|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Week** | | **xx** | | | | | | | **xx** | | | | | | | **xx** | | | | | | | **xx** | | | | | | | **Time** |
| **#** | **Day** | **1** | **2** | **3** | **4** | **5** | **6** | **7** | **1** | **2** | **3** | **4** | **5** | **6** | **7** | **1** | **2** | **3** | **4** | **5** | **6** | **7** | **1** | **2** | **3** | **4** | **5** | **6** | **7** | **min** |
| **Treatment tasks** | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1 | **Organic waste collection**   * Drive vehicle to the market * Take baskets with vegetable/fruit waste from vendors * Replace with empty baskets |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 30 |
| 2 | **Waste sorting *(M1)***   * Empty basket on the concrete floor * Remove inorganic materials and place in separate basket * Remove carbon/cellulose/fibre rich organic materials and place on compost heap |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 60 |
| 3 | **Pallet harvesting (8 days old) (*M2)***   * Move 1st pallet near to the sieving machine   (see **Annex E** for the handling schedule)   * Put buckets under each of the three sieve outlets to collect separated streams * Turn-on sieving machine and conveyor * Turn-on bulk balance, tare it with empty crate * Take the first crate from the pallet, weigh it, record the weight and empty the crate in the conveyor hopper * Repeat this for all crates on one pallet * Replace full buckets under outlets when full * Take next pallet, repeat the steps |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 45 |
| 4 | **Manual larvae separation from residue *(M3)***   * Remove particles from buckets with larvae * Weigh the larvae, record weight, repeat for other buckets of one pallet * Repeat the steps for buckets from next pallets |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 30 |
| 5 | **Residue packing *(M4)***   * Take fine residue, put into bags: add a bit of water on top of the bag if the material is hot. Put in compost storage room and leave for a month * Take big residue put onto composting heap |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 20 |
| 6 | **Larvae cleaning**   * Prepare 8 buckets with tofu cloths * Hang tofu cloths inside the buckets * Put 5 kg of harvested larvae/bucket * Wash larvae with water until they are clean * Let larvae drain, remove from cloth and place into large container with cocopeat |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 20 |
| 7 | **Waste shredding *(M5)***   * Prepare waste transfer bucket under shredder * Shred all the separated * Replace full transfer bucket and weigh each full bucket |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 90 |
| 8 | **Prepare and set-up incubator units**   * Prepare (36) clean incubator units * Add 1 kg of substrate to each incubator unit * Place 4 incubator units into one crate * Repeat the process until 36 units are done * Prepare 36 cups of 10,000 5-DOL and add one cup to each unit * Put the crates into incubator frame and add label |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 30 |
| 9 | **Set up larvero units**   * Take crates with the total of 36 incubator units from oldest date * Prepare 36 larvero crates with pallet and 5 ventilation frames * Weigh 9kg of substrate, add to crate and add content of one incubator unit * Repeat steps for all 36 larvero units * Setup pallet: place 6 crates per level and cover with ventilation frame, repeat 5 times for each pallet |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 40 |
| 10 | **Composting maintenance *(M6)***   * Add waste from collection, harvesting and nursery operation onto newest compost pile * Turn over compost pile * Turn over older compost piles once per week |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 30 |
| 11 | **Crates & buckets cleaning**   * Move all materials from nursery and waste treatment operation to cleaning area in compost building * Clean with high pressure washer |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 90 |
| **Upkeep tasks** | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| U1 | **Clean waste shredding area**   * High pressure washer |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 10 |
| U2 | **Clean harvesting area**   * Sweep the floor |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 10 |
| U3 | **Clean composting area**   * High pressure washer |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 15 |
| U4 | **Clean compost storage**   * Sweep the floor |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 30 |
| U5 | **Clean storage room**   * Sweep the floor & surfaces |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 15 |
| U6 | **Wash tofu cloths (60-900C)** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 15 |
| **Measuring/Monitoring tasks** | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| M1 | **Waste sorting**   * Measure and note down weight of waste received from different waste sources |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 10 |
| M2 | **Pallet harvesting**   * Measure and note down weight of each crate of one pallet by placing stacks of 3 on the scale |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 10 |
| M3 | **Manual residue separation**   * Measure and note down weight of larvae after manually removing residue |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 10 |
| M4 | **Residue processing**   * Measure and note down weight of fine residue after bagging |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 10 |
| M5 | **Waste shredding**   * Measure and note down weight of waste after shredding |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 10 |
| M6 | **Compost maintenance**   * Measure and note down weight of different residue streams before piling them |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 10 |
| **Total** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | **640** |