

Please answer the following questions:

Project Address:	Redlands Office Complex
Name of Project Manager:	John Doe
Phone Number:	(909) XXX-XXXX
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)? <u>X</u> Yes <u>No</u> (4.1 4.5)
- Does the site plan identify the flow of materials through the facility? (5.3)
  Yes X 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 give a recycling fact sheet The sheet will be attached to the leaf drawer of the employee s desk as a EW constant reminder of what materials are acceptable for placement in the desk-side recycling container. If UCLION
- 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)



3. Please specify how materials will be separated at the construction/demolition site for recycling (6.4).

A storage area will be designated for the separation and storage of the materials listed under two above. The asphalt and concrete will be mixed and piled together for loading at the end of the project. The scrap metals will be piled until the end of a project and then hauled to a scrap metals recycler. The cardboard will be broken down on a daily basis and placed in a recycling dumpster for hauling by the City. The unpainted wood will be separately piled in the designated storage area and hauled to a local firm for processing into mulch or compost. (Please see Figure XX for location of designated storage area on constructions site).

4. Please identify the area that will be utilized for storing and loading recyclables materials. The site should be adequate in size and accessible to collection vehicles. Attach a drawing. (6.1)

Please see the attached blueprint (Figure XX). A storage area has been designated of sufficient size for separation of the materials targeted for recycling.

5. Comments (Please use this space to provide any additional information related to your project's recycling program. Attach additional pages as necessary.)

Prior to the onset of construction, the contractor will research the Cal-Max data base to determine the feasibility of utilizing or exchanging waste materials. Further, the architect for the project will be asked to review relevant data bases related Asustainable design≅ and green building certification.

### ATTEST:

I agree that this plan has been prepared to the best of my ability and I agree to recycle the designated materials. Furthermore, I understand that failure to recycle the above listed materials and file reports on the recycling efforts with the City may result in legal enforcement as a violation of the project conditions and may delay issuance of the Certificate of Occupancy. Legal enforcement and penalties may be imposed by failure to document implementation of the approved Recycling Plan and Demolition and Recycling Plan.

OFFICE(New Construction)

Project Developer Signature

Print Name and Title

### **City of Redlands**

#### **Municipal Utilities Department**

# OFFICE(New **CONSTRUCTION AND DEMOLITION REPORT OF MATERIALS RECYCLED**

- The project developer shall report the estimated transfirmed of all construction and demolition debris recycled. At a 1. 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: <u>XXXX Serenity Place</u> Type of Construction/Demolition: <u>Office (New Construction)</u> CE(New Reporting Period: From <u>XX/XX/XX</u> To <u>XX/XXXX</u>							
Roofing Shingles		Construction)	,				
Cardboard	Unknown	Yes	Contracted w/ City for collection of cardboard (4 CY dumpster)				
Green Waste							
Other Material							
Other Material							
Other Material							