

**City of Redlands  
Municipal Utilities Department**

|  |                             |
|--|-----------------------------|
| <b>OFFICE</b><br>(New<br>Construction) | Bldg./Demo Permit No. _____ |
|  | Approved _____              |
|  | Not Approved _____          |

**SITE AND BUILDING RECYCLING PLAN**

Please answer the following questions:

|                          |                                |
|--------------------------|--------------------------------|
| Project Address:         | <u>Redlands Office Complex</u> |
| Name of Project Manager: | <u>John Doe</u>                |
| Phone Number:            | <u>(909) XXX-XXXX</u>          |
| Cell Phone:              | _____                          |
| Fax Number:              | _____                          |
| Signature:               | _____                          |

1. Have you attached a copy of the site plan including the location and design of the recycling and trash enclosure(s)?  Yes  No (4.1 – 4.5)
2. Does the site plan identify the flow of materials through the facility? (5.3)  
 Yes  No Please include a description below of how recyclable materials and trash will flow from interior points of collection to the exterior dumpsters or containers.

Each employee will be provided two desk-side containers, a small black container for garbage and a larger blue container for recycling. Each employee will be responsible for emptying their own recycling container in a centralized container when it is full. Centralized containers will be located in areas such as the copy room, office supply closet and file room. A centralized container consisting of a 32-gal. can(s) will be located in these centralized areas for every 20-25 employees. It will be the responsibility of the custodial staff to empty the desk-side garbage containers and the centralized recycling containers into the garbage and recycling dumpsters in the trash enclosure (See blueprint for location and design of trash enclosure.).

3. What actions will be taken to educate the tenants or employees of the facility about the benefits of recycling and how to recycle? Please include references to signage and promotional literature. (5.4)

The following actions will be taken to educate tenants and employees for the

purpose of promoting the recycling program:

- Each employee will be given a recycling fact sheet. The sheet will be attached to the leaf drawer of the employee's desk as a constant reminder of what materials are acceptable for placement in the desk-side recycling container.
- A recycling coordinator will be responsible for providing new employees with an orientation to the office recycling program. The office recycling coordinator will address problems as they arise. This may include reminding employees of the importance of their participation and the need to reduce contamination.
- The office recycling coordinator will publish a brief newsletter (app. 1 page) to employees on a semi-annual basis to report on the volume of materials recycled in the program and to remind employees of the need to participate and reduce contamination. The office recycling coordinator may make use of information and promotional materials provided by the City or hauler.
- The desk-side recycling container will be sized much larger than the black desk-side container to be utilized for garbage as a reflection of the recyclables waste stream in an office being much larger.
- Signage on acceptable materials will be placed on or above centralized recycling containers next to the copy machine, the storage room and filing area.
- All interior recycling containers will be blue and all interior garbage containers will be black to provide a familiar color differentiation between recycling and garbage.
- A 2' x 2' sign stating, ARECYCLING ONLY≅ will be affixed to the interior side of the trash enclosure where the recycling bin is placed. The sign will also contain a translation in Spanish.

## **DEMOLITION AND CONSTRUCTION PLAN**

1. Please specify the materials that will be targeted for recycling or salvage? (See Report of Materials Recycled.) (6.2)



to document implementation of the approved Recycling Plan and Demolition and Recycling Plan.

# OFFICE ( New Construction)

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Project Developer Signature

Date

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Print Name and Title

**City of Redlands  
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Construction)

**CONSTRUCTION AND DEMOLITION  
REPORT OF MATERIALS RECYCLED**

1. The project developer shall report the estimated quantities of all construction and demolition debris recycled. At a minimum, all of the materials listed in the approved recycling plan should be reported below.
2. The project developer shall attach receipts from recyclers or other pertinent documentation to demonstrate recycling of the materials.

| Property Location: <u>XXXX Serenity Place</u>                     |                             |                                  |   |                                     |
|---|-----------------------------|----------------------------------|---|-------------------------------------|
| Type of Construction/Demolition: <u>Office (New Construction)</u> |                             |                                  |   |                                     |
| Reporting Period: From <u>XX/XX/XX</u> To <u>XX/XX/XX</u>         |                             |                                  |   |                                     |
| Waste Type  | Amount Recycled (lbs./tons) | Receipt Attached (AYes≡ or ANo≡) | Comments                                  | Other (Reuse, deconstruction, etc.) |
| Concrete  | Unknown                     | Yes                              | Contracted for 10 CY debris Box from City |                                     |
| Asphalt   |                             |                                  |   |                                     |
| Masonry   |                             |                                  |   |                                     |
| Clean lumber (unpainted)  | 300 lbs.                    | Yes                              |   |                                     |
| Drywall   |                             |                                  |   |                                     |
| Metal   | 50 lbs.                     | Yes                              | Self-hauled to Sims Metals                |                                     |

Property Location: XXXX Serenity Place

Type of Construction/Demolition: Office (New Construction)

Reporting Period: From XX/XX/XX To XX/XX/XX

# OFFICE (New

|                  |         |               |  |  |
|------------------|---------|---------------|--|--|
| Roofing Shingles |         | Construction) |  |  |
| Cardboard        | Unknown | Yes           | Contracted w/ City for collection of cardboard (4 CY dumpster) |  |
| Green Waste      |         |               |  |  |
| Other Material   |         |               |  |  |
| Other Material   |         |               |  |  |
| Other Material   |         |               |  |  |