

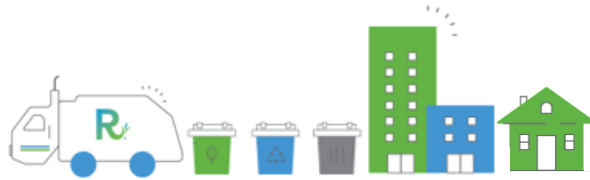


## New Development Enclosure Guidelines and Questionnaire

This project is subject to approval by Recology San Mateo County (RSMC), the County of San Mateo and/or the respective jurisdiction in which you are conducting business.

Enclosures are designed to accommodate RSMC's three collection services: **recycling**, **compost**, and **landfill**. All new construction projects are reviewed for approval to ensure:

- Successful serviceability
- Adequate space to accommodate service needs and future growth
- Suitable configuration to allow the driver to safely and efficiently service the containers
- Compliance with [California mandated diversion requirements](#)
  - Assembly Bill 341: Mandatory Commercial Recycling
  - AB1826: Mandatory Organics Recycling
  - SB1383: Mandatory Organics Recycling Expanded



Contact Name: \_\_\_\_\_

Company: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

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

Project Planning Number: \_\_\_\_\_ Date Submitted: \_\_\_\_\_

Expected Project Completion Date: \_\_\_\_\_

Expected Service Start Date: \_\_\_\_\_

\*Please contact RSMC 60 days prior to desired start date.



Please read the following requirements and recommendations and answer the corresponding questions to determine a waste disposal plan and recommended service levels. For Mixed-Use buildings, please fill out all pertaining sections.

Building Type:

- Restaurant, Hotel, Retail/Service, Mixed Use (MFD with Retail/Commercial), Multi-Family Dwelling (MFD), Office, Other:

Multi-Family Dwellings Only

MFD Type:

- Apartments, Condominiums, Townhomes

Is this project subject to regulations of SB330? YES NO

Expected number of units

Expected number of residents occupying the building at any given time

Will there be chutes for garbage? YES NO

Will there be chutes for recycle? YES NO

Will there be chutes for compost? YES NO

\*Please note, all chutes must be equipped with a chute shut off valve. RSMC only provides containers for collection service. Extra containers used under chutes as a placeholder when full containers are being serviced must be provided by the customer.

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

If yes, on which floors?

How many trash rooms on each floor?

Offices/Commercial Space Only

Total number of buildings

Total square footage of each building

Total number of floors per building

Maximum occupancy per building

What type of businesses will occupy the space?

Will this building have any of the following?

- Commercial Kitchen, Café, Cafeteria, Kitchenette

**Hotels Only**

Total number of guest rooms \_\_\_\_\_

Total number of floors \_\_\_\_\_

Total square footage \_\_\_\_\_

Maximum occupancy \_\_\_\_\_

Expected number of conference and/or banquet rooms \_\_\_\_\_

Will there be a restaurant onsite? ..... YES NO

Will continental breakfast be served? ..... YES NO

**Enclosure Location and Container Placement for Service**

When sending site plans for review, please indicate where the proposed trash enclosure(s) will be located and/or if there will be a designated staging area for trucks to have direct drive-up access to service containers. Any drive path that requires distances of greater than 100 feet must provide a turnaround area that accommodates the truck turning radius of 40 feet. Service shall be determined by contractor based on surrounding conditions to maintain safety and operational efficiency.

**Truck Clearance Requirements**



**Curb-cut and/or loading zone(s):** may be required at street level to allow for enough space to meet safety requirements during service as some jurisdictions do not allow containers to be staged on the street in the public right-of-way.

**Driveway curb-cutouts:** are required to roll containers from the curb onto the street for service.

**Bumpers:** are to be placed in the interior of enclosures and in staging areas to prevent bins from rolling and/or damaging the building/enclosure walls.

**Containers:** larger than 3 cubic-yards, or containers that exceed weight limits, may be subject to additional service fees. **Containers cannot block each other within the enclosure.**

**Enclosures:** should have adequate space and suitable configuration to allow the driver to safely and efficiently service the containers with enough room built in for future service needs. To facilitate the ease of maneuvering of containers, at least 2ft between each container and 3ft for compactors is generally recommended.

**Safety Requirements:** for RSMC drivers specify that no compactors or any bins larger than 3 cubic yards in size can be pushed/pulled for service.



*Examples of container placement for containers to be serviced with direct drive-up access.*

What street will RSMC trucks be servicing from? \_\_\_\_\_

What are the dimensions of the access road? \_\_\_\_\_

\*Access road/street must be at least 16 ft wide.

Are there any overhead obstructions when accessing containers for service? ..... YES NO

If yes, what are the heights of these overhead obstructions? \_\_\_\_\_

Will the service containers be housed below ground level? ..... YES NO

\*Containers that are housed underground will need to be brought to street level for service.

Will RSMC trucks have direct drive-up access to the containers? ..... YES NO

Will RSMC trucks have permission to be on the property? ..... YES NO

\*Signed Release of Liability Waiver is required to service on private property.

Will there be a grade? ..... YES NO

What is the percent grade? \_\_\_\_\_

\*Fees may apply for any service location with a grade of more than 7%, however, some grades may be deemed unsafe, and customer may be required to bring containers to an accessible location for service.

What type of material will the driveway be constructed of? \_\_\_\_\_

\*Concrete is recommended. Pavers and other decorative or delicate surfaces such as, but not limited to pavers, flagstone, brick, and/or driving on a private road or street, will require a signed liability waiver from the customer.

Will there be a loading pad at the service location? ..... YES NO

\*RSMC requires using concrete loading pads designed to withstand 60,000 lbs. and that extend 12ft x 12ft from the enclosure opening or furthest part of the roof. Installing wear plates at the service location and using concrete over asphalt should help to avoid more than normal wear on the pavement.

What is the thickness of the concrete slab? \_\_\_\_\_

Will access to the service area be on a pedestal above underground facilities? ..... YES NO

### Service Containers and Enclosures

Which type of containers are you considering for service?

\*All compactors will require power hook ups on site and RSMC does not provide compacted containers.

- Carts    
  Metal Bins    
  Front-load Compactors    
  Roll-off Compactors



Plastic Carts			
SIZE	LENGTH	WIDTH	HEIGHT
32-gallons	24.25"	19.25"	38.50"
64-gallons	31.75"	24.25"	41.75"
96-gallons	35.25"	29.75"	43.25"

SIZE	LENGTH	WIDTH	HEIGHT
1-cubic yard	82"	29"	39"
2-cubic yards	82"	40"	53"
3-cubic yards	82"	47"	62"
4-cubic yards	82"	56"	68"
6-cubic yards	82"	70"	72"
8-cubic yards	82"	73"	91"

\*Container dimensions may vary. Not all bin sizes are available with wheels.

Will there be an enclosure? ..... YES NO

Will the enclosure be located outside the building? ..... YES NO

What are the dimensions of the enclosure? (W x H x D) \_\_\_\_\_



If multiple enclosures, please provide dimensions for each enclosure:

Additional Enclosure size: (W x H x D) \_\_\_\_\_

Additional Enclosure size: (W x H x D) \_\_\_\_\_

What material will the enclosure be made of? \_\_\_\_\_

Will there be a roof on the enclosure? ..... YES NO

\*Check with the local jurisdiction for roof requirements as some jurisdictions require it.

What is the interior height clearance of the enclosure? \_\_\_\_\_

How many enclosure doors will there be? \_\_\_\_\_

What type of material are these doors made of? \_\_\_\_\_

How will the doors open?

- Glide  Swing-In/Out  Tracking Rail  Roll-Up

Will there be door support? ..... YES NO

Will there be a gate/key/code? ..... YES NO

\*Fee associated with additional service provided for key subscription.

### Additional Considerations

**Doors:** must open a minimum of 90 degrees utilizing cane bolts to secure doors to the ground during service.

**Signage:** Weatherproof “No Parking Signs” placed on the outside of the enclosure will mitigate enclosures from being blocked on service days.

**Drainage:** Steel grates are acceptable; however, grates must not be placed directly in front of the enclosure. Visit the applicable jurisdiction’s website for acceptable drainage options. If service is to be provided with roll-off compactors, it is recommended to have a wash-down drain beneath the compactor.

**Proper Lighting:** Consider installation of lights around enclosure to allow adequate visibility in early morning hours. Lighting should not impede accessibility to enclosure or containers.



**Service Times:** Service times may vary. For commercial properties, collection is from 3:00am-6:00pm Mon – Fri. For residential/multi-family dwellings, collection is from 6:00am-6:00pm Mon – Fri. Weekend service for both commercial and multi-family properties begin at 6:00am. If containers are kept underground, they will need to be brought to the street or curb prior to the collection times listed above.

**Fat, Oil, and Grease (FOG):** Please note, RSMC does not service FOG containers. The space needed to accommodate this container should still be addressed in designing the enclosure.

### Additional Services

**Towing Package:** Pneumatic wheels and/or Tow Hitches are available for a one-time fee per bin for \$800. Pneumatic wheels will decrease the noise caused by rolling out bins for service.

**Key Subscription:** Containers and enclosures that require drivers to unlock/lock or use a remote or a code for entry are subject to a monthly subscription determined by the number of containers/enclosures and frequency of collection.

**Distance Subscription:** Containers and enclosures that drivers must move greater than a distance of 50ft from the curb/street require a distance evaluation upon completion of construction for the project.

### Distance Subscription Pricing

<50 Feet	No additional cost
51-100 Feet	10% of monthly garbage rate—includes recycling—organics is charged separately at the same rate
>100 Feet	25% of monthly garbage rate—includes recycling—organics is charged separately at the same rate

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### Packet Completion

Reviewed by Developer, Property Manager and/or Owner: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

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