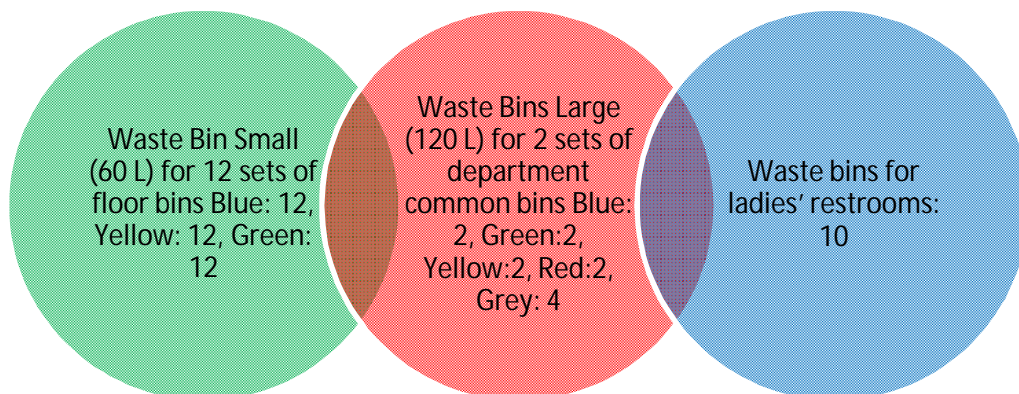


DeWTA's Role

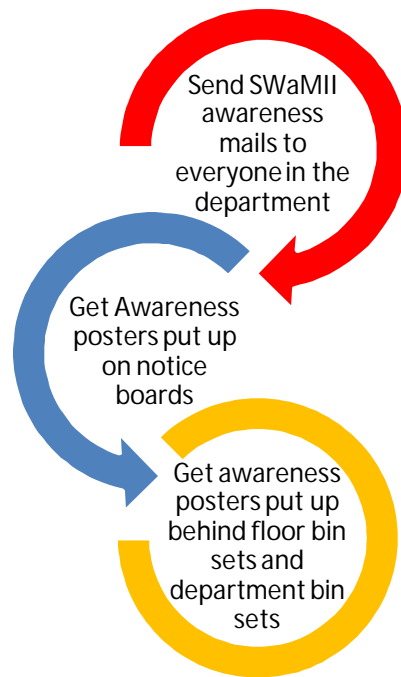
Decide number and placement of bins:

Determining Number of Bins

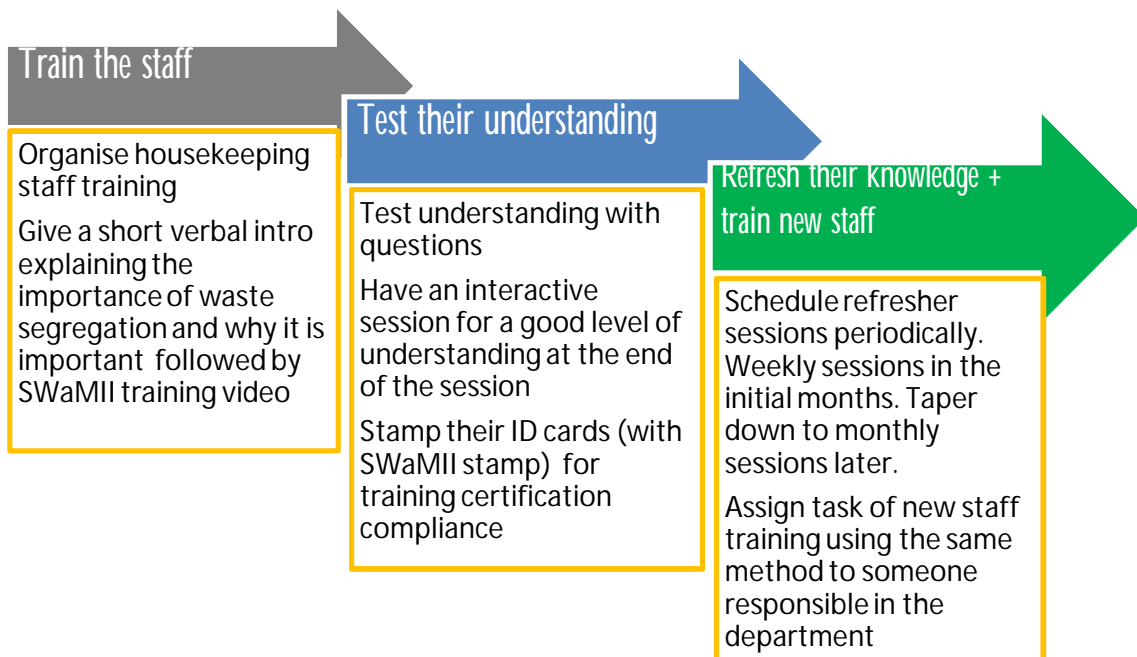
- ✓ Needed: A set of three floor bins, 60L capacity each (green, blue and yellow) on each floor of each building/occupied space.
- ✓ Might be needed: Additional set to be provided in case of a large floor area or in case of facilities such as computer labs or split levels. This should be determined by the DSWM committee.
- ✓ Needed: A set of six department common bins (green, blue, yellow, 2 grey, red) to be provided close to each pick-up location in the department.
- ✓ Might be needed: Maybe multiple sets in case of multiple buildings.
- ✓ One small red bin for sanitary waste to be provided in each ladies' restroom.
- ✓ Seven-eight sets of floor bins can be emptied into one set of large department common bins
- ✓ A sample bin requirement for a department for reference:



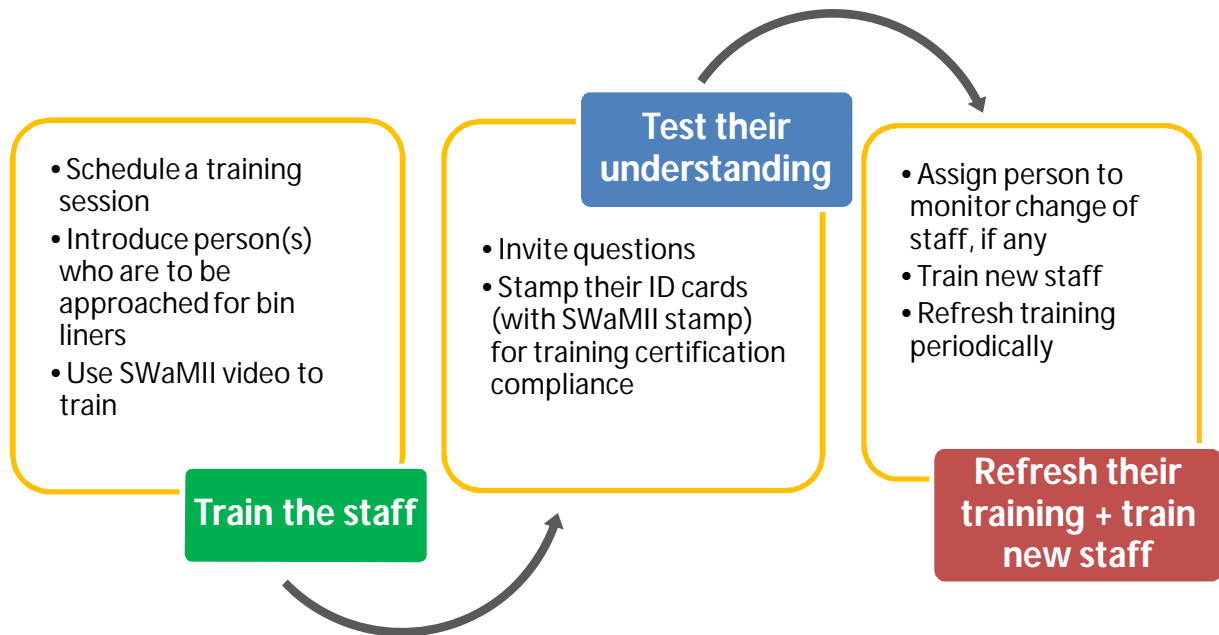
Spread Awareness about SWaMII in the Dept.



House-keeping Staff Training



Bathroom Staff Training



Checklists for Easy Reference

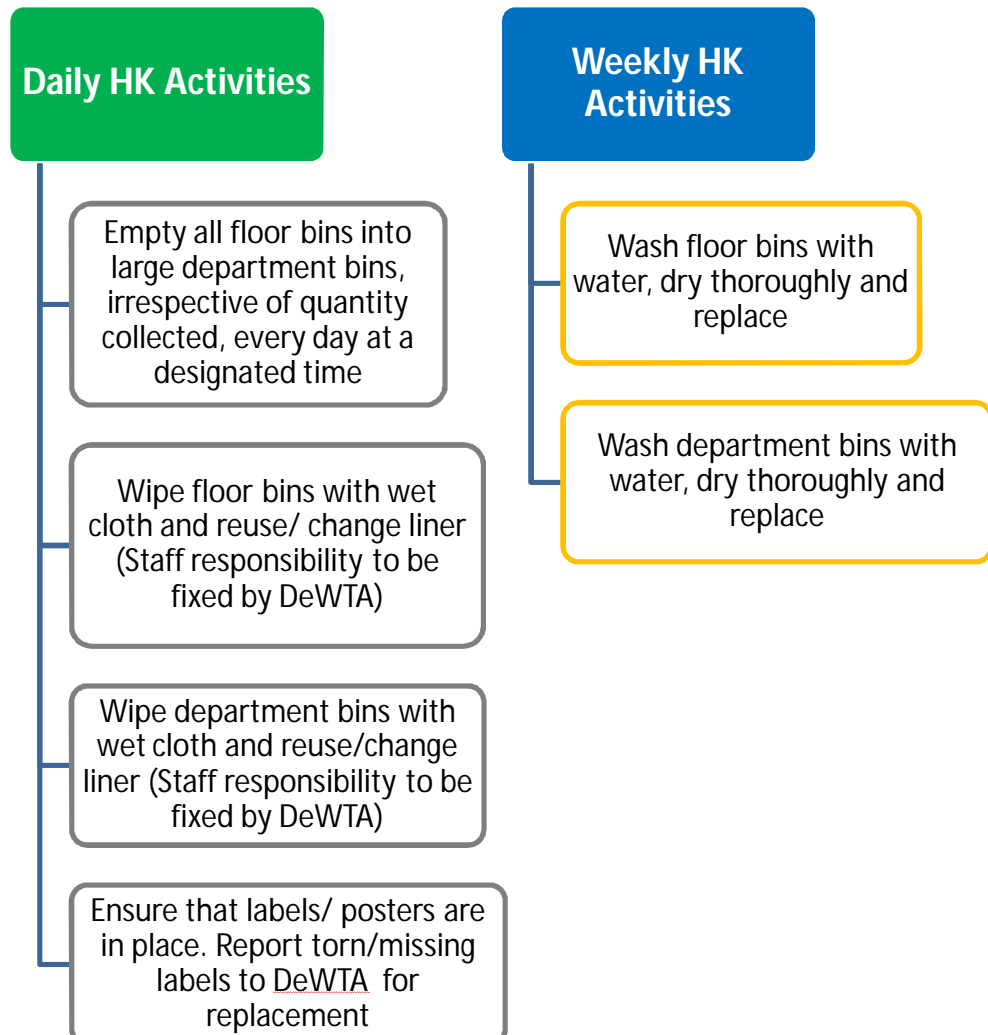
DeWTA's Initial/One-time Activity Checklist

- ✓ Decide on the number of sanitary bins and numbers and placement of sets of floors bins, and sets of department bins.
- ✓ Order bins.
- ✓ Assign overseeing of department bins - whether emptying **to** the bins and emptying **of** bins is happening as scheduled.
- ✓ Check for receipt of soft copies of bin labels, awareness posters, SWaMII stamp and training videos from SWaMII.

DeWTA's Monthly Activity Checklist

- ✓ Decide on the number of bin liners needed on a periodic (e.g. monthly) basis
- ✓ Order liners and fix responsibility for keeping stock and ordering before stock runs out (**Important link for smooth functioning of sanitary waste disposal as vendor will take only waste tied up in specified bags. Use of any other bag will result in waste NOT being removed**)
- ✓ Schedule periodic evaluation of staff's compliance based on complaints received

Housekeeping (HK) Staff Activities' Checklist



Bathroom Staff Activities' Checklist

- ✓ Wipe department common red bin with wet cloth everyday
- ✓ Wipe sanitary waste bins with wet cloth everyday
- ✓ Line small bin with newspaper
- ✓ Empty bin contents from each bathroom into yellow bag
- ✓ Tie up yellow bag and deposit in department common bin