

Ministry of the Environment Waste Form

Report of a Waste Audit

Industrial, Commercial and Institutional Establishments

As required by O. Reg. 102/94

- This report must be prepared 6 months after becoming subject to O. Reg. 102/94 and a copy retained on file for at least five years after it is prepared, and be made available to the ministry upon request.
- For large construction and demolition projects, please refer to the forms included with "A Guide to Waste Audits and Waste Reduction Work Plans for Construction and Demolition Projects as Required Under Ontario Regulation 102/94" (revised July 2008)

I. GENERAL INFORMATION

Name of Owner and/or Operator of Entity(ies) and Company Name: Old Oak Properties Inc.			
Name of Contact Person: Jim Reilly		Telephone #: 519-661-0215	Email address: jreilly@oldoakproperties.com
Street Address(es) of Entity(ies): 148 Fullarton Street, Suite 2000			
Municipality: London , Ontario			
Type of Entity (check one)			
Retail Shopping Establishments	<input type="checkbox"/>	Hotels and Motels	<input type="checkbox"/>
Retail Shopping Complexes	<input type="checkbox"/>	Hospitals	<input type="checkbox"/>
Office Buildings	<input checked="" type="checkbox"/>	Educational Institutions	<input type="checkbox"/>
Restaurants	<input type="checkbox"/>	Large Manufacturing Establishments	<input type="checkbox"/>

Note: O. Reg. 102/94 does not apply to multi-unit residential buildings.

II. DESCRIPTION OF ENTITY

Provide a brief overview of the entity(ties): Multi tenant office buildings, consisting of three office towers located at 140 & 148 Fullarton Street and 465 Richmond Street. 140 Fullarton Street also has small shops and a food court on the main floor.
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III. HOW WASTE IS PRODUCED AND DECISIONS AFFECTING THE PRODUCTION OF WASTE

For each category of waste that is produced at the entity(ies), explain how the waste will be produced and how management decisions and policies will affect the production of waste.	
Categories of Waste	How Is the Waste Produced and What Management Decisions/Policies Affect Its Production?
<i>Example: Disposable Food Packaging</i>	<i>Generated by customers eating inside restaurant. Food packaging is used for health reasons. Reusable mugs for customers consuming coffee/tea inside restaurant is being reviewed.</i>
Aluminium food and beverage cans	Generated by office employees and public using food court. Also generated in offices and common areas where a vending machine resides.
Cardboard	Generated by tenants in the form of equipment packaging. Some cardboard generated in food consumption by employees and clients.
Fine paper	Generated by office staff and public.
Glass food and beverage bottles/jars	Generated by office employees and public using food court. Also generated in offices where a vending machine resides.
Newsprint	Generated by office employees and public.
Steel food and beverage cans	Generated by office employees and public using food court. Also generated in offices where a vending machine resides.
PET (#1) plastic food and beverage bottles	Generated by office employees and public using food court. Also generated in offices where a vending machine resides.
HDPE (#2) plastic jugs, crates, totes and drums	n/a
LDPE (#4) plastic film	n/a
Polystyrene (#6)	Generated by offices employees and public using food court. No program in place.
Organics	Generated by office employees and public using food court. No program in place.
Boxboard shoe boxes, cereal boxes, etc.	n/a
Glossy magazines, catalogues, flyers	Generated by tenants and public using the facility. Recycling containers are located throughout the facility.
Wood	n/a
Steel	n/a
Drywall	n/a
Skids	n/a
Paper towels	Generated in washrooms. No program in place yet.
Printer cartridges	Generated by offices. No formal program in place.
IT equipment/audio-visual equipment	Generated by offices. No formal program in place.
Furniture	n/a
Building/renovation material	Currently going into the dumpster.
Disposable take out food packaging	Generated by tenants. No program in place.
Cell phones	n/a
Diapers	n/a
Clothing/textiles	n/a
Other:	n/a

Note: When completing this form, write "n/a" in the columns where the entity will not produce any waste for a category of waste.

IV. MANAGEMENT OF WASTE

For each category of waste listed below, indicate which waste items will be disposed or reused/recycled and how each item will be managed at the entity(ies).		
Category	Waste to be Disposed	Reused or Recycled Waste
Aluminum food and beverage cans	Tenants and public may place in recycle bins.	Building maintenance staff pick up and place in recycling area.
Cardboard	Tenants and public may place in recycle bins.	Building maintenance staff pick up and place in recycling area.
Fine paper	Tenants and public may place in recycle bins.	Building maintenance staff pick up and place in recycling area.
Glass food and beverage bottles/jars	Tenants and public may place in recycle bins.	Building maintenance staff pick up and place in recycling area.
Newsprint	Tenants and public may place in recycle bins.	Building maintenance staff pick up and place in recycling area.
Steel food and beverage cans		
PET (#1) plastic food and beverage bottles	Tenants and public may place in recycle bins.	Building maintenance staff pick up and place in recycling area.
HDPE (#2) plastic jugs, crates, totes and drums	n/a	
LDPE (#4) plastic film	n/a	
Polystyrene (#6)	Currently being disposed of into garbage receptacles.	Collected by building maintenance personnel and sent to landfill
Organics	Currently being disposed of into garbage receptacles.	Collected by building maintenance personnel and sent to landfill
Boxboard shoe boxes, cereal boxes, etc.	n/a	
Glossy magazines, catalogues, flyers	Tenants and public may place in recycle bins.	Building maintenance staff pick up and place in recycling area.
Wood	n/a	
Steel	n/a	
Drywall	n/a	
Skids	n/a	
Paper towels	Placed in garbage bins in washrooms.	Collected by building maintenance personnel and sent to landfill.
Printer cartridges	Individual tenant programs, no formal program.	Individual tenant programs
IT equipment/audio-visual equipment	Individual tenant programs, no formal program.	Individual tenant programs
Furniture	n/a	
Building/renovation material	Contractors are encouraged to take away their own wastes.	Contractors are encouraged to take away their own wastes.
Disposable take out food packaging	Currently being disposed of into garbage receptacles.	Collected by building maintenance personnel and sent to landfill
Cell phones	n/a	
Diapers	n/a	
Clothing/textiles	n/a	
Other:	n/a	

Note: When completing this form, write "n/a" in the columns where the entity will not produce any waste for a category of waste. /3

VI. EXTENT TO WHICH MATERIALS OR PRODUCTS USED OR SOLD BY THE ENTITY CONSIST OF RECYCLED OR REUSED MATERIALS OR PRODUCTS

Please answer the following questions:

1. Do you have a management policy in place that promotes the purchasing and/or use of materials or products that consist of recycled and/or reused materials or products? If yes, please describe.

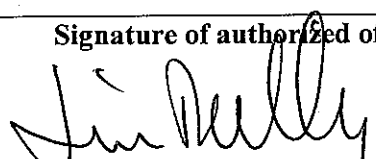
No, but will investigate feasibility

2. Do you have plans to increase the extent to which materials or products used or sold* consist of recycled or reused materials or products? If yes, please describe.

No, but will investigate feasibility

* Information regarding materials or products "sold" that consist of recycled or reused materials or products is only required from owner(s) of retail shopping establishments and the owner(s) or operator(s) of large manufacturing establishments.

Please attach any additional page(s) as required to answer the above questions.

I hereby certify that the information provided in this Report of Waste Audit is complete and correct.		
Signature of authorized official: 	Title: Buildings Manager	Date: Sept. 30/09

Ministry of the Environment Waste Form

Report of a Waste Reduction Work Plan

Industrial, Commercial and Institutional Establishments

As required by O. Reg. 102/94

This report must be prepared 6 months after becoming subject to O. Reg. 102/94 and a copy retained on file for at least five years after it is prepared, and be made available to the ministry upon request.

I. GENERAL INFORMATION

Name of Owner and/or Operator of Entity(ies) and Company Name: Old Oak Properties Inc.			
Name of Contact Person: Jim Reilly	Telephone #: 519-661-0215	Email address: jreilly@oldoakproperties.com	
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Office Buildings	<input checked="" type="checkbox"/>	Educational Institutions	<input type="checkbox"/>
Restaurants	<input type="checkbox"/>	Large Manufacturing Establishments	<input type="checkbox"/>

Note: O. Reg. 102/94 does not apply to multi-unit residential buildings.

II. DESCRIPTION OF THE ENTITY

Provide a brief overview of the entity(ties):
Multi tenant office buildings, consisting of three office towers located at 140 & 148 Fullarton Street and 465 Richmond Street. 140 Fullarton Street also has small shops and a food court on the main floor.

III. PLANS TO REDUCE, REUSE AND RECYCLE WASTE

For each category of waste described in Part V of "Report of a Waste Audit" (on which this plan is based), explain what your plans are to Reduce, Reuse and Recycle the waste, including: 1) how the waste will be source separated at the establishment, and 2) the programs to reduce, reuse and recycle all source separated waste.

Waste Category (as stated in Part V of your "Report of a Waste Audit")	Source Separation and 3Rs Program
<i>Example: fine paper (e.g. from an office)</i>	<i>"Fine Paper 3Rs Program"</i> <i>Reduce: Staff will be encouraged to print on both sides of each sheet.</i> <i>Reuse: Discarded paper with print only on one side will be used for note pads/scrap.</i> <i>Recycle: Staff will be provided with instructions via email. Receptacles will be provided beside each desk. Staff will empty receptacles into centralized containers. Custodial staff will empty centralized containers into bulk container at loading dock for collection by recycling company.</i>
Aluminum glass plastic	Recycle: remind tenants that system is in place and ensure proper pick up by cleaning contactor
cardboard	Reduce: suppliers will be contacted to determine feasibility of changing to reusable containers Recycle: tenants and cleaning contractor will be reminded via email and memo to break down boxes and ensure they go to recycling
Fine paper + newsprint	Reduce: will suggest tenants review their policy and include use of both sides of paper Reuse: : will suggest tenants review their policy and use other side of scrap paper for scratch pads Recycle: : remind tenants that system is in place and ensure proper pick up by cleaning contactor
Polystyrene # 6	Reduce: will suggest tenants contact their suppliers and investigate feasibility of reducing this material in packaging Recycle: will contact recycling company and investigate programs for this product
Organics	Recycle: will contact recycling company and investigate programs for this product
Paper towels	Reduce: will investigate feasibility of install blow dryers Recycle: will contact recycling company and or supplier and investigate programs for this product

IV. RESPONSIBILITY FOR IMPLEMENTING THE WASTE REDUCTION WORK PLAN

Identify who is responsible for implementing the Waste Reduction Work Plan at your entity(ies). If more than one person is responsible for implementation, identify each person who is responsible and indicate the part of the Waste Reduction Work Plan that each person is responsible for implementing.

Name of Person	Responsibility	Telephone #
Jim Reilly		519-661-0215

V. TIMETABLE FOR IMPLEMENTING WASTE REDUCTION WORK PLAN

Provide a timetable indicating when each Source Separation and 3Rs program of the Waste Reduction Work Plan will be implemented.

Source Separation and 3Rs Program	Schedule for Completion
<i>Example:</i> Fine Paper 3Rs Program	<i>"Deskside receptacles and centralized containers to be purchased in March. New collection contract for recycling to be arranged for April Kick off for program and instructions to staff regarding 3Rs program to occur in April" OR "3Rs Program currently in place."</i>
Aluminum glass plastic Cardboard Fine paper + newsprint Polystyrene # 6 Organics Paper towels	<p>Memos and correspondence to tenants, contractors and suppliers will be completed by November 6, 2009</p> <p>Feasibility investigations completed by November 6, 2009</p>

VI. COMMUNICATION TO STAFF, CUSTOMERS, GUESTS AND VISITORS

Explain how the Waste Reduction Work Plan will be communicated to employees, customers, tenants, guests/visitors and students:

Memos and communication will be circulated to local tenant contacts via email. Larger national and international companies will also have their head offices contacted

