



## Enclosure and New Development Questionnaire

To ensure there is adequate space and accessibility to the enclosure, and to ensure the safety of service vehicles and employees, Recology San Mateo County (RSMC) must approve of enclosure location and design prior to new construction and initiation of services.

**Please fill out the following questionnaire to better aid RSMC in the approval process.**

**Name:** \_\_\_\_\_ **Company:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Phone #:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Service Address:** \_\_\_\_\_ **City:** \_\_\_\_\_

**Expected Completion Date:** \_\_\_\_\_

**Building:**

- Type of account: Restaurant  Office  Hotel  Mixed Use (MFD with Retail/Commercial)   
Multi-Family Dwelling (MFD)  Other: \_\_\_\_\_
- Total number of buildings: \_\_\_\_\_ Total square footage: \_\_\_\_\_
- Will building be submitted for LEED Certification: Yes  No

### Multi-Family Dwelling Developments Only

• Are there chutes for:	Garbage	YES <input type="checkbox"/>	NO <input type="checkbox"/>
	Recycling	YES <input type="checkbox"/>	NO <input type="checkbox"/>
	Compost	YES <input type="checkbox"/>	NO <input type="checkbox"/>
• Are there trash/chute rooms on each floor:		YES <input type="checkbox"/>	NO <input type="checkbox"/>
• Will residents have access to these trash/chute rooms:		YES <input type="checkbox"/>	NO <input type="checkbox"/>

If so, how many floors: \_\_\_\_\_ How many trash rooms on each floor: \_\_\_\_\_

- Total number of units: \_\_\_\_\_
- Total number of residents occupying building at any given time: \_\_\_\_\_

### Hotel Developments Only

Total number of rooms: \_\_\_\_\_ Total Number of floors: \_\_\_\_\_ Maximum Occupancy: \_\_\_\_\_

- Will there be a restaurant onsite: YES  NO
- Will Continental Breakfast be served: YES  NO



- Number of businesses: \_\_\_\_\_ Total number of employees: \_\_\_\_\_
- Will there be a cafeteria or commercial kitchen in the building: YES  NO
- Will this building be within 200' of residential housing: YES  NO 
  - Restrictions: Time (residential noise – must service after 6am)

**Commodities Required:**

- Garbage  → w/ lock
  - Compost  → w/ lock
  - Recycling  → w/ lock
  - Waste Oil  → Location: Inside Enclosure: YES  NO
- (Recology does not provide waste oil collection containers)
- Other: \_\_\_\_\_

**Container Types:**

- Compactor (s)  → Note: Requires Power
- Steel Containers
- Plastic Carts

**Enclosure Specifications:**

- Outside of Building: YES  NO
- Enclosure Ceiling: YES  Height \_\_\_\_\_
- Will the service containers be housed below ground level:
  - YES  NO
  - If yes, will you need bins fashioned with tow bars (additional fee applies):
    - YES  NO
  - Will you need bins equipped with pneumatic wheels (additional fee applies):
    - YES  NO
- Enclosure Size (inside): W \_\_\_\_\_ H \_\_\_\_\_ D \_\_\_\_\_
- If plans include multiple enclosures, provide specs for each enclosure:
  - Additional Enclosure Size (inside): W \_\_\_\_\_ H \_\_\_\_\_ D \_\_\_\_\_
  - Additional Enclosure Size (inside): W \_\_\_\_\_ H \_\_\_\_\_ D \_\_\_\_\_
  - Additional Enclosure Size (inside): W \_\_\_\_\_ H \_\_\_\_\_ D \_\_\_\_\_



- Enclosure should be built with the following in mind:
  - Per Franchise Agreement: enclosures should have adequate space and suitable configuration to allow the driver to safely and efficiently service the containers. Therefore, containers cannot block each other.
  - Must allow space for all 3 commodities and to leave room for growth, overloading, maneuvering, etc.
  - Inside bumpers should be installed to protect walls from damage.
- Enclosure Material: \_\_\_\_\_
- Number of doors to enclosure: \_\_\_\_\_
- Door (s) Type:
 

	Roll-Up	<input type="checkbox"/>	Gates	<input type="checkbox"/>	Steel	<input type="checkbox"/>
	Wood	<input type="checkbox"/>	Other:	<input type="checkbox"/>		

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- Opening of Door (s):
 

	Swing-In	<input type="checkbox"/>	Swing-Out	<input type="checkbox"/>	Tracking rail	<input type="checkbox"/>
	Glide	<input type="checkbox"/>	Other:	<input type="checkbox"/>		

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- Door Support:
  - 3 Metal Hinges (will not swell when wet): YES  NO
  - Cane Bolts: YES  NO
  - Locked Enclosure: YES  NO
- Steel grates should be used for drainage outlets but should not be located in front of enclosure doors.

**Approach & Landing Area**

- Will there be a stress pad at service location: YES  NO   
 Thickness of concrete slab: \_\_\_\_\_
- Do you have wear plates (concrete reinforced with metal or steel to minimize wear):  
 YES  NO
- Type of material used for driveway (concrete, pavers, stamped concrete, etc.):  
 \_\_\_\_\_
- Are there any overheads/obstructions (stops, bollards, beams, branches, lights, roof, wires, etc):  
 YES  ht: \_\_\_\_\_ NO
- Is there a bridge to the service location: YES  NO



- Will there be parking and pedestrian pathways around enclosure: YES  NO
- Is there a grade: YES  \_\_\_\_\_% NO
- Require RSMC push/pull: YES  NO
- Distance from curb/street: \_\_\_\_\_ feet
  - Requires 10% fee (51 – 100ft) YES  NO
  - Requires 25% fee (101+ feet) YES  NO
- Located via a private road: YES  NO 
  - Permission to drive on the road: YES  NO
- Dimensions of access road: W \_\_\_\_\_ L \_\_\_\_\_
- What is the provided turning radius for our truck(s): \_\_\_\_\_
- Can the truck drive straight up to containers: YES  NO
- For pavement with electricity (i.e. compactors), is 50+ft unobstructed: YES  NO

**Property Owner/Manager Concerns:**

- Draining & Washing of enclosure and FOG area
- Weight limit
- Use of cement over asphalt, when applicable
- Lighting for early AM service (no poles within service area)
- Should service be performed on a private road or street, a Release of Liability Form must be signed prior to approval of design and service.

**Additional Services and Fees:**

- Commercial customers are eligible for collection services within 50 feet of the collection vehicle and at a slope of less than 7%, at no additional charge.
- Servicing on a grade of 7% or more (fee applies within city limits of San Mateo only)
- Tow Package
- Locking of containers and/or enclosure

Reviewed and Approved By:

Operations: \_\_\_\_\_

Date: \_\_\_\_\_

Waste Zero: \_\_\_\_\_

Date: \_\_\_\_\_