

Royal Ascot Development Environmental Checklist for Precincts

Name of Precinct:

November 2011

This Checklist has been prepared to ensure compliance with the Operational Environmental Management Plan for Royal Ascot, as required by the Department of Environmental Affairs & Development Planning and the Cape Town Municipality. It is to be completed by the Home Owners Association or Body Corporate of each Residential Precinct, or Manager of Commercial Precinct. Note that all the questions may not be applicable to your precinct, respond to those that are.

**The completed checklist must be returned to Portfolio Manager on or before Friday 25 November 2011.
Precincts who do not submit the forms by due date, will be fined R100 for each week that the checklist is overdue.**

No.	Question	Yes/No	Comment
1.	Environmental Education & Do's and Don'ts		
1.1	Have all residents/managers been provided with the latest copy of the Royal Ascot Environmental Do's and Don'ts?		NOTE: Printed copies for distribution are available; please contact Portfolio Manager. It is also available on our website.
1.2	Have new residents/managers who recently moved into the precinct been provided with the Environmental Do's and Don'ts?		
1.3	Are residents/managers aware of the Conservation Area, the regulations regarding the use of the pathways, and opportunities to get involved?		
1.4	Are residents/managers informed that the Royal Ascot Website (www.royalascot.co.za) is a source of information about Royal Ascot?		
2.	Waste Management		
2.1	Are the 3 R's being encouraged: Reduce, Re-use and Recycle?		
2.2	Are recycling opportunities for residents/clients being provided?		
2.3	Is household waste and/or general refuse stored in refuse bins?		
2.4	Are full refuse bins being stored in a refuse room?		
2.5	Are refuse bins being washed in the bin room provided for that purpose, and NOT in the street or public area?		
2.6	Are suitable litter bins provided in outdoor areas used by residents/clients?		
2.7	Do outdoor litter bins in precinct have lids, or are they of such a nature that litter will not be blown out by the wind?		
2.8	Are freestanding litter bins in precinct secured to ensure that they are not blown over by strong winds?		

2.9	Is litter in the precinct being cleaned up on a regular basis and litter bins emptied regularly?		
3.	Stormwater Management		
3.1	Are silt and litter traps in the stormwater system in the precinct maintained, regularly checked, and cleared of debris as required?		
3.2	Have all pipes and culverts been checked visually, and manholes been opened and inspected before winter (by mid April)?		
3.3	Where applicable, are sump pumps in basements serviced and checked before the onset of the winter rains?		
4.	Water Resource Management		
4.1	Are residents and ground staff adhering to Council's water restrictions (NOT watering gardens between 10am and 4pm)?		
4.2	Are leaking taps and hosepipes repaired promptly?		
4.3	Are mains leaks being reported to the Authorities?		
4.4	Do residents use buckets or hoses with automatic self-closing device when washing vehicles; and is care taken that water from washing vehicles does not enter the stormwater system?		
4.5	Are residents being encouraged to collect rainwater and grey water for gardening purposes?		
5.	Pollution Control		
5.1	Do you ensure that litter bins are not washed in the street or public area?		
5.2	Are residents informed that oil, petrol, diesel, turpentine, etc may not be discarded in the stormwater system?		
6.	Maintenance of Buildings		
6.1	Have residents/managers and contractors been provided with a copy of the Environmental Do's and Don'ts for Maintenance and Renovations?		NOTE: The document is available on our website.
6.2	Is care being taken to ensure that no paint or other materials used for maintenance of buildings enter the stormwater system?		
6.3	Is the cleaning of painting or other maintenance equipment done in such a manner, and at a location that will prevent any water containing paint or other chemicals to flow into the stormwater system?		
6.4	Is concrete or mortar being mixed on mortar boards?		
6.5	Is all construction waste and off-cuts removed from the site as quickly as possible, both during and after the contract is complete?		

7.	Lighting		
7.1	Is the minimum lighting required for security purposes been used, to prevent light pollution and to conserve energy?		
7.2	Are residents made aware of the importance of energy saving measures and not unnecessarily leaving lights on?		
7.3	Has the Body Corporate instituted any changes to lighting over the last year to ensure that they are adhering to these specifications?		
8	Fire Control		
8.1	Is it ensured that no burning of waste or debris from public areas occurs in the precinct?		
8.2	Are all staff and tenants made aware of the locations of all fire fighting equipment, as well as emergency numbers of the nearest fire station?		
8.3	Are fire hydrant points in the precinct regularly checked and kept clear of vegetation?		
9.	Public Areas within Precinct		
9.1	Are the litter bins provided being used?		
9.2	Are owners & residents aware of the applicable pet policy for the Precinct? (E.g. No pets policy in Sandown Crescent)		
9.3	Are dogs being kept on a leash at all times in the public areas?		
9.4	Are dog owners cleaning up their dog's faeces in the public areas?		
9.5	Are cat owners ensuring that cats are not wandering around public areas and neighbouring gardens where they are likely to catch birds and other small fauna?		
9.6	Are public areas kept clear of invasive alien vegetation species?		
9.7	Are herbicides and pesticides used with care, and limited to only biodegradable, natural substances as far as possible?		
9.8	Are substances such as Glyphosphate (Roundup) and Garlon used only where essential, and by individuals suitably experienced in the use of these substances?		

10.	Public Areas outside Precinct (sidewalks, play-parks, etc in Grand National Blvd, Parade Ring Rd & Bridle Way)		
10.1	Are the litter bins provided being used?		
10.2	Are dogs being kept on a leash at all times in the public areas?		
10.3	Are dog owners cleaning up their dog's faeces in the public areas?		
10.4	Are cat owners ensuring that cats are not wandering around public areas where they are likely to catch birds and other small fauna?		
11.	Additional Comments		
Any additional comments you would like to add:			
12.	Certification		
12.1	Checklist completed by:		
	Name:	Date:	
12.2	Checklist certified as accurate and correct by Chairperson or Trustees (Residential) or Manager (Commercial):		
	Name:	Date:	
Go to the Royal Ascot Website – www.royalascot.co.za – for information about Royal Ascot and our environment.			
Thank you for your time and co-operation – we are working together to make Royal Ascot a better place for all.			