

Procedure Title: Cycling Facilities Procedure

Area Code:	DEV
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1. Purpose of Document

This procedure is intended as a guideline for the appropriate use of the campus cycling facilities. These facilities were substantially enhanced as part of the 2014 minor summer works programme.

2. Scope

This policy will cover the appropriate use of:

- Room H0023; Unisex Shower/Changing Facility
- External bicycle shelters
- External lockers contained in shelters
- Bicycle repair stations
- External bicycle lockers

3. Reference Documents

None applicable.

4. Procedure

4.1 Room H0023; Unisex Shower/Changing Facility

This room is located on the lower ground floor of the Student Centre (Block H) and can be accessed directly from the external entrance adjacent to the Student Union Shop. The room comprises five shower stalls, sixty heated and ventilated lockers, hair dryers, hand wash facility and mirrors. It is intended that the room will be available for both staff & students who cycle to campus and require a means by which they may shower and/or change their clothes.

This room is designated as a Unisex facility and users are expected to be aware of this and act in an appropriate manner at all times. Users are requested to disrobe in the shower stalls only and should remain appropriately clothed when in the communal part of the space. Inappropriate use of this facility and/or disregard/interference with the privacy of other users will be considered as a disciplinary matter.

The University reserves the right to prevent access to a person or persons engaged in activities impacting on the correct use of the facility. Users are expected to maintain the room and its facilities in reasonable order and not engage in any activity detrimental to the use of the facility by other users.

4.1.1 Shower Facilities

It is envisaged that the showers are available for cyclists only however, the scope remains to extend the use should other requirements dictate. Users shall supply their own soap, shampoo, towels etc.

4.1.2 Lockers within room H0023

There are sixty lockers available in the room. They are available on a first come first serve basis. A €1 or €2 coin must be inserted in order to secure the locker and enable the key to be removed. The coin is refunded when the key is replaced, and locker opened.

The lockers are provided to store and air clothing and personal belongings pursuant to the activity of cycling and are not intended for general use.

The lockers are permitted for use for one day only, i.e., the keys shall not be retained by anyone overnight. The lockers will be checked and emptied at the end of each day. The contents will be retained for a period of two weeks and may be disposed of thereafter. There will be a penalty charge of €5 for the recovery of belongings. Further there will be a charge of €100 for lost keys or damages to cover the cost of replacing the associated lock.

4.1.3 Opening hours of this facility are as follows:

Term Time:	Monday to Thursday:	8.00am to 10.00pm
	Friday to Saturday:	8.00am to 6.00pm
	Sunday:	Closed

Non Term Time:	Monday to Friday:	8.00am to 6.00pm
	Saturday:	Closed
	Sunday:	Closed

4.1.4 Cleaning

The room will be cleaned each evening following closing time, Monday to Friday by contract cleaners.

4.2 External Bicycle Shelters

Location of shelters is indicated on the attached map. The shelters provide a means to lock bikes in a secure manner, i.e., lock wheel and frame to secure rail. The Estates office shall reserve the right to remove and dispose of any bikes which remain there beyond a one month period.

4.3 External Lockers Contained in Shelters

There are currently six lockers located at each of the following bicycle shelters B, D, G, H, L & P as per the attached plan – Appendix 1. These lockers are operated as per the internal lockers in H0023. They are available on a first come first serve basis. A €1 coin must be inserted in order to lock the locker and remove the key. The €1 coin is refunded when the key is replaced, and the locker opened.

The lockers are permitted for use for one day only, i.e., the keys shall not be retained by anyone overnight. The lockers shall be checked and emptied at the end of each day. The contents will be retained for a period of two weeks and may be disposed of thereafter. There will be a penalty charge of €5 for the recovery of belongings. Further there will be a charge of €100 for lost keys or damages to cover the cost of replacing the associated lock.

4.4 Bicycle Repair Stations

There are four bicycle repair stations adjacent to the bicycle shelters at B, E, G and L as noted on the attached plan. They contain a bicycle pump and a set of common tools to allow basic maintenance and to assist with puncture repairs and the like. Some of the tools have sharp ends and anyone using them shall do so at their own risk.

4.5 External Bicycle Lockers

There are 16 external lockers, 6 horizontal and 10 vertical, located as shown on the keyed plan attached. These lockers are proposed for use by people with high value bikes, to allow them lock the bike in a separate enclosure. The lockers will be available on a first come first serve basis. It is envisaged that the users own bicycle lock will be used to secure the locker (locks are not provided). The University reserves the right to remove locks from the lockers if there is no evidence of a bicycle present, this is to prevent any single user claiming ownership of a particular locker. Lockers are for use for one day only and shall not be used overnight without prior written approval from the estates office. The lockers shall be checked and emptied at the end of each day. Locks will be cut if necessary, at the owner's expense. Bicycles and contents will be retained for one month only, after which they will be disposed of. There will be a €10 charge imposed for reclaiming a removed bike during this period.

4.6 Security

Whilst every effort is made to ensure that bicycles are not tampered with, the Institute cannot accept responsibility for loss or damage to personal property.

4.7 Contact Details

Contact number for Security to recover removed property: 087 637 9470

Contact number for the Estates office to arrange overnight use: 071 930 5335

5. Records generated by this Policy

6. Measurement of Effectiveness of this procedure

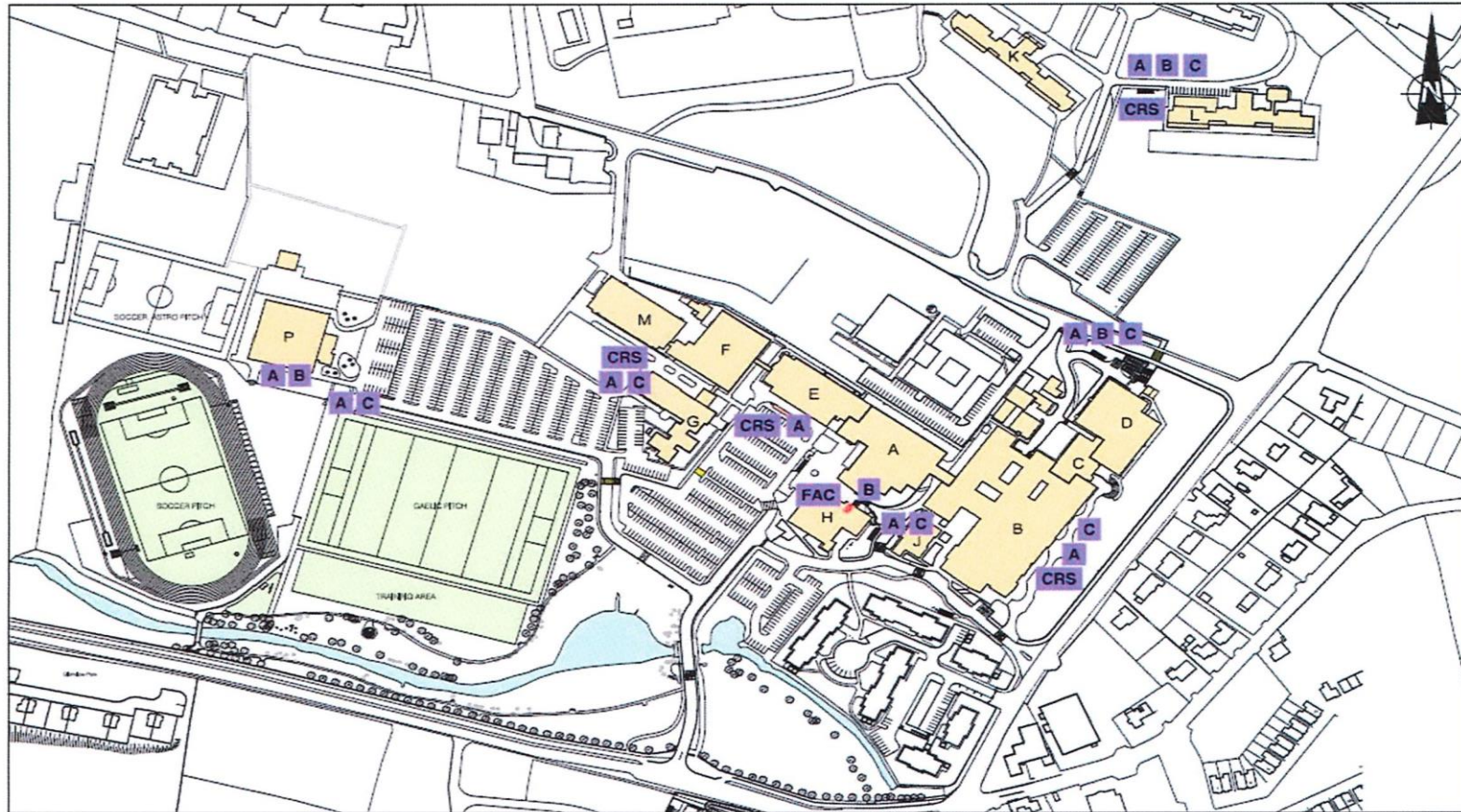
None applicable

7. Revision History

Revision No	Description of Change	Issue Date	Status
000	New document	13/11/2015	Approved by Tom Reilly Head of Strategy and Planning
001	<p>Section 4.1.2: Update the charge for lost keys or damages to locks in room H0023 from €60 to €100. Amendment also to add €2 coin as a coin option for use of lockers within room H0023.</p> <p>Section 4.3: Update the charge for lost keys or damages to locks in the External lockers contained in shelters from €60 to €100</p>	22/02/2022	Approved by Executive 14/02/2022

Appendix 1

Site map



CYCLING FACILITIES

KEY:

- A** - BICYCLE STANDS WITH COVERED SHELTER
- B** - BICYCLE STORAGE LOCKERS
- C** - EQUIPMENT LOCKERS
- CRS** - CYCLE REPAIR STATIONS
- FAC** - CHANGING FACILITIES

Atlantic Technological University

Cycling Facilities

Last Updated: 11/11/2016