



## Commercial Carpet Tile Reclamation Request Form

### Requestor Contact

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

### Material Type to be Reclaimed

Manufacturer: \_\_\_\_\_

Face Fiber: \_\_\_\_\_

Backing: \_\_\_\_\_

Quantity: \_\_\_\_\_ SY \_\_\_\_\_ SF \_\_\_\_\_ lbs \_\_\_\_\_ Pallets \_\_\_\_\_

Quality: \_\_\_\_\_ Clean/Like New \_\_\_\_\_ Moderate \_\_\_\_\_ Dirty \_\_\_\_\_

Other notes about Material: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### On-Site Contact (if different than above)

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Certification Required: \_\_\_\_\_ YES \_\_\_\_\_ NO \_\_\_\_\_ TYPE \_\_\_\_\_

LEED Requirements: \_\_\_\_\_ YES \_\_\_\_\_ NO \_\_\_\_\_ TYPE \_\_\_\_\_

PICKUP DATES: \_\_\_\_\_

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**Project Site Information**

Site Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Can this site accommodate a 53' Trailer? \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_

Loading Docks? \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_

Describe the loading / Staging area: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Is there a forklift or pallet jack available on site? \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_

Describe Site Parking &amp; Accessibility: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Material Preparation**

1. Material must be dry and reasonably free of debris.
2. Sort product by type. Never mix material.
3. Pallets must be 4' x 4' **or smaller** to accommodate side-by-side trailer loading.
4. Stack material face-to-face and back-to-back.
5. Stack material on pallets up to 48" high.
6. Wrap pallets, wrapping material from top to bottom to secure stacks during transport.
7. Secure pallets with a minimum of two straps. Rope or twine or similar may be used.

NOTE: Customer is responsible for proper preparation of materials for shipping. Customer must load pallets on trailer to maximize weight starting at the nose of the trailer and working back. Only approved materials identified in this request may be prepared and loaded.

Trailer and pallets must be free of non-reclamation material debris (i.e. other construction debris, food and drink containers, packaging, etc.). No hazardous materials, asbestos, or bio-hazard material shall be loaded in the trailer or on pallets. Trash handling fees will be levied if material is loaded with non-accepted material or debris.

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