



## [Instructions For Filling Out The Container Location Spreadsheet](#)

Locations should be supplied in a Microsoft Excel spreadsheet saved with a file extension – “csv”, “xls” or “xlsx”.

<b>COLUMN HEADING</b>	<b>DATA TO BE FILLED IN</b>
Provider Name	The name of your company
Account Number	The account number assigned to your business by CDOT (this is a unique number assigned to your company)
Name on container	Enter the company name listed on the container if different from your company.
Prop Addr	The address of the property the containers are located at
Dir	The street direction (i.e., N = North, S = South, E = East, W = West)
Street Name	The street name
Suf	The street suffix (e.g., AV = Avenue, BV = Boulevard, PL = Place, ST = Street)
Size Of Container	The size of the container that is located at the site ( <b>A</b> = Under 1 Cubic Yd; <b>B</b> = 1-2 Cubic Yds; <b>C</b> = over 2-10 Cubic Yds; <b>D</b> = over 10 Cubic Yds; <b>E</b> = Exempt*, <b>R</b> = Recyclable). <b>If multiple sizes are being used please use a separate line for each size.</b>
Number of Containers	The number of the containers at this location of the specified size
Start Date	The date your contract began at this site (MM/DD/YY)
End Date	The date your contract is scheduled to end at this site (MM/DD/YY)
New entry from Last Submittal	If there are new container(s) at an address since the last submittal list the container(s) under a separate line and enter Yes in this column

- \* Use the Exempt container size designation if the container is being used by a unit of local government or school district that levies a property tax exclusively within the City of Chicago. There will be no charge for these containers.

