal #3	<i>Example: On annual basis, obtain feedback on this plan from contractors; review and, if necessary, revise this plan accordingly.</i>	

PART III: C&D WASTE MANAGEMENT PROCEDURES

Sample clauses:

C&D WASTE MATERIALS

The following materials should be salvaged, recycled, and/or reused during C&D

- *Asphalt*
- *Asphalt shingles*
- *Concrete*
- *Metals*
- *Window glass*
- *Wood*
- *Paper*
- *Aluminum cans*
- *Container glass*
- *Plastic*
- *Cardboard*
- *Carpet*
- *Light fixtures*
- *Furniture*
- *Office equipment*

PERMITTED WASTE MANAGEMENT METHODS

- Salvage
- Reuse
- Source-separated recycling
- Commingled recycling

COMMUNICATION

- At pre-construction meeting, review and discuss waste management plan including responsibilities, anticipated types and quantities of materials, methods and procedures for collection, handling, and removal, salvage and reuse strategies, and recycling facilities to be used.
- Waste management should be discussed at the beginning of each safety, pre-bid, pre-construction, and job site meeting and during the project close out meeting.
- All subcontractors are expected to communicate procedures to their crews and comply with this plan.
- All recycling containers must be clearly labeled and include lists of acceptable/unacceptable materials.
- Project manager or designated individual must track C&D waste management using a version of the form at [this link](#).
- Project manager shall submit final report on C&D waste management at project close out meeting. Report shall include materials diverted, amount of each material by weight, total diversion rate for the project, and any relevant notes.
- See building manager with any issues that arise, concerns about compliance, or feedback on procedures.

EXECUTION

- Separate recyclable materials from C&D waste to the maximum extent possible.
- Do not put waste that will be disposed in a landfill into a commingled C&D waste recycling container.
- Separate recyclable materials by type, if necessary.
- Provide containers, clearly labeled, by type of separated materials or provide other storage method for managing recyclable materials until they are removed from project site.
- You may reasonably stockpile processed materials on-site without intermixing with other materials. Cover to prevent dust.
- If project is outdoors, store components off the ground and protect from weather. Place, grade, and shape stockpiles to drain surface water. Do not store within drip line of trees.
- Remove C&D waste materials from project site on a regular basis.
- Transport C&D waste materials off property and legally dispose of them.
- Obtain receipts from waste haulers, salvage yards, and recycling centers.

Sources: City of Portland Planning and Sustainability—[Tenant Improvement Guide](#) & King County Construction Waste Management

Alternative Documentation

Instead of this form, you may submit the following to IREM®:

- Copy of plan or policy