



Enclosure and New Development Guidelines

Enclosure Plans are required for all commercial, multi-family, new construction and alteration projects to demonstrate compliance with California mandated diversion requirements, adequate space to accommodate service needs and to ensure the safety of those utilizing the service area. This plan is subject to approval by Recology San Mateo County, the County of San Mateo and/or the respective jurisdiction in which you are conducting business.

To begin the review process, please contact **Recology San Mateo County** at **650-595-3900** and a Customer Service Representative will connect you with an Enclosure and New Development Committee member who can assist you with your Enclosure Plans.

The Enclosure Plan should demonstrate compliance with the following requirements:

Structure: Enclosures should be built to allow for maneuvering of containers with ample space between each container. Enclosures should be designed to accommodate recycling, compost, solid waste services, and any FOG (Fat, Oil & Grease) containers, if applicable. Please note, that Recology San Mateo County does not service FOG containers. The design of enclosure should allow for growth of mandated diversion programs and collection services.

Enclosure doors and hinges must be flush with the enclosure wall. Doors must open a minimum of 90 degrees utilizing cane bolts to secure doors to the ground during service.

The enclosure should also contain bump stops which are usually concrete or steel and when installed help keep the bins/carts from hitting and damaging the inside walls of an enclosure.

Drainage: Steel grates are acceptable; however, in order to avoid damage they must not be placed directly in front of the enclosure. Visit your city's website for acceptable drainage options.

Service Times: Service times may vary. For commercial properties, collection can begin at 3:00am Mon – Fri and at 6:00am for residential/multi-family dwellings. Weekend service for commercial and multi-family properties begins 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.

Clearance: Vertical (overhead) clearance of **50 feet** is required for accessing containers.

Loading Pad and Weight Limits: A concrete stress apron extending **8' x 8'** from the enclosure opening engineered to withstand 60,000 lbs.

Be advised there are weight limits for all containers, which vary by size and commodity. Compactor frontload containers, by nature, are heavier than standard frontload containers. As such, we cannot pull out compacted bins for service – they must be curbside or positioned in the collection area for direct access by collection



vehicle. In addition, RSMC cannot pull out any container that is 3 cubic yards or larger; these containers fall under the same requirements at compactor front load bins.

Collection vehicles weigh approximately 60,000 lbs. when at full capacity; therefore consider installing wear plates and using concrete over asphalt to avoid more than normal wear at service location. 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.

Grade: The enclosure must be street level or at a grade of less than 7%.

Location and Access: The enclosure must be at street level or within 50 feet from a public street or a paved roadway that is at least 16 feet wide. A turning radius of 40 feet is required for collection vehicles. For backup distances of greater than 150 feet, a turnaround area must be provided.

Containers that are housed underground will need to be brought to street-level for service. Recology can provide service containers with tow bars and pneumatic wheels for a one-time fee.

Containers cannot be rolled off of or pushed up onto a curb. A driveway curb-cut is required to roll containers from the curb onto the street for service.

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

Chutes: All chutes must be equipped with a chute shut off valve. Recology is unable to provide additional containers for use as a place-holder when full containers are being serviced.

Signage: Weatherproof “No Parking Signs” placed on the outside of the enclosure will mitigate enclosures from being blocked on service days. Contact **Recology** for recycle, compost and garbage posters, which can be placed in enclosure to educate customers about proper use of the containers.

Additional Fees: Contact **Recology** at **650-595-3900** for more information about the following services, which may result in additional fees:

- **Distance:** Commercial service is provided within 50 feet from curb/street at no additional charge. If the truck/driver cannot access bins within 50 feet, a distance fee will apply. The cost is determined by the service level and distance.
- **Towing Package:** A one-time fee per bin applies.
- **Locks:** Bins or enclosures that require drivers to unlock/lock or use a key/remote for entry, a flat monthly fee applies. Locks and locking containers can be provided upon request. Monthly fee is determined by the number of locks and frequency of collection.
- **Grade:** Fees may apply for any service location with a grade of more than 7%.