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NOC Southampton Waste and Cleaning Standards for Contractors:

NOC Southampton maintains a high standard of cleaning and waste management. All contractors working onsite are expected to maintain this standard. The key requirements for cleaning and waste management while you are onsite is outlined below. **The NOC Cleaning and Recycling Supervisor Chris Bath, is available to provide further guidance to you before works and to provide clean area sign off following works.**

Cleaning Standard

- Contractors must provide and use their own cleaning equipment. If you are unsure of the cleaning equipment/material you require please seek guidance from the NOC Cleaning Supervisor
- Protection (dust sheets or grip matting) is required for all high polished floors in and around your work area.
- Dust sheets are to be placed over furniture when drilling or creating dust associated with works.
- All carpeted areas of work must be vacuumed following completion of works
- A general clean down of working areas must occur daily i.e. to prevent dust on floors and carpets being walked around the building.
- Material from muddy boots and dust on clothing should not be walked around the building when using local facilities.
- If using NOC facilities please leave them as you find them e.g. do not leave mud in sinks etc.
- Post completion of works the area would be cleaned thoroughly including, where applicable, wipe down of skirting boards, cleaning of windows, repairs to floor paint and removal of smudge marks off ceiling tiles and walls.

Please ensure that you have briefed all staff and sub-contractors on the standard of cleaning expected for the project

Waste Standard

All contractors working onsite have a duty of care to store their waste securely and ensure it is disposed of via a licenced waste carrier/ disposal site. **Contractors are not permitted to use NOC waste bins and skips around the site.**

Please ensure that:

- You have provided adequate storage containers for the waste that you are generating. Waste should not be piled in a non-contained nature around the site
- You have allocated and agreed with the NOC liaison a secure storage area for your waste
- Debris material does not build up in your work area e.g. waste is removed and stored for disposal at the end of each working day
- Litter in skips is covered, where applicable, to prevent escape in high winds.
- You have made special arrangements for the segregation, storage and disposal any hazardous material generated
- You have briefed all staff and sub-contractors on waste management practices for the project.

For further guidance on the above standards and to arrange cleaning sign off of your area of works post project works please contact: Chris Bath email: chris.bath@noc.ac.uk or Mobile: 07771 841565.