



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.

Contact Name: _____ **Company:** _____

Phone #: _____ **Email:** _____

Service Address: _____ **City:** _____

Existing Enclosure or Building Modification: **New Enclosure or Building:**

Expected Start Date: _____ **Expected Completion Date:** _____

Building Type:

Restaurant Office Hotel Mixed Use (MFD with Retail/Commercial)

Multi-Family Dwelling (MFD) Other: _____

• Total number of buildings: _____ Total square footage (per building): _____

• Will there be a cafeteria or commercial kitchen in the building:

YES NO Not determined at this time

Multi-Family Dwelling Developments Only (Apartment, Condo, Townhome)

• Are there chutes for: Garbage YES NO

Recycling YES NO

Compost YES NO

• Are there trash/chute* rooms on each floor: YES NO

• Will residents have access to these trash/chute rooms: YES NO

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

***All chutes must be equipped with a chute shut off valve.**

• Expected number of units: _____

• Expected number of residents occupying building at any given time: _____



Hotel Developments Only

Number of Guest rooms: _____ Number of floors: _____ Maximum Occupancy: _____

Expected number of Conference or Banquet Rooms: _____

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

Office Space Only

Total number of floors: _____ Maximum Occupancy per building: _____

- Will there be a restaurant, café and/or cafeteria onsite: YES NO
- Number of businesses: _____ Total Number of employees: _____

- Is this building within 200’ of residential or MFD housing: YES NO

Container Types:

- Compactor (s) → Note: Requires Power
 - Roll Off Front Load Self Contained
- Metal 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 equipped with a tow hitch (additional fees apply):
 - YES NO
 - Will you need bins equipped with pneumatic wheels* (additional fees apply):
 - *Bins equipped with pneumatic wheels will need to be pulled/pushed by the customer**
 - YES NO



- Enclosure Size (inside dimensions): 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 (recycle, compost and garbage) to support California mandated diversion requirements.
 - Allow room for future service needs and maneuvering of containers.
 - Bumpers should be installed in the interior of enclosure to protect walls from damage.
 - Bumpers should also be installed at the staging area to prevent bins from rolling or damaging the building.
- Enclosure Material (i.e., wood, metal, etc.):

- Number of Enclosure Doors: _____
- Door (s) Type:

	Roll-Up	<input type="checkbox"/>	Gates	<input type="checkbox"/>	Steel	<input type="checkbox"/>
	Wood	<input type="checkbox"/>	Other:	<input type="checkbox"/>	_____	
- Opening of Door (s):

	Swing-In	<input type="checkbox"/>	Swing-Out	<input type="checkbox"/>	Glide	<input type="checkbox"/>
	Other:	<input type="checkbox"/>	_____			
- 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 but should not be located in front of enclosure doors.



Property Owner/Manager Considerations:

- Draining & Washing of enclosure and FOG (Fat, Oil, & Grease) area*
*Recology does not provide/service waste oil collection containers
- Weight limit
- Use of cement over asphalt, when applicable
- Lighting for early morning 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 is subject to additional fees
- Tow Packages (i.e., Pneumatic wheels and/or tow hitches)
- Locking of containers and/or enclosure

Completed by: _____
Name of Developer, Property Manager or Owner

Title: _____

Date: _____