

CHART for OFFICES GOOD PRACTICES

1. The premises and surroundings are to be spotless, free from any waste
2. Existing trees and plants are to be adequately maintained and kept
3. The wastes are to be segregated at the point of disposal
4. Adopt three bins + 1
 - recyclables (papers, glass, plastics, and other items specified by gujri)
 - non-recyclable (wrappers, thin plastics, sanitary pads/diapers)
 - food waste
 - a distinct collecting point for used batteries
5. Recyclables are to be given to a specified rag picker on a regular basis
6. Non-recyclables are to be given to TMC on a pre-fixed interval
7. Since wet/food waste may be negligible in offices, small pits can be dug in the backyards to dispose it, **never mixing it up with other wastes**
8. Reduce paper waste prioritizing e-communication
9. No single use plastic bags, plastic cups, plates, straws, are to be allowed inside the office premises
10. Do not allow new flex banners to be fixed on the premises¹
11. Filters or steel tumblers are to replace commercial bottled water
12. No spitting, smoking or ghutka chewing is to be allowed in the premises
13. Proper daily cleaning (sweeping and swabbing) of the premises should be ensured
14. Clean toilets with enough water, buckets, jars, brushes and bins for sanitary pads should be ensured
15. Warning sign for flushing urinals and toilets after use should be displayed

¹ The old flex banners can be kept but the date on which they have been fixed should be indicated.