



City of Menlo Park Garbage & Recycling Enclosure Requirements

The City of Menlo Park is required by State law to reduce the amount of waste being landfilled. To accomplish this, the City requires the following:

- **Site design must include space for recycling containers and access for recycling collection trucks as well as for garbage service.**

Details on these requirements are outlined below.

Garbage and Recycling Enclosures

Garbage enclosures with space for recycling containers must be provided and be completely covered; no other area shall drain onto this area. If the enclosure cannot be covered and protected from drainage from other areas, a self-contained drainage system that discharges to the sanitary sewer (with approval from West Bay Sanitary District), OR to the storm drain through a sand filter, must be installed. Sand filters must be inspected and cleaned by a contractor at appropriate intervals.

The enclosures shall be adequate in capacity, number, and distribution to serve the needs of the occupants of the development project. The dimensions of the enclosures shall accommodate the number and type of containers needed for both garbage and recycling.

The space provided for recycling bins should be the same or more than that provided for garbage. Space for storage of recyclables separated into the following categories will be required at a minimum:

- All paper and cardboard (mixed together)
- Plastic bottles, glass bottles and metal cans (mixed together)
- Plant materials (unless they are hauled off-site)

On average, recyclable paper and cardboard makes up a minimum of 60% of the total waste generated at a typical office building. At the present time, this material, as well as cans and bottles, can be collected at no charge by Allied Waste.

The container capacity required for the total amount of waste materials (garbage and recycling) generated per week should be calculated using the formula below.

First, look at the business type listed on the attached Appendix A and determine the average number of pounds per employee per week.

Formula:

*# Employees x pounds of Waste Materials generated per employee
x 1 cubic yard per each 150 lbs. (estimated density of uncompacted commercial waste) =
Commercial Dumpster capacity (# of cubic yards).*

The size of dumpsters required can be decreased with a corresponding increase in the number of dumpsters or in the frequency of collection such that the total capacity per week remains the same.

A minimum space of 9 inches should be maintained between the dumpster and the walls of the enclosure and the recycling bins to allow for maneuvering the containers.

The enclosure gates and hinges must be flush with the enclosure wall. It is very important to ensure that the gates open a minimum of 90 degrees (straight out or wider) and have “cane bolts” to secure them from moving while the bins are being serviced. Also, the hinges and the gate should be flush with the enclosure wall, in order to allow adequate maneuverability of the dumpster in and out of the enclosure to service it.

Please call Carrie Castro of Allied Waste for assistance in reviewing your enclosure design and meeting these requirements:

Carrie Castro, Allied Waste Services
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MORE INFO NEXT PAGE

Appendix A**Commercial Waste Generation Rates**

BusinessType	SIC Codes Included	Pounds / Employee per Week
Agriculture / Fisheries	01,02,07,09	35.16
Communications	48	36.24
Construction	15,16,17	77.31
Finance / Insurance / Real Estate / Legal	60,61,62,63,64,65,67,81	78.62
Manufacturing-Apparel / Textile	22,23	37.52
Manufacturing-Chemical / Allied	28	37.24
Manufacturing-Electronic Equipment	36	31.96
Manufacturing-Food / Kindred	20	69.06
Manufacturing-Furniture / Fixtures	25	79.47
Manufacturing-Industrial Machinery	35	34.23
Manufacturing-Instruments / Related	38	44.78
Manufacturing-Lumber and Wood Products	24	382.83
Manufacturing-Other	21,29,30,31,32,39	59.06
Manufacturing-Paper / Allied	26	31.97
Manufacturing-Primary / Fabricated Metal	33,34	34.29
Manufacturing-Printing / Publishing	27	50.69
Manufacturing-Transportation Equipment	37	59.32
Mining	10,12,13,14	
Public Administration	43,91,92,93,94,95,96,97	16.53
Retail Trade – Other	56,57,59	94.54
Retail Trade-Automotive Dealers & Service	55	74.04
Retail Trade-Building Material and Garden	52	40.35
Retail Trade-Food Store	54	106.42
Retail Trade-General Merchandise Stores	53	13.81
Retail Trade-Restaurants	58	95.99
Services – Other	72,75,76,79,83,84,86,87,88,89	64.73
Services-Business Services	73	35.19
Services-Education	82	20.72
Services-Hotels / Lodging	70	45.09
Services-Medical / Health	80	23.95
Services-Motion Pictures	78	42.10
Transportation-Air	45	36.74
Transportation-Other	40,41,44,46,47	69.91
Trucking and Warehousing	42	26.32
Utilities	49	8.56
Wholesale Trade-Durable Goods	50	17.71
Wholesale Trade-Nondurable Goods	51	52.29