

LOCAL AND REGIONAL COMPETITIVENESS PROJECT

Environmental & Social Management Plan Checklist

HOTEL TIM'S apartments, Skopje – reconstruction and improvement

September, Skopje

## **1. Introduction to the project**

Local and Regional Competitiveness Project (LRCP) is a four-year investment operation, supported by European Union using funds from IPA II earmarked to competitiveness and innovation in Macedonia. LRCP will be managed as a Hybrid Trust Fund and consist of four components, executed by the World Bank and the Government of N. Macedonia. The Project will provide investment funding and capacity building to support sector growth, investment in destinations and specific destination prosperity. At the regional and local levels, the Project will support selected tourism destinations in the country through a combination of technical assistance to improve destination management, infrastructure investment and investments in linkages and innovation. The investments will be undertaken through a grant scheme for the regional tourism stakeholders such as municipalities, institutions, NGOs and private sector.

This Environmental and Social Management Plan (ESMP) Checklist has been prepared for activities carried by Hotel TIM'S DOO, Skopje. The ESMP Checklist presents the project description, technical details, scope, setting and location based on which it assesses environmental and social risks.

Implementation of mitigation measures addressing the identified risks and issues as well as monitoring plan defined in the ESMP Checklist is mandatory as is compliance with the national environmental and other regulation, and WB operational policies.

## **2. Short description of the project**

The sub-project envisages several phases: construction of an additional floor/attic 2.74m in height or +14.76m from  $\pm 0.00$  level height from street level (current level is +14.02), which includes arrangement of two additional apartments (with size of 33.75m<sup>2</sup> and 21.50m<sup>2</sup>) plus additional communication area (stairs, half landing and landing area) with 14.70m<sup>2</sup>. This also increases the hotel's bed capacity by two (2) beds from the existing 42. This floor/attic will be an addition to the preexisting construction but with only half of it's full area, meaning that the other half will be covered with roof structure.

The main reason for this sub-project or roof reconstruction is the addition of the elevator shaft for the lift that should fit 6 persons, which requires an additional level for the lift's mechanical and electrical components. In addition to that the investor uses the opportunity to increase the hotel's capacity by two rooms and leave the other half of the floor covered with roof, providing space for increasing the capacity in the future if required. At the moment, the hotel has only one service elevator for max 2 persons and it is used only for room maintenance. This elevator will remain in its original state and will travel to its existing route through the hotel floors, meaning it will not travel an additional level to the newly constructed floor.

Other phases include reconstruction of the rooms by demolishing of some of the internal walls, thus improving the hotel's capacity by plus one room per floor and quality of service for its clients-guests. Reconstruction of the rooms include design and procurement of new

furniture, appliances, lighting, bathroom equipment. The interior design/renovation will be divided in several phases that include:

- \* Dismantling of existing furniture, carpet flooring, pictures, lighting equipment, electronic equipment, bathroom appliances, fixtures etc.;

- \* Demolition of existing room wall structures including dismantling the doors. Almost 80% of the existing walls (dry walls and brick walls) will be demolished;

- \* Installing electrical, water and waste, ventilation of bathrooms, heating and cooling installation and equipment, solar water heating installations and equipment, other electrical installations according to the sub-projects for electrical installations, mechanical installations, water and sewage system installations, solar installations;

- \* Construction of new internal wall structures and door openings; (dry wall technique/programme)

- \* Installation of wall and floor tiles in the bathrooms according to pre-selected design;

- \* Installation of wood flooring according to pre-selected material;

- \* Lighting installation according to a pre-selected design/solution;

- \* Wall, ceiling and construction elements painting or decorating;

- \* Installation of doors and door frames in the rooms according to pre-selected programme;

- \* Installation of new bathroom equipment and fixtures according to pre-selected programme;

- \* Mounting of furniture (bed/double bed, nightstands, wall back frame, TV desk, work and makeup table, chair, luggage stand, wardrobe) according to pre-selected program from interior design. The furniture is made according to the interior design project, from combination of particle board as the main construction and decorations from MDF boards and steel constructions included with additional carpentry fixtures, joints, brackets, handles etc.

- \* Installation of other appliances and equipment; (mirrors, minibar, mini vault, LED TV, pictures, curtains etc.)

- \* Improvement is included in the reception and restaurant area as well as the sublevel service and conference area. The restaurant will go through new interior design that will change the floor surface, ceiling light fixtures, new tables and chairs for the guests chosen by the interior design project, the kitchen bar/serving table and upper elements made from particle board with combination of MDF board and steel profiles, new reception desk made from particle board, MDF and steel construction equipped with electronic equipment such as printer/fax/scanner machine, personal computer, chairs for employees, table with armchairs for the hotel lobby etc.

Reconstruction of the hotel's capacities are divided in several phases and subphases which include preparational work's, demolition, construction, craft works, furniture and equipment installation.

### **Construction phase:**

This phase is the first one to start with its sub-phases that include:

**Preparational works** that apply to removal of existing furniture, carpentry materials, flooring, light fixtures, paintings, curtains, AC units, steam heating radiators, PVC windows, doors, sanitary equipment and other objects and materials.

Next in line sub-phase is the **demolition phase** that applies to existing wall's between rooms and apartments, roof construction, sewage water and water installations, ventilation, opening a lift shaft in the existing floor construction through all floors. **Cleaning of construction debris and disposal at legal landfill** after and during completion of all sub phases stated in this chapter.

**Carpentry** or room door installment is a phase that includes procurement and installation of room entry and interior doors with complete equipment and fixtures for hotel standards.

**Ceramic works** applies to procurement and installment of ceramic floor and wall tiles throughout the hotel area (bathrooms, reception, restaurant, hotel entrance.) In total including the room bathrooms there are 28 sanitary rooms, (22 bathrooms, 2 toilets with pre-entry area for the restaurant, 1 bathroom for employees, 2 toilets and pre-entry area for the conference hall and 1 bathroom for the cleaning staff).

**Flooring works** applies to procurement and installment of wood floors in the room areas, completed with baseboards that sum up to 460m<sup>2</sup> floor area.

**Sanitary equipment** purchase applies to installation of equipment in the bathrooms through all 22 rooms in the hotel (bathroom sink, toilet, shower cabin, faucets, towel holders, mirrors and etc.).

**Mortar and plaster works** - refurbishment of all walls, ceiling and construction surfaces throughout the hotel as a final phase to all construction works and installations that sum up to 2.150m<sup>2</sup> surface area.

**Aluminum works** applies to procurement and installation of doors, windows and portals throughout the hotel area.

**Steel works** applies to the new construction for the floor/attic, stair rails, hotel sign, adapting existing balconies into new room space, thus adding additional 8.3m<sup>2</sup> for a room on all 4 existing floors except the added floor;

### **Procurement and installment of lift;**

The reconstruction and improvement of the hotel's capacity requires the installment of an elevator with capacity for 6 persons. Installation and testing of the complete equipment are included.

This installation includes:

- Opening new elevator shaft by demolition of construction floor slab's;
- Instalment of the elevator equipment:
- 450kg/6 persons capacity; speed 1.0m/sec; shaft dimensions 1800x1200mm travel height 18000mm; pit 400mm; 7 stations; power 380V/220V – 50Hz

### **Procurement and installation of solar installation and water heating supply**

The improvement of the hotel's installations includes a new contemporary system for water heating. This system will cut the costs for energy consumption and will provide eco-friendly environment for the surroundings.

This system includes:

- Two (2) combined boilers at 1000l capacity for heating the sanitary water with heater that operates via solar panels and another heater for a water pump and 3x3kW electric heaters;
- Ten (10) photovoltaic collectors with selective absorber from tainted glass 2.5m<sup>2</sup> each that heat the water in the 1000l boilers;

### **Procurement and installation of air conditioning systems**

The improvement of the hotel's heating and cooling systems will be additionally changed by installing ceiling air conditioning AC units that will replace the old steam radiators and low capacity air conditioners. According to the technical specifications the equipment is the following:

- Heat pump for heating/cooling , 33kW for cooling and 37.5kW for heating - 3pcs
- Cassette four channeled ceiling fen coils 5,0/5,6kW – 2 pcs
- Cassette four channeled ceiling fen coils 5,6/6,3kW – 1 pcs
- Cassette one channeled ceiling fen coils 2,2/2,5kW – 1 pcs
- Cassette one channeled ceiling fen coils 2,8/3,2kW – 16 pcs
- Cassette one channeled ceiling fen coils 3,6/4,0kW – 13 pcs
- Wall card ceiling fen coils – 24pcs
- Splitters FQ – 30pcs
- Smart system controller

### **Electrical installations**

Complete reconstruction of the electric installations throughout the hotel on every level, both low power and high-power installations. Including fire detecting and protection installation, room access control, phone ant internet network, video surveillance, sound installation, detecting instruments, switches, wall sockets etc. The debris from the old installations and

secondary equipment such as detecting instruments, inlet and outlet fixtures and etc. will be dismantled and delivered to competent company with permit on electric and electronic equipment waste.

This activity will also include the electrical installations necessary for the heating and cooling systems, water heating via solar photovoltaic roof cell's, the new passenger lift. In total the electrical installations will cover the whole useable area of the hotel that is 897.35m<sup>2</sup>.

### **Procurement of hotel room furniture and other equipment**

Improvement to the hotel will also apply to the interior design, the new elevator shaft, equipment and throughout image for the hotel, as the hotel's goal is to improve the guest experience and eventually apply for a 4 star hotel category.

*Examples that include improvement at the hotel:*



*Lobby area – Furniture and carpentry*

*Before and after*



*Before and after*



*Rooms and apartments*

*Before and after*

### **3. Environmental Category**

#### **3.1 World Bank Safeguard Policies/Categorisation**

LRCP is supported by European Union grant and implemented jointly by Cabinet of the Deputy Prime Minister for Economic Affairs, as the implementing agency of funds, and the World Bank. LRCP has been classified as Category B project, meaning some level of adverse impact can be expected as a result of its implementation, but none of them significant, large-scale or long-term. As a result of this classification OP 4.01 Environmental Assessment is triggered. Subsequently, the CDPMEA prepared Environmental and Social Management Framework (ESMF) to guide environmental due diligence of sub-projects supported through the Component 3 grant scheme, define eligibility and procedures for screening and environmental assessment. All project (and sub-project) activities must be implemented adhering with the ESMF, WB operational policies and procedures and national regulation (the strictest one prevails).

A proposed sub-project is classified as Category B- due to the fact that its future environmental impacts are less adverse than those of Category A and B+ sub-projects considering their nature, size and location, as well as the characteristics of the potential environmental impacts.

The category would require an EA to assess any potential environmental impacts associated with the proposed sub-project, identify potential environmental improvement opportunities and recommended any measures needed to prevent, minimize and mitigate adverse impacts. The scope and format of the EA will vary depending on the sub-project, but will typically be narrower than the scope of EIA, usually in form of ESMP. The scope of ESMP is defined in Annex D of the ESMF. For the sub-projects involving simple upgrades, rehabilitation or adaptation of the buildings, ESMP checklist would be used (template given in Annex F of the ESMF).

B- Category would include sub-projects that also: (a) involve working capital loans which include purchase and/or use of hazardous materials (e.g. petrol) or (b) process improvements that involve purchase of equipment/machinery presenting a significant potential health or

safety risk. According to Macedonian laws, types of sub-projects that fall under category B- do not require EIA.

**3.2 Environmental assessment according to national legislation** The subproject does not belong to any category of Annex I and Annex II of the Decree on the designation of projects and creations on the basis of which the need for conducting the environmental impact assessment procedure ("Official Gazette of the Republic of Macedonia" no. / 2005, No. 109/2009). In accordance with the Guidelines for conducting the procedure for determining the need, determining the scope and review of the environmental impact assessment in the Republic of Macedonia for a project that is neither in Annex I and Annex II, the decision regarding the procedure for determining the need for The EIA is that the EIA is unnecessary.

However, according to the directions of the LRCP PIU, within environmental screening report, the subproject applicant has submitted a Notice of intent to implement a project to the Ministry of Environment and Physical Planning - Environment Office. Hotel TIM'S DOO, Skopje has submitted letter with Notice of Intent to Ministry of Environment and Physical Planning (MoEPP) and received answer on 30.11.2018 with Opinion that EIA process and preparation of Elaborate for environmental protection for realization of this sub-project is not required. Received Answer/Opinion from MoEPP is attached in annex of this ESMP Checklist.

#### 4. OVERVIEW OF IMPACTS

As result of envisaged sub-project activities for reconstruction of Hotel TIM'S DOO, Skopje following potential impact were identified:

1. Possible negative safety and health risks and impacts on the population, drivers and workers (local impacts limited to the location of reconstruction short term, due to:

- Lack of occupational health and safety (OHS) measures during the reconstruction works,
- Injury occurred on or near the site of works (e.g. due to lack of protection clothes or equipment, or other safety shortcomings),
- Non-compliance with safety standards and work procedures,
- Inadequate traffic management and pedestrian safety.

2. Possible impact on air quality and air emissions from vehicles transporting materials and equipment on sub-project location and transporting waste outside of the site (local impact, limited to the location of renovation/adaptation, occurring only in implementation phase) due to:

- emissions of dust from transport of materials, materials management and civil works,
- exhaust fumes from vehicles and traffic, as well as causing changes in the existing traffic circulation nearby.

Inadequate management of removed old air-conditioning units can cause release of ozone-depleting and greenhouse gas substances (CFC).



3. Possible vibrations emissions and noise disturbances as a result of transport vehicles moving through the city to the renovation location as well as works themselves (local impacts limited to the location of renovation only in implementation phase).

4. Inadequate waste management and untimely collection and transport of waste. Possible side effects/impacts on the environment and adverse health effects may arise as a result of generation and management of different types of waste (primarily construction waste such as waste plywood, carpet, cloth, sponge, leftovers of gypsum boards as well as wood, metals, glass plastic, furniture, mattresses, hazardous waste, e.g. electronic and electric waste, lighting fixtures, paint and glues residues and packaging. Packaging waste (cardboard and nylon) will also be created. These impacts are local. If proper waste management is not envisaged in operation phase, there is a possibility negative impacts to be long term with repetitive occurrence but limited to inadequate waste management and untimely collection and transport the communal waste. Small amounts of hazardous waste are possible to be generated (e.g. residual varnishes and packages)

6. Impacts to soil and water from accidental leaks, spills and improper construction and hazardous waste management. However, the envisaged activities are expected to produce only temporary, local, short term and limited to the period of renovation/reconstruction/smaller construction adverse environmental impacts. Expected amounts of hazardous solids and liquids used or generated as waste in the course of sub-project implementation are small.

**No impact is expected to physical cultural resources or natural habitats as sub-project is not located in/in the vicinity of nature and/or culture protected areas or objects.**

The preliminary screening showed that asbestos waste and waste radioactive lightning rods are unlikely to be generated in this sub-project, however, the mitigation measures are provided for these cases.

## 5. PURPOSE OF EMP CHECKLIST, DISCLOSURE REQUIREMENTS

The World Bank requires an Environmental Assessment (EA) for projects proposed for funding by the World Bank in order to ensure that they are sustained and sustainable from the environmental point of view and thus improve decision-making. EA is a process whose breadth, depth and type of analysis depend on the nature, scope and potential environmental impacts of the proposed project. The EA assesses the possible environmental risks of the project, as well as their impacts in the area covered by the project.

According to the conducted screening of the Application for Expression of Interest this sub-project was categorized as B-. The subprojects are classified in category B- Potential impacts on the environment are less harmful than sub-projects in categories A and B + given their nature, size and location, as well as the characteristics of potential environmental impacts.

The scope of the environmental assessment for the sub-projects may be different for different sub-projects, but it is usually less than the scope of the Environmental Impact Assessment, most often in the form of an Environmental and Social Management Plan (ESMP). For sub-projects that envisage simple upgrades, renovations or adaptations of objects, the ESMP Checklist is used. The form of the ESMP Checklist is defined by the Environmental and Social Framework for the Local and Regional Competitiveness Project.

ESMP Checklist is applied for minor rehabilitation or small-scale building construction. It provides “pragmatic good practice” and it is designed to be user friendly and compatible with WB safeguard requirements. The checklist-type format attempts to cover typical mitigation approaches to common civil works contracts with localized impacts.

The checklist has one introduction section (Introduction part in which the project is described, part where environmental category is defined, identified impacts, and ESMP Checklist concept explained) and three main parts:

- **Part 1** constitutes a descriptive part (“site passport”) that describes the project specifics in terms of physical location, the institutional and legislative aspects, the project description, inclusive of the need for a capacity building program and description of the public consultation process.
- **Part 2** includes the environmental and social screening in a simple Yes/No format followed by mitigation measures for any given activity.
- **Part 3** is a monitoring plan for activities during project construction and implementation. It retains the same format required for standard World Bank ESMPs. It is the intention of this checklist that Part 2 and Part 3 be included as bidding documents for contractors.

The procedure for publishing the ESMP Checklist is as follows: ESMP Checklist in Macedonian, Albanian and English language will should be published on the website of the LRCP and the recipient as well as on the websites of the affected municipality and will be available to the public for at least 14 days. It should be available in hard copy in the premises of the LRCP and in the relevant municipalities and / or in the centers of the planning regions. When it is announced, the call for remarks on the documents will be issued along with the available electronic and postal address for sending the remarks. The record of the public hearing (collected comments and questions) contains the basic information about the place, list of present persons and summary of the received remarks and should be included in the final version of the published document.

## 6. APPLICATION OF ESMP CHECKLIST

ESMP Checklist is a document prepared and owned by beneficiary. The design and implementation process for the envisaged in the subproject will be conducted in three phases:

1. *General identification and scoping phase*, in which the object for renovations/small construction/adaptation is selected and an approximate program for the potential work typologies elaborated. At this stage, Parts 1, 2 and 3 of the ESMP Checklist are drafted. Part 2 of the ESMP Checklist can be used to select typical activities from a “menu” and relate them to the typical environmental issues and mitigation measures. Public consultations take place, ESMP is finalized.
2. *Detailed planning and tendering phase*, including specifications and bills of quantities for construction works, equipment goods, marketing and other services related to the subproject. **ESMP Checklist will be attached as integral part to the bidding documentation and works contract as well as supervision contract, analogous to all technical and commercial terms, has to be signed by the contract parties.**
3. *During the works implementation phase* environmental compliance (with ESMP Checklist and environmental and health and safety (H&S) regulation) and other qualitative criteria are implemented on the respective site and application checked/supervised by the site supervisor, which include the site supervisory engineer or supervisor of the project appointed for ESMP Checklist implementation supervision. The mitigation measures in Part 2 and monitoring plan in Part 3 are the basis to verify the Contractor’s compliance with the required environmental provisions.

Practical application of the ESMP Checklist will include the achievement of Part I for having and documenting all relevant site specifics. In the second part, the activities to be carried will be checked according to the envisaged activity type and in the third part the monitoring parameters (Part 3) will be identified and applied according to activities presented in Part 2.

The whole ESMP Checklist filled in table (Parts 1, 2 and 3) for each of the type of work will be made integral part of work contracts and as analogue with all technical and commercial conditions which should be signed by the contracting parties.

## 7. MITIGATION MEASURES

The measures to avoid and reduce/mitigate the identified impacts on the living environment, workers and communities, and social aspects of the subproject to be applied within the subproject are, but not limited to, the following:

Appropriate marking of the site for renovation/adaptation/small construction, marking the appropriate location for temporary storage of the construction material on the site, providing warning strips, fences and markings, prohibiting entry of unemployed persons into the warning strips, applying the safety measures to citizens, machines to be run only from experienced and trained personnel, constant presence of fire extinguishers in case of fire or other damage, wearing protective equipment and clothes at all times, fixing scaffolds, and other H&S measures, flammable liquids can be placed and stored exclusively in vessels designed for that purpose.

All workers must be aware of the dangers of fire and firefighting measures and must be trained to deal with fire extinguishers, hydrants and other devices used to extinguish fires that need to be functional.

The noise level should not exceed 55dB during the day and 45dB at night and the construction work will not be performed overnight (renovation hours 7.00h till 19.00h).

Identification, classification and separate temporary storage (in separate clearly marked waste bins/containers on separate pre-defined location on site and in sufficient number) of different types of waste that could be generated from renovation and proper waste treatment. Waste can be transported and landfilled/processed only by licensed companies.

Establish a special traffic regime for the vehicles of the contractor during the period of renovation, with appropriate signaling.

Signing a contract with the service company for regular maintenance, replacement of spare parts, preventive lubricant oil changes, proper maintenance (exhaustion fumes and safety e.g. breaks, tires, etc.) as one of the most important safety function, etc. regular washing of the vehicles and keep the parking site clean, forbidden replacement of motor oil at the parking site to avoid the oil and pollution of waters and soil, perform regular annual approval test during the annual registration of the vehicles.

Mitigation measures described in this section are the general ones, detailed mandatory mitigation measures are provided in the table Mitigation Measures Checklist (Part 3).

## 8. MONITORING AND REPORTING PROCEDURES AND DISTRIBUTION OF RESPONSIBILITY

For the monitoring of Contractor's ESMP Checklist implementation, the site supervisor or responsible person appointed by the Beneficiary (in the case of works that do not require engagement of supervising engineer; site supervisor in the further text) will work with Part 2 and 3 of the ESMP Checklist, i.e. the monitoring plan. Part 2 and 3 is developed in necessary detail, defining clear mitigation measures and monitoring which can be included in the works contracts, which reflect the status of environmental practice on the working site and which can be observed/measured/ quantified/verified by the supervisor during the works.

Part 3 practically reflects key monitoring criteria over provided mitigation measures which can be checked during and after works for compliance assurance and ultimately the Contractor's remuneration.

Such mitigation measures include, but are not limited to, the use of Personal Protective Equipment (PPE) by workers in site, dust generation and prevention, amount of water used and discharged in site, waste water treatment, presence of proper sanitary facilities for workers, waste collection of separate types (wood, metals, plastic, hazardous waste, e.g. glue and paint residues and packaging, lightbulbs), waste quantities, proper organization of disposal pathways and facilities, or reuse and recycling wherever possible. In addition to Part 3, the site supervisor

should check whether the contractor complies with the mitigation measures in Part 2. Reporting on implementation of practices should be described in the regular report toward PIU.

An acceptable monitoring report from the contractor or site supervisor would be a condition for full payment of the contractually agreed remuneration, the same as technical quality criteria or quality surveys. **The reporting on ESMP Checklist implementation will be quarterly (if not differently agreed with the PIU, subject of approval by the WB).** To assure a degree of leverage on the Contractor’s environmental performance an appropriate clause will be introduced in the works contracts, specifying penalties in case of noncompliance with the contractual environmental provisions, e.g. in the form of withholding a certain proportion of the payments until the corrective measures are applied and sub-project in compliance, its size depending on the severity of the breach of contract. For extreme cases a termination of the contract shall be contractually tied in.

Implementation of the ESMP Checklist defined measures will be monitored by the supervisor/supervising engineer, the authorized and/or state environmental and communal inspector as well as PIU environmental expert. The implementation of the measures will be followed before commencing work, during the renovation and after its completion.

The applicant (s) is obliged to regularly submit reports on the implementation and monitoring of environmental mitigation measures (ESMP Checklist implementation reports, e.g. in the form of a tabular overview (tables mitigation plan and monitoring plan) with an additional column giving the status of the measures, observations and comments, and Monitoring of the measure (implemented / not implemented, results, observations, comments, concerns, when, etc.).

Part 1: Institutional & Administrative	
Country	Republic of Macedonia
Sub-Project title	Hotel TIM’S apartments, Skopje – reconstruction and improvement
Scope of sub-project and particular activities	Management and coordination of the sub-project; Reconstruction of additional half-floor and opening lift shaft; Improvement of the accommodation facilities; Procurement of equipment for rooms, reception, restaurant, conference space;
Institutional arrangements (Name and contacts)	Project management*
	<u>Investor:</u> Hotel TIM’S DOO, Skopje Ul. “Orce Nikolov” No.120, 1000 Skopje
	<u>Sub-project coordinator:</u> TIM-Inzenering DOOEL, Skopje Bul. “Mitropolit Teodosij Gologanov No.60b”, 1000 Skopjetiming@tims.com.mk
Implementation arrangements	Supervision**

Environmental & Social Management Plan Checklist

<i>(Name and contacts)</i>	It will be added at later stage upon selection of contractor and supervision engineer.
<b>Site Description</b>	
Name of site	<b>Ul. Orce Nikolov No. 120, Skopje</b>
Describe site location Annex 1: Site information ( <i>figures from the site</i> ) <input checked="" type="checkbox"/> Yes or <input type="checkbox"/> No	Hotel TIM'S is located on ul. Orce Nikolov no. 120, in the municipality of Centar, Skopje. The hotel is accessible by car through a private parking from ul. Orce Nikolov and through pedestrian street. Hotel TIM'S is properly registered in the Detailed Urban Plan: 483/2014 city quart Debar Maalo 1, Plot 1.19 The building is located in Cad.plot 5137, Cad.municipality Centar 1, and has Property certificate B5- hotel complexes,.
Who owns the land?	TIM'S DOO Skopje
Geographic description	Country: Republic of Macedonia City: Skopje Municipality: Centar Region: Debar Maalo 1 Coordinates: 42°00'10.8"N 21°25'05.0"E
<b>Legislation</b>	
Identify national & local legislation & permits that apply to sub-project activity(s)	Law on Construction ("Official Gazette of the Republic of Macedonia" No. 130/09, 124/10, 18/11, 36/11, 54/11, 59/11, 13/12, 144/12, 79/13, 137 / 13, 163/13, 27/14, 28/14, 42/14, 44/15, 129/15 and 39/16) Law on environment ("Official gazette of the R.M."No. 53/05, 51/05, 81/05, 24/07, 159/08, 83/09, 48/10, 124/10,51/11, 123/12, 93/13,187/13, 42/14, 44/15,129/15, 192/15 and 39/16 )  Rulebook on the manner of handling municipal and other type of non-hazard waste (Official gazette of RM" No.147/07);  List of waste ("Official gazette of the RM" No. 100/05);  Law on management of packaging and packaging waste ("Official gazette of the RM" No.161/09, 17/11, 47/11, 136/11, 6/12, 39/12 and 163/13);  Law on protection against environmental noise ("Official gazette of the RM" No.79/07, 124/10 and 47/11);  Law on occupational health and safety ("Official gazette of the RM" No 92/07, 136/11, 23/13 and 25/13)
<b>Public Consultation</b>	
Identify when / where the public consultation process took place and what were the remarks from the consulted stakeholders	The procedure for publicly consulting the ESMP Checklist) is following: The ESMP Check list has to be published on the LRCP web page, the Agency for promotion and support of tourism web page and the web page of the Hotel Tims where the project will be realized. The document has to be published and available for the public at least 14 days. Also, the document has to be available in hard copy in the LRCP

Environmental & Social Management Plan Checklist

	<p>office and the hotel premises. When it is announced, the call for comments and remarks on the documents should be issued along with the available electronic and postal address for sending the notes. The minutes of meeting from the public consultation (collected comments and questions) contains: basic information about the place of the public consultation, list of participants and short summary of the participants comments, that will be included in the final version of the document.</p>
<p><b>Institutional Capacity Building</b></p>	
<p>Will there be any capacity building?</p>	<p><input checked="" type="checkbox"/> No or <input type="checkbox"/> Yes, if Yes, Annex 2 includes the capacity building information</p>
<p style="text-align: right;">Table 1</p>	

Part 2: Environmental /Social Screening			
Will the site activity include/involve any of the following?	Activity	Status	Additional references
	A. General requirements	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	See Section A below
	B. Building reconstruction/adaptation	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	See Section A and B below
	C. Small construction/earthworks	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	See Section A and C below
	D. Hazardous or toxic materials <sup>1</sup>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	See Section A, and D below
	E. Traffic and Pedestrian Safety	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	See Section A,B and E below
	F. Procurement of chemicals	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	See Section F below

Table 2

<sup>1</sup> Toxic / hazardous material includes and is not limited to asbestos, toxic paints, removal of lead paint, etc.



Mitigation measures checklist		
Activity	Parameter	Mitigation measures checklist
A. General Requirements	Notification and Worker Safety	<ul style="list-style-type: none"> <li>a) Providing information to local population about the scope and time of commencement and time of duration of construction activities by preparing Notification which will be placed on the municipality notice board and on the municipal web page and through other means, if needed, to ensure the local population is well informed;</li> <li>b) Construction codes and national construction and other applicable regulation must be adhered to in design, works and operation.</li> <li>c) Local construction and environmental/nature protection inspectorates are informed of works before the start;</li> <li>d) All needed permits/opinions/permissions are obtained before the commencement of works (including construction and other). Operation permit is obtained before the use;</li> <li>e) All work will be carried out in safe and disciplined manner;</li> <li>f) Workers personal protective clothes and equipment are available in sufficient quantities and are worn/used at all times;</li> <li>g) Workers must be adequately trained, certified and experienced for the work they are performing (e.g. for works at heights);</li> <li>h) Open pits and other dangerous locations are covered, fenced and clearly marked when not worked on;</li> <li>i) Ensure the appropriate marking and informational board of the reconstruction site</li> <li>j) Marking out the site for temporal storage of the reconstruction material near the site</li> <li>k) Providing warning tapes, fences and appropriate signage informing danger, key rules and procedures to follow.</li> <li>l) Forbidden entrance of unemployed persons within the warning tapes and fences when/where deemed needed.</li> <li>m) The surrounding area near the hotel should be kept clean</li> </ul>

Mitigation measures checklist		
		<ul style="list-style-type: none"> <li>n) Machines should be handled only by experienced and appropriately trained personnel, thus reducing the risk of accidents;</li> <li>o) All workers must be familiar with the fire hazards and fire protection measures and must be trained to handle fire extinguishers, hydrants and other devices used for extinguishing fires</li> <li>p) Devices, equipment and fire extinguishers should be always functional, so in case of need they could be used rapidly and efficiently. First aid kits should be available on the site and personnel trained to use it.</li> <li>q) Procedures for cases of emergency (including spills, accidents, etc.) are available at the site.</li> <li>r) Sanitary facilities (toilets) must be provided for workers.</li> </ul> <p>(r) Purchased equipment will be installed and used respecting all safety measures prescribed by the producer of equipment and best practices.</p>
	Chance Findings	<ul style="list-style-type: none"> <li>a) The procedures will follow the national legislation for chance findings</li> <li>b) In the case there would be chance findings works will be stopped and authorised competent authority (Ministry of Culture and regional museum and institute) informed within 24 hours;</li> <li>c) The contractor will further follow competent authorities' instructions and the works will recommenced upon their approval;</li> <li>d) Working area, site camp, etc. should be located away from the heritage and archeological sites.;</li> <li>e) Adequate care and awareness rising shall be taken to enlighten construction workers on the possible unearthing of archeological relics;</li> </ul>
	Air quality	<ul style="list-style-type: none"> <li>a) Construction site, transportation routes and materials handling sites should be water sprayed on dry and windy days.</li> <li>b) Construction materials should be stored in appropriate places covered to minimize dust</li> <li>c) Vehicle loads likely to emit dust must be covered.</li> <li>d) Restriction of the vehicle speed to the reconstruction location.</li> <li>e) Roads are regularly swept and cleaned at critical points.</li> <li>f) Keep the topsoil and stockpiles separate. Protect with sheets/fences in the case of windy weather.</li> </ul>

Mitigation measures checklist		
		<p>g) Locate stockpiles away from drainage lines, natural waterways and places susceptible to land erosion.</p> <p>h) All loads of soil are covered when being taken off the site for disposal.</p> <p>i) Ensure all transportation vehicles and machinery have been equipped with appropriate emission control equipment, regularly maintained and attested.</p> <p>j) Ensure all vehicles and machinery use petrol from official sources (licensed gas stations) and on fuel determined by the machinery and vehicles producer.</p> <ul style="list-style-type: none"> <li>• There will be no excessive idling of construction vehicles at site.</li> </ul>
	Noise	<p>a) As it is a urban residential area (<u>driving through the town to the site</u>) the level of noise should not exceed 55dB during the day and evening and 45dB during the night</p> <p>b) The construction work will not be permitted during the nights, the operations on site shall be restricted from 7.00h to 19.00h (agreed in the permit).</p> <p>c) During the operations the engine covers of generators, air compressors and other powered mechanical equipment should be closed, and equipment placed as far away from residential areas as possible.</p> <p>d) Pumps and other mechanical equipment should be effectively maintained.</p>
	Water and Soil Quality	<p>a) Prevent hazardous spillage coming from waste (temporary waste storage should be leakage protected and those for hazardous or toxic waste equipped with secondary containment system, e.g. double walled or banded containers).</p> <p>b) If hazardous spillage occurs, curb and remove it, clean the site and follow procedures and measures for hazardous waste management.</p> <p>c) In the case of any run-off coming from works area possibly contaminated by hazardous substances shall be collected on site to a temporary retention basin and transported to an adequate licensed waste water treatment plant.</p> <p>d) Install/provide and maintain of proper sanitary facilities for workers. The wastewater from these sources should be transported to proper waste water treatment facilities.</p> <p>e) Prevent hazardous spillage coming from tanks (mandatory secondary containment system, e.g. double walled or banded containers), construction equipment and vehicles (regular maintenance and checkups</p>

Mitigation measures checklist		
		<p>of oil and gas tanks, machinery and vehicles can be parked (manipulated) only on asphalted or concrete surfaces with surface runoff water collecting system.</p> <p>f) Working site run-offs with possible charge with suspended matter should be filtered before spillage to natural flows.</p> <p>g) Water, and other components, in concrete mixture shall be clean and free of harmful chemicals.</p> <p>h) Wastewater system is connected to the municipal collection and treatment system. In the case a sump is used to collect and temporarily store the wastewaters, it will be impermeable and regularly emptied.</p>
	Waste management	<p>The good waste management practice will be applied including:</p> <p>a) Identification of the different waste types that could be generated at the reconstruction site and its classification according to Law on Waste)</p> <p>b) Containers for each identified waste category are provided in sufficient quantities and positioned conveniently.</p> <p>c) Waste collection and disposal pathways and licensed landfills/processing plants will be identified for all major waste types expected from demolition and construction activities.</p> <p>d) Hazardous waste will be kept separately, protected from weather conditions and not mixed. Liquid hazardous wastes will be kept in leak-proof containers with secondary containment system.</p> <p>e) Mineral (natural) construction and demolition wastes will be separated from general refuse, organic, liquid and chemical wastes by on-site sorting and temporarily stored in appropriate containers. Depending of its origin and content, mineral waste will be reapplied to its original location or reused.</p> <p>f) All construction waste will be collected and disposed properly by licensed collectors and to the licensed landfills (or licensing processing plant).</p> <p>g) The records of waste disposal will be regularly updated and kept as proof for proper management, as designed.</p>

Mitigation measures checklist		
		<ul style="list-style-type: none"> <li>h) Whenever feasible the contractor will reuse and recycle appropriate and viable materials. Discarding any kind of waste (including organic waste) or waste water to the surrounding nature or water-bodies is strictly forbidden.</li> <li>i) Collect, transport and final disposal/processing of the all types of waste will be carried out by a licensed company;</li> <li>j) The construction waste should be promptly removed from the site and re-used if possible;</li> <li>k) The incineration of all waste at site or unlicensed plants and locations is prohibited.</li> <li>l) Existing air-conditioning units are not to be refilled or emptied. Air-conditioning units and all other electric and electronic waste if discarded, must be handled by specialized licensed companies so no ozone-depleating and greenhouse gases are released.</li> <li>m) Identification of different types of waste in the construction site (soil, sands, bottles, food, parts of pipes, paper, crushed concrete, etc);</li> <li>n) The potential hazardous waste (engine oils, fuel for a vehicle) should be collected separately and an agreement should be made with a subcontractor who will have authorization to collect and transport (and temporarily stored, if applicable) the hazardous waste. Hazardous waste will be processed or disposed only to processing plants/landfills with valid licenses;</li> </ul>
	Safety of traffic	<ul style="list-style-type: none"> <li>a) Traffic regulation plan is prepared and implemented in coordination with Municipality and competent authority (traffic police);</li> <li>b) Traffic will be regulated in the safe manner. Safety of pedestrians will be ensured by use of safe-passages..</li> <li>c) Safety and regulation notification, signage and signage will be used appropriately.</li> </ul>

Environmental & Social Management Plan Checklist

Mitigation measures checklist		
B. Building Renovation	Materials management	<ul style="list-style-type: none"> <li>a) No new materials containing asbestos or lead-based paint will be used.</li> <li>b) Coarse aggregate in concrete applied and used in rehabilitation need to conform to durability and gradation requirements. The aggregate must be virgin (not used previously) and preferably locally produced.</li> <li>c) Mineral resources (aggregate, sand, gravel, etc.) are procured only from licensed companies with valid concessions for extraction/exploitation. The companies can prove H&amp;S measures and environmental management is in place.</li> </ul>
	Community Safety	<ul style="list-style-type: none"> <li>a) Ensure safety of building users e.g. provide safe passages and protection from falling objects.</li> <li>b) Timely inform users of premises and neighboring communities of upcoming works.</li> <li>c) In the case the traffic will be interrupted, organize alternative ruts in cooperation with the Municipality.</li> <li>d) The design and all works must be carried out in a way that does not place stability of the building at risk. Seismicity of the area must be taken into account. Construction codes and national construction and other applicable regulation must be adhered to.</li> </ul>
C. Small construction/earthworks	Materials management	<ul style="list-style-type: none"> <li>a) No new materials containing asbestos or lead-based paint will be used.</li> <li>b) Coarse aggregate in concrete applied and used in rehabilitation need to conform to durability and gradation requirements. The aggregate must be virgin (not used previously) and preferably locally produced.</li> <li>c) Mineral resources (aggregate, sand, gravel, etc.) are procured only from licensed companies with valid concessions for extraction/exploitation. The companies can prove H&amp;S measures and environmental management is in place.</li> </ul>
	Soil erosion	<ul style="list-style-type: none"> <li>a) Vehicles and machinery can be parked, washed and maintained only at designated areas with impermeable surface with a collection and treatment system (oil and grease separator),</li> <li>b) Protection of sediments spread by fences and barriers.</li> <li>c) Strip soil only as necessary and store/replace reuse post construction.</li> <li>d) Use of antifreeze and/or accelerator compounds is not allowed.</li> </ul>

Mitigation measures checklist		
		<ul style="list-style-type: none"> <li>e) Protect and restore non-construction areas. Design slopes and retaining structures to minimize risk, provide appropriate drainage and vegetation cover.</li> <li>f) Carry out surface drainage works to divert the rainwater that would erode the soil.</li> <li>g) Apply storm water management to minimize erosion and offsite sediment delivery to receiving waters.</li> <li>h) Parking site has to be respected following the defined place.</li> </ul>
	Community Safety	<ul style="list-style-type: none"> <li>a) Ensure safety of building users e.g. provide safe passages and protection from falling objects.</li> <li>b) Timely inform users of premises and neighboring communities of upcoming works.</li> <li>c) In the case the traffic will be interrupted, organize alternative ruts in cooperation with the Municipality.</li> </ul>
D. Hazardous materials	Asbestos waste management and waste lighting rods	<ul style="list-style-type: none"> <li>(a) If asbestos is found on the site, environmental inspection and other competent authorities (e.g. MESP) will be notified and instruction requested. The asbestos must be removed or properly encapsulated/bind.</li> <li>(b) Asbestos will be removed, managed, transported and disposed in line with the national regulation and best practices (breakage prevented, water sprayed against dusting, waste asbestos packed in hermetically closed packages, temporary storage in closed facilities, properly marked in all three languages, etc.).</li> <li>(c) Workers handling asbestos will wear protective clothes, adequate respirators/masks (depending on a type of asbestos).</li> <li>(d) Only licensed companies for managing asbestos can be engaged on these works.</li> <li>(e) Removed asbestos cannot be reused.</li> <li>(f) In the case radioactive rods were identified on the site, a company licensed for its removal will be engaged.</li> </ul>
	Toxic and hazardous solids and liquids management (including waste)	<ul style="list-style-type: none"> <li>a) Ensure proper handling of lubricants, fuel and solvents by secured storage and following MSDS.</li> <li>b) Temporarily storage on site of all hazardous or toxic substances will be in safe containers labeled with details of composition, properties and handling information. The final disposal will be carried out in the licensed facilities.</li> <li>c) All hazardous substances should be kept in a leak-proof container to prevent spillage and leaking. This container should have a secondary containment system, e.g. double walls, or similar. Secondary containment system must be free of cracks, able to contain the spill, and be emptied quickly.</li> </ul>

Mitigation measures checklist		
		<ul style="list-style-type: none"> <li>d) The containers with hazardous substances must be kept closed, except when adding or removing materials/waste. They must not be handled, opened, or stored in a manner that may cause them to leak.</li> <li>e) The containers holding ignitable, hazardous or reactive wastes must be located at least 15 meters from the facility's property line and at least 30 meters from the water line.</li> <li>f) Hazardous waste will be collected, transported and disposed by a licensed company contracted by the Contractor of works. The wastes are transported by specially licensed carriers and disposed in a licensed facility. Containers for all types of envisaged (and occurring) hazardous wastes on the site have to be available and properly marked (name and assigned waste key-code).</li> <li>g) No lead paint, asbestos or other materials hazardous to human health will be used.</li> </ul>
E. Procurement of chemicals	Improper or lack of proper management could increase the environmental and occupational safety risks and health risks to all citizens	<ul style="list-style-type: none"> <li>a) Chemicals are managed, handled and stored in accordance to Materials Safety Data Sheet (MSDS)</li> <li>b) Chemicals are purchased from authorised dealer</li> <li>c) Chemicals are managed and handled only by authorised and adequately trained and experienced personal/staff .</li> </ul>

Table 3. Mitigation measures checklist



Environmental & Social Management Plan Checklist

Part 3: Monitoring plan							
Phase	What <i>(Parameter will be monitored?)</i>	Where <i>(Is the parameter to be monitored?)</i>	How <i>(Is the parameter to be monitored?)</i>	When <i>(Define the frequency / or continuity?)</i>	Why <i>(Is the parameter being monitored?)</i>	Cost <i>(If not included in project budget)</i>	Who <i>(Is responsible for monitoring?)</i>
During activity preparation	All required permits are obtained before works start.	At the city administration	Inspection of all required documents	Before works start	To ensure the legal aspects of the rehabilitation activities	/	Contractor; Supervisor of the construction works; Construction inspector, LRCP PIU
	Public and relevant institutions are notified	Contractor's premises	Inspection of all necessary documents	Before works start	To ensure public awareness	/	Contractor; Supervisor of the construction works;
	Safety measures for workers, employees and visitors	On site	Visual checks and reporting	Before works start	To prevent health and safety risks – mechanical injures and to provide safe access and mobility	/	Contractor, Supervisor
During activity implementation	Safe traffic flow	On site	Visual checks and reporting	During equipment delivery	To ensure coordinated traffic flow	/	Contractor, Supervisor
	Work safety	On site	Visual checks and reporting Unannounced inspections during work	Unannounced controls during work	To prevent health and safety risks – mechanical injures and to provide safe access and mobility	/	Supervisor
	Site is well organized: fences, warnings, sign	On site	Inspection	Unannounced controls during work	To prevent accidents /	/	Contractor, Supervisor

Environmental & Social Management Plan Checklist

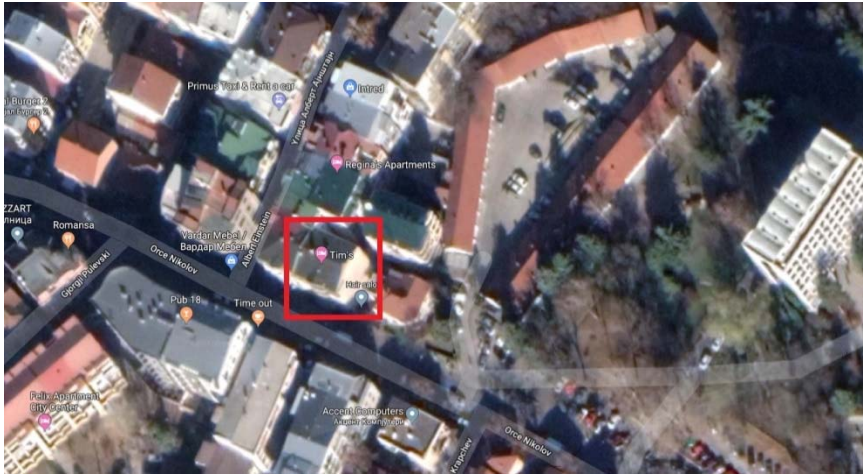
<b>Part 3: Monitoring plan</b>							
<b>Phase</b>	<b>What</b> <i>(Parameter will be monitored?)</i>	<b>Where</b> <i>(Is the parameter to be monitored?)</i>	<b>How</b> <i>(Is the parameter to be monitored?)</i>	<b>When</b> <i>(Define the frequency / or continuity?)</i>	<b>Why</b> <i>(Is the parameter being monitored?)</i>	<b>Cost</b> <i>(If not included in project budget)</i>	<b>Who</b> <i>(Is responsible for monitoring?)</i>
	postage in place.						
	Collection, transport and hazardous waste (if any)	At the safe temporary location on construction site in separate waste containers	Inspection of the transport lists and the conditions of the storage space	Before the transportation of the hazardous waste (if any)	To improve the waste management at local and national level/ Hazardous waste do not be dispose to any landfill	/	Authorized company for collecting and transportation of hazardous waste (if any), Authorized environmental inspector, Construction inspector, LRCP EE
	Collection, transport and final disposal of the solid waste	At and around the site	Visual monitoring and inspection of the transport lists of the contractor	Daily level after the collection and transportation of the solid waste	Do not leave the solid waste on the construction site and to avoid negative impact to the local environment and the local inhabitants health	/	Contractor; Supervisor of the construction works; Authorized environmental inspector, Construction inspector, LRCP EE
	Air pollution parameters of dust, particulate matter	At and around the site	Sampling by authorized agency	Upon complaint or negative inspection finding	To ensure no excessive emission during works	/	Supervisor

Environmental & Social Management Plan Checklist

<b>Part 3: Monitoring plan</b>							
<b>Phase</b>	<b>What</b> <i>(Parameter will be monitored?)</i>	<b>Where</b> <i>(Is the parameter to be monitored?)</i>	<b>How</b> <i>(Is the parameter to be monitored?)</i>	<b>When</b> <i>(Define the frequency / or continuity?)</i>	<b>Why</b> <i>(Is the parameter being monitored?)</i>	<b>Cost</b> <i>(If not included in project budget)</i>	<b>Who</b> <i>(Is responsible for monitoring?)</i>
	Level of noise and vibration	At and around the site	Monitoring on the level of noise dB (with suitable equipment)	Upon complaint or inspection finding	To determine whether the level of noise is above or below the permissible level of noise	/	Contractor; Accredited company for measuring the level of provided by the contractor; Authorized environmental inspector, Construction inspector, LRCP EE
During Operation phase	Waste management	At and around the site	Waste is properly collected, sorted and stored	Daily	To prevent accumulation of waste	Variable and not included in the project budgeted	Authorised waste collection company
							Table 4

Environmental & Social Management Plan Checklist

Annex EMP Checklist Annex 1: Site information (figures from the site)



Hotel TIM'S location on ul. Orce Nikolov no. 120





РЕПУБЛИКА МАКЕДОНИЈА  
МИНИСТЕРСТВО ЗА ЖИВОТНА СРЕДИНА  
И ПРОСТОРНО ПЛАНИРАЊЕ  
Бр. 47-130/12 од 30-11-2018 година  
Скопје

ПРЕДМЕТ: Мислење

Во врска со вашето известување за намера со број 11-4301/1 од 17.07.2018 година, кое се однесува за изведување на проект – Реконструкција на хотел ТИМС во општина Центар, Скопје, за потребите на инвеститорот ДТУТИ “ТИМС” ДОО од Скопје, Управата за животна средина при Министерството за животна средина и просторно планирање Ви го доставува следното:

#### Мислење

Согласно Законот за животна средина (Службен весник на Република Македонија бр. 53/2005, 81/2005, 24/2007, 159/2008, 83/2009, 48/2010, 124/2010, 51/2011, 123/2012, 93/2013, 42/2014, 44/2015, 129/2015 и 39/2016) и Уредбата за определување на проектите и за критериумите врз основа на кои се утврдува потребата за спроведување на постапката за оценка на влијанијата врз животната средина (Службен весник на Република Македонија бр. 74/2005, 109/2009, 164/2012 и 202/2016), Уредба за изменување на Уредбата за дејностите и активностите за кои задолжително се изработува Елаборат, а за чие одобрување е надлежен органот за вршење на стручни работи од областа на животната средина (Службен весник на Република Македонија бр. 36/2012) и Уредба за изменување на Уредбата за дејностите и активностите за кои задолжително се изработува елаборат, а за чие одобрување е надлежен градоначалникот на општината, градоначалникот на градот Скопје и градоначалникот на општините во градот Скопје (Службен весник на Република Македонија бр. 32/2012), за изведување на споменатиот проект **не треба** да се изготви Елаборат за заштита на животна средина.

Изработил: Валентина Цветановска  
Контролирале: Дејана Тодоровска  
Александар Петковски  
Согласен: Визјана Петковска

