

UNIVERSITY POLICIES & PROCEDURES

POLICY NAME: ABANDONED BICYCLE POLICY	TEMPORARY REVIEW NUMBER:
CLASSIFICATION: FINANCE & ADMINISTRATION	SUPERSEDES: BICYCLE STORAGE PROCEDURES
AUTHOR: DAVID COWAN	LAST REVIEW: NA
AUTHORITY:	NEXT REVIEW: SEPTEMBER 2011
APPLICATION: <input type="checkbox"/> Undergraduate only <input type="checkbox"/> Graduate only <input checked="" type="checkbox"/> All University	EFFECTIVE DATE: NA
DISTRIBUTION (IDENTIFY AUDIENCE/PUBLICATION): ALL UNIVERSITY; UNIVERSITY POLICY WEB SITE	CUSTODIAN OF POLICY: FACILITIES SERVICES MANAGER

Policy Statement:

I. Bicycle storage procedures

A. Facilities Services

1. Facilities Services will be in control of the master inventory of all bicycles received from Grounds, Security and Residential Life. Residential Life staff will work with the shop to ensure that documentation includes when the impound notice was placed on bicycles. Master inventory records will include: Serial numbers (where possible), make, location taken from, etc. before placed in storage up to one month or until owner claims bicycle(s). The computerized inventory will be made available to Security, Residential Life, Grounds and University Stores.
2. After the required Lost and Found one month period has expired, Facilities Services will indicate which bicycles and date of disposal of bicycle(s) made to University Stores. Bicycles will be disposed of or sold.
3. Document when bicycle notices are issued. Documentation should include when placed on bicycles with the date, time and description and bicycle rack location.
4. After the seven day time frame is past, Facilities Services will have the lock cut and bicycle with lock/chain delivered to the impound site.
5. Each bicycle will be labeled.

B. Security: (*confiscated or lost and found bicycles only)

1. Place one warning notice on bicycles found outside illegally parked (such as attached to a sign post, building, etc.). Should the same bicycle be found again parked illegally the chain/lock will be:
 - a. Cut by Security staff and the bicycle returned to the Wiecking north doors and locked up with lock/chain attached.
 - b. An information report will be filed documenting where bicycle was found, make, model, serial number, etc.

- c. Copy of information report forwarded to Facilities Services
- d. Bicycle labeled with date and location of confiscation by security support staff.

- 2. Bicycles found inside buildings may be confiscated immediately proceed as B. a-d above.
- 3. After seven days the bicycles will be delivered to the bicycle impound site and Facilities Services will subsequently take a picture and complete the documentation process.

II. Abandoned bike claim by owner procedure

Facilities Services will:

- A. Verify with picture identification the individual claiming the bicycle. Verify bicycle ownership by serial number, make, model, color and/or identifying marks of the bicycle or they provide the key or the combination for the bike lock.
- B. Have the owner sign release form.
- C. Charge the owner a fee of \$5 fee for time involved in cutting off a lock and transporting it across campus plus \$1/day storage for regular locks. Kryptonite locks have a \$25 fee plus \$1/day storage assessed if Physical Plant has to be employed to blow torch the bike lock off.
- D. Facilities Services will make arrangements to return the bicycle to owner after A and B above are completed.

III. Disposition of abandoned bikes

Facilities Services shall dispose of any unclaimed bikes after at least a one month stay in the bike impound site.