

SERVICE ENTRANCES, MATERIAL & WASTE HANDLING

Service Entrance: Each service entrance should incorporate a loading dock for material handling. The loading dock should be reinforced concrete construction with metal angle edge protection and rubber bumpers. The height of the loading dock should be 42 in. above the surface of the adjacent service drive. Each building should incorporate a service entrance that is specifically designed for the handling/transporting of various supplies, waste and recyclable materials into and out of the building, as well as for use by service and vending personnel (see the *Entrances, Building* section in these *Guidelines* for specific design considerations). Adequate lighting should be provided for the convenience and protection of service personnel who work at night. Consideration should be given to providing a measure of rain and wind protection at each service entrance. Consideration should also be given to providing a receiving room with an overhead door for any service entrance that is *heavily* used for material handling. Additional considerations include adjacencies, storm water management, preventing slippage for forklifts, and mechanisms to prevent runaway trucks.

A service drive and associated access area should be provided to access the service entrance that serves each new facility. Each service drive and associated access area should be sized and laid out so as to safely and conveniently accommodate the vehicular traffic associated with the pick-up and delivery of materials as well as the dumping and/or pick-up/delivery of waste and recycling containers (see *Waste Handling and Recycling* below). A minimum of 60-65 ft. is required in front of each type of waste/recycling container for this purpose. Turn-around space should be provided as appropriate. Parking space for multiple service vehicles should also be provided as appropriate and practical. Each service drive and associated access area should also be sized and laid out to provide adequate access for emergency vehicles. Consideration should be given to providing a vision barrier to hide any aspect of the service drive and/or service entrance / loading dock area that is unsightly.

Waste Handling: Buildings that generate smaller quantities of waste are typically served by an 8 CY “front-load” type waste container that is 74.5 in. wide x 68.5 in. deep x 82.75 in. tall. Buildings that generate larger quantities of waste are typically served by a “roll-off” type waste container that is 94 in. wide x 210 in. long x 87.5 in. tall. For screening purposes, the height at the peak of the roll-off access lids is 113.5”. In either case, an access platform should be provided for the purpose of providing a safe and convenient means of accessing the applicable container. (Information regarding which container size is appropriate for a specific facility can be obtained from the F&S Division Transportation Section and/or The Waste and Recycling Center.) The height of each platform should be 24” below the top lip of the container. For 8 CY container, this would be 58.75 in. above the surface of the adjacent service drive and the width should be 48 in. minimum. For roll-off containers, the platform should be 63.5 in. above the adjacent service drive. The length of each platform should match the length of the associated container. Access to the elevated surface of the platform should be by means of a concrete ramp. In cases where a ramp cannot be constructed, stairs may be used if a variance is approved. Handrails and guardrails should be provided as required by OSHA. Service areas should be appropriately screened using standard building materials, will all materials and locations to be reviewed and approved by the Architectural Review Committee.

Recycling: Buildings that generate smaller quantities of recyclable materials are typically served by portable “toters” that are stored on an extension of the loading dock. Loading docks that serve this type of building should be laid out such that sufficient wall space (and corresponding dock area) is available for the storage of these “toters”. Buildings that generate larger quantities of recyclable materials are typically served by a “front-load” type recycle container as described above for waste handling. An access platform should be provided (as also described above) in addition to the one required to access the waste container.

Integrated Dock Design: As outlined above, either one or two waste/recycling

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containers will be located near the service entrance of each building, each requiring an access platform with a ramp. The preferred manner for accomplishing this is to integrate the access platforms and ramps into the design and construction of the loading dock such that it becomes a universal structure serving multiple functions. When this approach is taken, the rubber bumpers that are typically installed at the loading dock should not be installed where the dock serves as an access platform. Eliminating these bumpers allows containers to be located closer to the platform. A "No Parking Anytime" tow-away zone should be provided in front of the loading dock and each container.

Information: For specific information regarding recycling, waste removal and other issues that impact the design of service entrances, service drives and loading docks for buildings, contact the F&S Division Transportation Section and/or The Waste and Recycling Center.