GLASSWORKS

BACK TURNER STREET

Waste Management Policy

Introduction

Disposal of waste in the UK is currently heavily dependent on landfill. This is the least sustainable form of waste management. Sustainable waste management is being promoted generally in the UK because of two factors, the cost of landfill and the desire to demonstrate Corporate Social Responsibility (CSR).

Glassworks and Knight Frank are committed to providing, as far as practicable, an economic and sustainable waste management approach. Sustainable waste management results in a less costly use of resources both economically and environmentally.

Separation and recycling will be actively promoted at Glassworks with all occupiers being encouraged to separate their waste at source into general and recycling categories for recycling or disposal. The success or failure of the Glassworks Waste Management Strategy relies on each occupier in the building ensuring that their waste streams are separated properly at source with minimal cross contamination. Even small amounts of contamination can result in large quantities of potentially recyclable waste being sent to landfill.

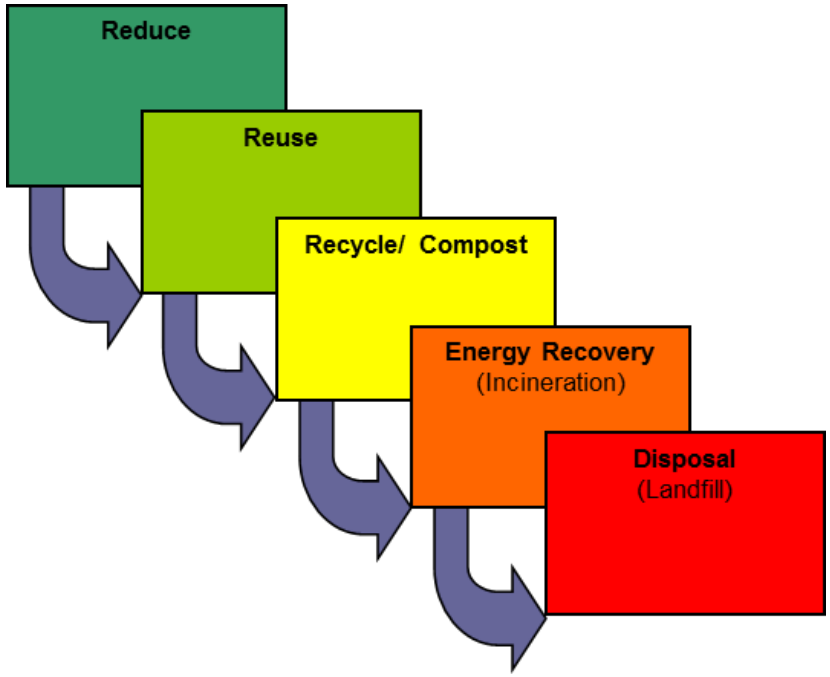
The current waste provision is detailed below, this may change as the building becomes more occupied and recycling levels are reviewed.

	General Waste	Dry Mixed Recycling	Glass	Food
Quantity				
Collection Frequency				

GLASSWORKS

BACK TURNER STREET

Appendix F - Waste Management Policy

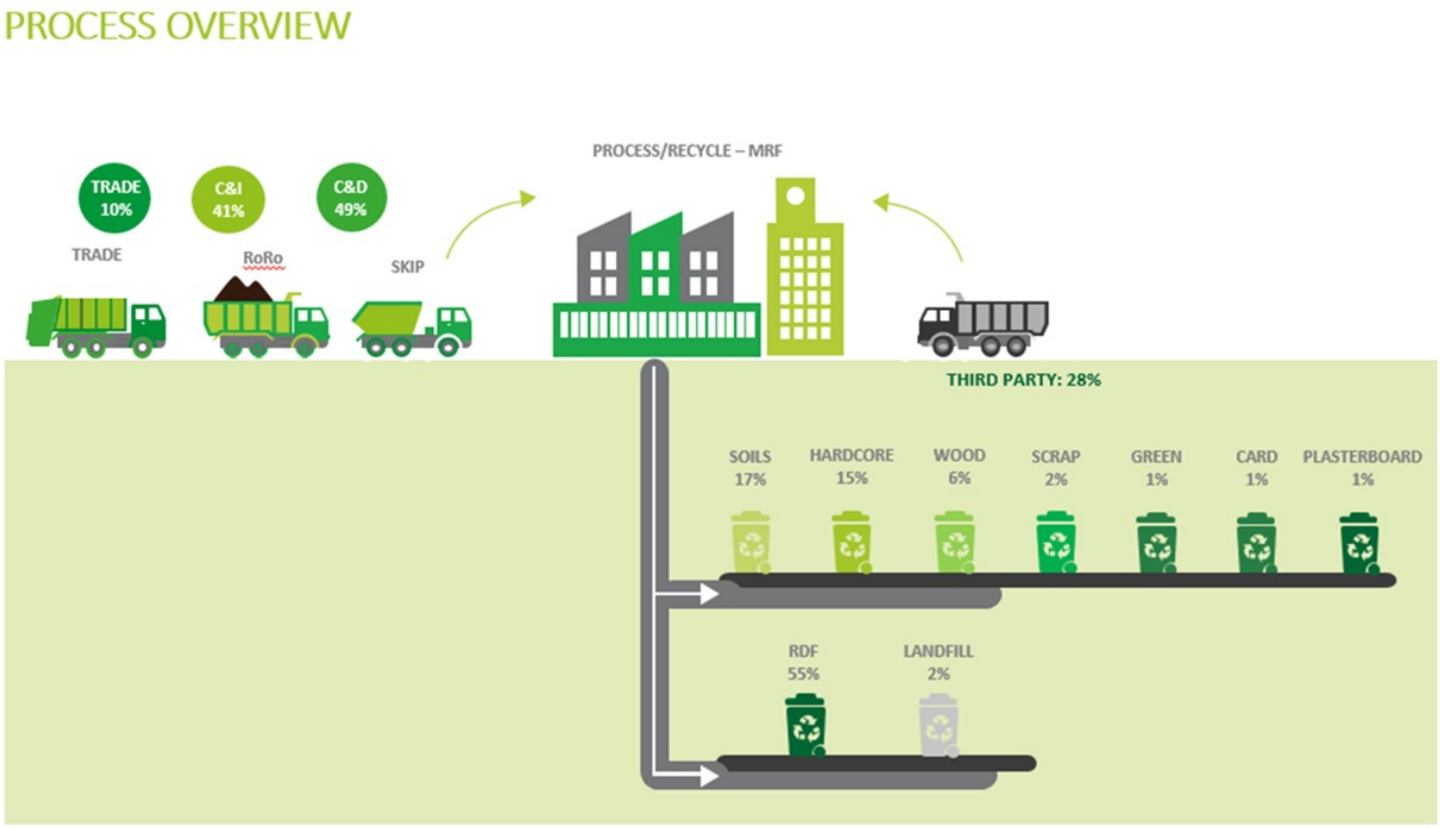


It is proposed that at Glassworks the above hierarchy will be promoted to all occupiers for waste produced within the building. Occupiers will be encouraged to minimise their waste as far as practicable, with recycling and composting being the preferred option for any waste produced by the building. Where waste cannot be recycled then recovering energy from waste will be sought by sending non-recyclable waste for incineration for energy. As a last resort non-recyclable and non-combustible waste will be sent to landfill. B&M Waste Group are the nominated waste management company for site, monthly reports will be issued to allow management and occupiers to keep track of the buildings waste management initiatives.

GLASSWORKS

BACK TURNER STREET

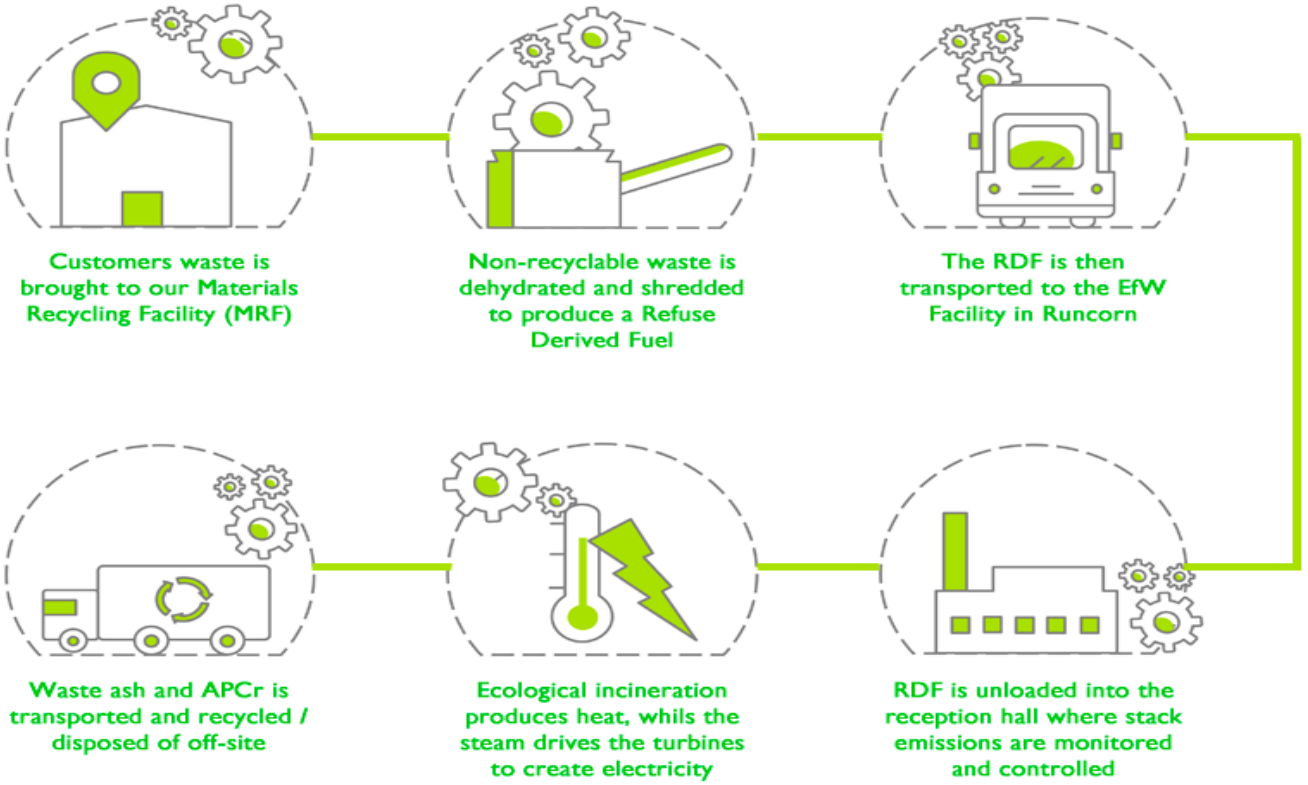
Appendix F - Waste Management Policy



GLASSWORKS

BACK TURNER STREET

Appendix F - Waste Management Policy



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Removal and Disposal

Waste will only be disposed of via a licensed waste carrier. Combined dry waste will be removed by the waste management contractor and processed at a Materials Recycling Facility (MRF) off site, which should ensure that none of the dry waste ends up in landfill. Each type of waste product will then be separately recycled in the most cost effective manner. Wet waste will go direct to an incineration plant, with green waste from soft landscaping activities (if produced) sent for composting.

Fluorescent tubes and batteries generated by the common areas in the building are designated Hazardous Waste and will be collected by a specialist waste contractor on behalf of the Landlord's Engineering Contractor. Glassworks will therefore be registered for a Hazardous Waste Licence so that a licensed carrier can collect these materials. occupiers generating any hazardous waste will be responsible for arranging appropriate disposal outside of the Landlord's waste management scheme, however this facility will be available via the Building Management at extra cost if required.

Management and Occupier Responsibilities

All occupiers will be encouraged to separate and bag their waste at source. Kitchenettes should have at least three bins or containers to store plastics, aluminium and general waste. Food retailers producing over 50kg of food waste a week must also use scraping bins.

Duty of Care

Building Management at Glassworks has a duty to ensure that any waste produced is handled safely and in accordance with the Law. This is the 'Duty of Care' and it applies to anyone who produces, imports, carries, keeps, treats or disposes of controlled waste from business or acts as a waste broker in this respect. This means that Building Management at Glassworks undertake to carry out all reasonable measures to ensure that:

All waste is stored and disposed of responsibly.
Waste is only handled or dealt with by individuals or businesses that are authorised to do so.
A record is kept of all waste received or transferred through a system of signed Waste Transfer Notes (WTN).

All other waste types, including hazardous waste produced by occupiers, not disposed of through the regime above (for example cooking oil and fluorescent tubes) must be disposed of appropriately by the occupier generating the waste. occupiers must provide written confirmation to Building Management that their Duty of Care is being appropriately discharged.

Appendix F - Waste Management Policy

General Waste Management Strategy

Corporate Commitment

Environmental considerations will be integrated into everyday working practices at Glassworks. This Waste Management Strategy has been written to set out the framework for the way the waste will be managed on behalf of the occupiers.

Glassworks Building Management is committed to:

- Respecting the operational environment whilst maintaining commercial viability, long-term profitability and enhancement of the reputation at Glassworks
- Developing corporate management systems in line with the relevant requirements in support of the Waste Management Strategy.
- Complying with legislation, other relevant requirements and best practice guidelines.
- Reporting on progress with regular monitoring being carried out.

Glassworks Management through the SMWG will make every effort to reduce waste, improve management of waste to reduce the volume of waste leaving the property and provide cost savings.

Responsibilities

Building Management will be responsible for establishing the nature of all waste material to be disposed of via the buildings general waste management facilities provided. Building Management will manage the waste disposal service to ensure compliance with its Duty of Care under the Environmental Protection Act 1990. All other waste will be the responsibility of the individual occupiers to remove, e.g. fit-out waste, confidential material and oil/grease waste from the retailer's kitchens.

Appendix F - Waste Management Policy

Waste Management

Building Management will:

- Promote and police recycling and responsible waste management throughout the building;
- Wherever possible identify opportunities to separately recycle cardboard, glass, paper, metal and plastic where volumes generated mean there is a commercial or significant environmental advantage to do so beyond the basic wet and dry waste streams currently identified;
- Through recycling initiatives minimise the amount of waste going to landfill;
- Try to reduce the cost to occupiers for the provision of waste clearance services;
- Agree with the respective waste contractor the number of collections required for an efficient waste clearance operation
- Monitor to ensure an efficient operation is being achieved;
- Ensure all relevant paperwork is kept up to date and filed for at least two years;
- Ensure the waste management operation complies with current legislation;

Dry Waste

Building Management will monitor the weights of each waste load taken away to make periodic adjustments in collection times to ensure that the system operates at optimum efficiency. Monitoring will also enable evaluations to take place on the effectiveness of existing waste management systems for the building and whether a new approach is warranted.

Cardboard

Cardboard will be recycled through the dry waste stream. It is possible that if large volumes of cardboard are produced then the practicalities of separately holding cardboard will be explored. Separating cardboard out of the general waste stream has two key benefits:

- Less bulk removes the need for a large compactor or reduces the frequency of pick-ups.
- Cardboard can in most instances be baled and if in sufficient quantity, sold.

Glass

As glass is both heavy and unable to be processed through the dry waste stream then this will be collected separately by arrangement of the occupier and recycled into aggregate or new glass.

Appendix F - Waste Management Policy

Fluorescent Tubes

The fluorescent tubes generated from within the common areas will be removed by the Landlord's Engineering Contractor and sent to a registered waste transfer station. Building Management will ensure they have an audit trail on the fluorescent tube destination.

It is the responsibility of the occupiers to separate and dispose of fluorescent tubes from their demise.

Sanitary Waste

Sanitary waste from the washrooms will be collected and disposed of by the Building Management's or occupiers cleaning contractor and will be dealt with separately from the rest of the building waste. Like all other types of waste materials collected from site a Waste Transfer Note (WTN) must be held on file for auditing purposes.

Appendix F - Waste Management Policy

Occupiers Waste

There are a few waste streams that Building Management will not be responsible for and are excluded from the service charge, these include:

- Oil/grease from Occupant's kitchens;
- Confidential material from the offices;
- Fit-out waste from demised areas;
- Fluorescent tubes/batteries from demised areas;

The responsibility for these waste streams lies with the occupier generating the waste and Building Management will seek written confirmation from the occupier that they are complying with their Duty of Care.

Documentation

Building Management at Glassworks will be responsible for ensuring that all relevant waste management documentation is current and held on site. Typical documents to be held are:

- A signed annual Waste Transfer Note (WTN) from each Occupant outlining waste streams to be put through the building's waste management systems;
- Copies of the Waste Management contractors license;
- Copies of disposal site licenses;
- Copies of waste transfer notes;
- Records of weights for each waste stream removed from site i.e. wet, dry, glass etc.

Building Management will collate and hold records of the volumes of general waste. These records will be sourced from the waste contractor to allow Building Management to pinpoint areas for improvement.