



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

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
- Waste Oil
- Recycling  → w/ lock
- Other: \_\_\_\_\_

**Container Types:**

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

**Enclosure Specifications:**

- Outside of Building: YES  NO
- Enclosure Roof: YES  Height \_\_\_\_\_ NO
- Will the 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 \_\_\_\_\_
  - Please consider building enclosure:
    - with inside bumpers to protect from damage
    - to allow space for all 3 commodities
    - to fit the largest size commercial bin available (8-cubic yard bin)
    - to leave room for growth, overloading, maneuvering, etc
    - without inside/middle walls – allow enclosure to be completely open
    - Per franchise code: enclosures should have adequate space and suitable configuration to allow the driver to safely and efficiently service the containers. Therefore, containers should not block each other.

- 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:
  - Should have 3 metal hinges (will not swell when wet)
  - Should use cane bolts
- Locked Enclosure:            YES                    NO
- Drainage Outlet: use steel grates, but not in front of doors

**Approach & Landing Area**

- Are there any overheads/obstructions (stops, bollards, beams, branches, lights, wires, etc):
 

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
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- Is there a bridge to the service location:    YES             NO
- Will there be parking and pedestrian pathways around enclosure:
 

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
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- 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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- Is there a grade (at most 2%):            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.
- Tow Package
- Locking of containers and/or enclosure
- Servicing on a grade of 7% or more (fee applies within city limits of San Mateo only)

Reviewed and Approved By:

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

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

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

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