|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **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** |