

## **Bicycle Storage Room Procedures**

- If you would like to utilize the secured bike storage room on the P-1 level, please complete the attached Bicycle Storage Registration Form below and submit to the Management Office. Upon receipt of your completed form, access will be added to your badge/fob.
- Management advises all employees to use an additional personal lock to secure bicycles inside the cage. Management will not be responsible for stolen items.
- Please make sure to lock the door when you leave the Bicycle Storage Room.
- The Bicycle Storage Room is located on the P-1 level.
- Inoperable bicycles (flat tires, broken, etc.) left inside the storage room for more than 3 days will be removed.

## **Fitness Center Locker Procedures**

- Lockers will be assigned and a record kept on a first come, first served basis, up to a maximum of 56-lockers, to bicycle commuters for use 24 hours per day, 7 days per week.
- Bicycle commuters who request a locker will be asked quarterly if they still require a locker to facilitate reassignment to other bicycle commuters who wish to use one.
- All other tenants may use the remaining unassigned lockers for daily use only. A lock may be placed on these lockers for a 24 hour period.
- Management will not be responsible for stolen or lost items.

**800 N Glebe Rd  
Bicycle Storage/ Locker  
Registration Form**

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

**Company:** \_\_\_\_\_

**Suite #:** \_\_\_\_\_ **Phone #** \_\_\_\_\_

**Badge/Fob Number:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

☐ **Male**    ☐ **Female**

☐ **Request Bike Storage Only**

☐ **Request Bike Storage and Assigned Locker**

**For Management Use Only**

**Assigned Locker #:** \_\_\_\_\_

**Date Received:** \_\_\_\_\_

**Employee Signature:** \_\_\_\_\_