

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, you will be issued a Datawatch fob to access the Bicycle Storage.
- If your fob is lost, please report it immediately to the Management Office. There will be a \$13.00 cost to replace a fob.
- Management advises all employees to use an additional personal lock to secure bicycles inside the cage. Management also advises placing the fob # issued to you some place on your bicycle. 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.
- Please return the fob to the Management Office if your employment at the building ceases.
- Inoperable bicycles (flat tires, broken, etc.) left inside the storage room for more than 3 days will be removed.
- Bicycle storage is for daily use only.

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 #** _____

E-mail: _____

Signature: _____

☐ **Male** ☐ **Female**

☐ **Request Bike Storage Only**

☐ **Request Bike Storage and Assigned Locker**

For Management Use Only

Bike Storage Fob #: _____

Assigned Locker #: _____

Date Received: _____

Employee Signature: _____