



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:** _____

New or Existing: _____ **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: _____
- Will there be a cafeteria or commercial kitchen in the building: YES NO
- Will this building be within 200' of residential housing: YES NO

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

• 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 <input type="checkbox"/>	NO <input type="checkbox"/>
• Will Continental Breakfast be served:		YES <input type="checkbox"/>	NO <input type="checkbox"/>



- 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)

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 equipped with a tow hitch (additional fee applies):
YES NO
 - Will you need bins equipped with pneumatic wheels* (additional fee applies):
*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 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"/>	_____	

- 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"/>	_____	

- 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	<input type="checkbox"/>	NO	<input type="checkbox"/>
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- 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	<input type="checkbox"/>	ht: _____	NO	<input type="checkbox"/>
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- Will there be parking and pedestrian pathways around enclosure:

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
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- Is there a grade:

YES	<input type="checkbox"/>	_____%	NO	<input type="checkbox"/>
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- Require RSMC push/pull:

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
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- Distance from curb/street: _____ feet
 Commercial customers are eligible for collection services within 50 feet of the collection vehicle and at no additional charge

- Located via a private road:

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
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 - Permission to drive on the road:

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
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- Dimensions of access road:

W	_____	L	_____
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- What is the provided turning radius for our truck(s): _____

- Can the truck drive straight up to containers:

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
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- For pavement with electricity (i.e. compactors), is 50+ft unobstructed:

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
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Property Owner/Manager Concerns:

- 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 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

Completed by: _____
 Developer/Property Manager/Owner

Date: _____