

APPENDIX D

City of New York / Department of City Planning Bicycle Questionnaire

The City of New York / Department of City Planning, Transportation Division
Bicycle Questionnaire

N^o 5827

Please answer the following questions as completely as possible - thank you!

I. BICYCLE TRAVEL HABITS
Do you ever use your bicycle to commute to work? yes no
(if no, go directly to part B)

A. If yes:
Describe the route of your typical commute:
(i.e. Park Stops, Brooklyn to Midtown Manhattan)
Begins at _____
and ends at _____

The streets that I typically use are: _____

How long have you been commuting to work? _____ years
Approximately how far is your commute? _____ miles

How long does it usually take you? _____ hrs. _____ min.
I commute: (choose one)
 once a week
 twice a week
 3 or more times a week
 once a month
 twice a month

B. If no:
What is(are) your primary reason(s) for not commuting by bicycle?
(check all that apply)
 I work too far from home
 Fear of motorists
 Roadway surface conditions are poor
 Nowhere to store my bike safely
 No shower/change facilities at work

C. Please tell us a little about yourself (optional).
What is your age? Under 21 21-40 41-62 Over 62
Are you Male Female

II. BICYCLE SAFETY (all trips)

Which roadway users are the greatest threats to your safety when riding in traffic?
(Please assign numbers 1-5 to each category (1 if low threat - 5 if high threat))

- _____ taxi cab drivers
- _____ private passenger car drivers
- _____ bus drivers
- _____ truck drivers
- _____ double parked cars
- _____ jaywalking pedestrians
- _____ in-line skaters
- _____ other cyclists

Along your typical routes, are there any particularly bad intersections or stretches of roadway? Describe the exact location: _____

What is the nature of the problem? _____

If you have been in an accident while riding in traffic: (check all that apply)

- a police report was filed
- someone was injured
- someone was taken to the hospital
- I was doored (# _____ times)
- I collided with a vehicle (# _____ times)
- I collided with a person (# _____ times)

III. BICYCLE PARKING (all trips)

Where would you like racks, lockers, etc.: (please be site specific)

- _____ A) Bike Racks (including lots and garages)
- _____ B) Bike Lockers
- _____ C) Additional Bike Racks (where facilities are available but more are needed)
- _____ D) Bike Service Station (including guarded bike parking, repairs, bike rental, coffee, snacks, and a nice atmosphere)

If safe and secure bike parking were available (such as indoor and/or guarded facilities), how much would you be willing to pay?

\$ _____ an hour \$ _____ per day

use seal provided (no staples), and mail. No postage necessary.

THANK YOU for your time and effort! Please fold here >

CYCLISTS, TELL US WHAT YOU NEED!

As an Urban Cyclist please prioritize the following:

"Cyclists need ... the most" (use a scale from 1-10 to prioritize; 1 - least, 10 - most important; the same number may be used several times)

- Improved access to bridges..... _____
- A comprehensive network of bike lanes..... _____
- Improved bicycle parking facilities..... _____
- Improved access to mass transit..... _____
- Improved roadway surface conditions..... _____
- Other _____

Where did you receive this survey? _____

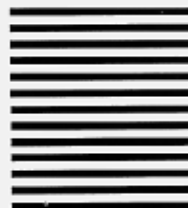
Where do you live? (including neighborhood and borough if applicable) _____

**The City of New York
Department of City Planning**

Do you have any comments on the survey, or on cycling in New York City in general? Use the space below.



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IF MAILED
IN THE
UNITED STATES



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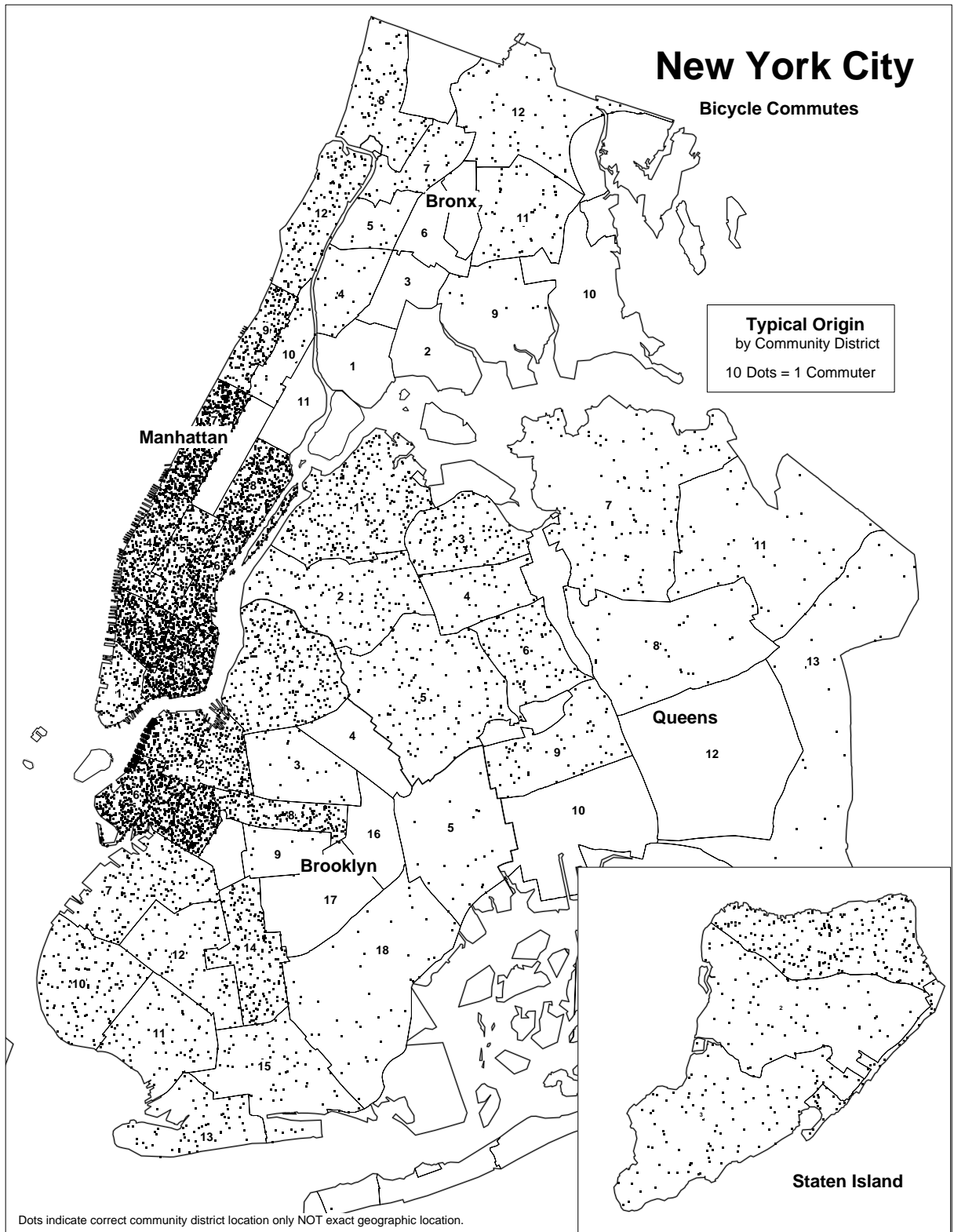
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NYC DEPARTMENT OF CITY PLANNING
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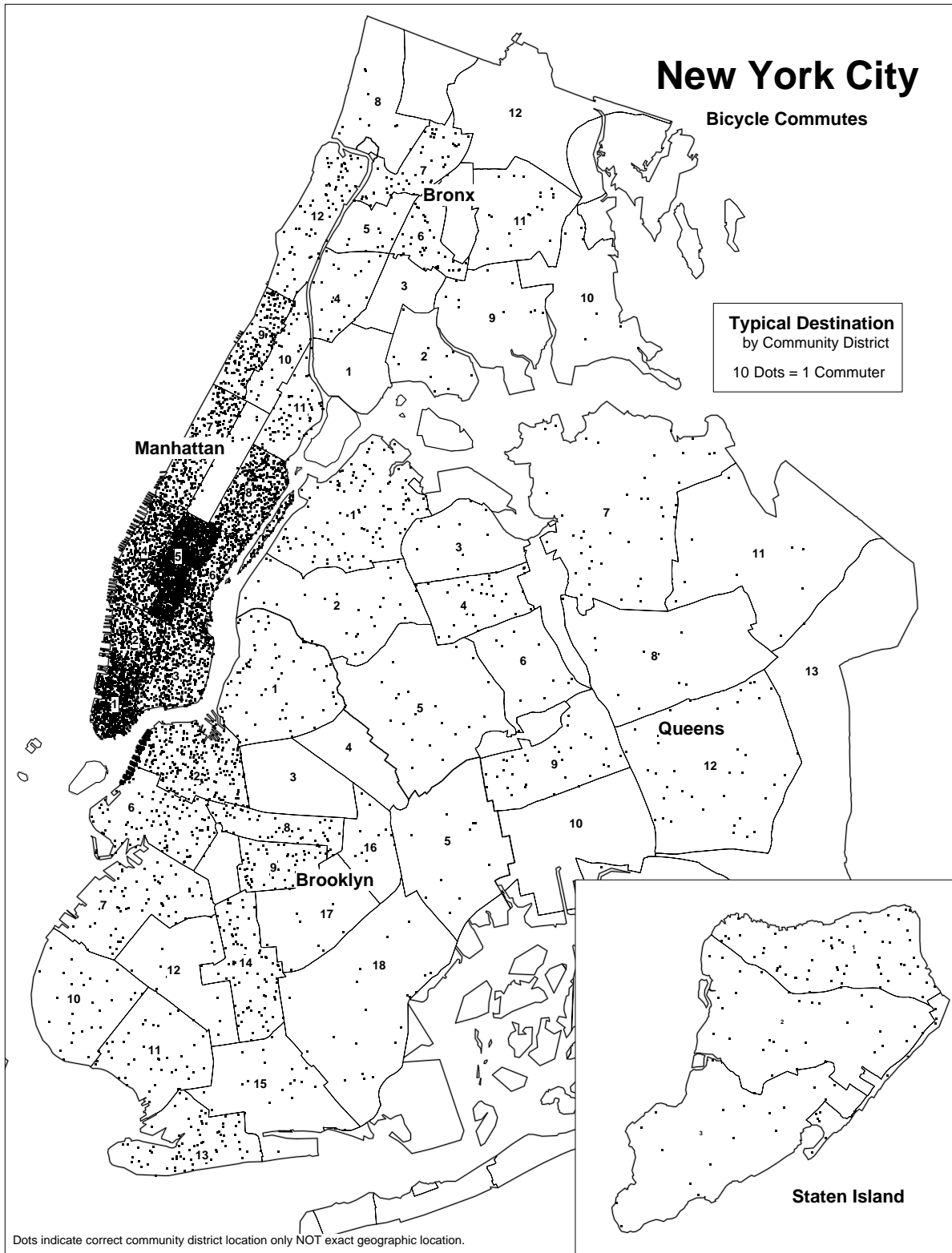


APPENDIX E

MAPS OF BICYCLE SURVEY RESULTS

- Map 1 Typical Origin of NYC Bicycle Commutes by Community District
- Map 2 Typical Destination of NYC Bicycle Commutes by Community District
- Map 3 Study Area 1 Recommended Sites & Existing City Racks
- Map 4 Study Area 1 Locker Recommendations
- Map 5 Study Area 1 Bike Station Recommendations
- Map 6 Study Area 2 Recommended Sites & Existing City Racks
- Map 7 Study Area 2 Locker Recommendations
- Map 8 Study Area 2 Bike Station Recommendations
- Map 9 Study Area 3 Recommended Sites & Existing City Racks
- Map 10 Study Area 3 Locker Recommendations
- Map 11 Study Area 3 Bike Station Recommendations



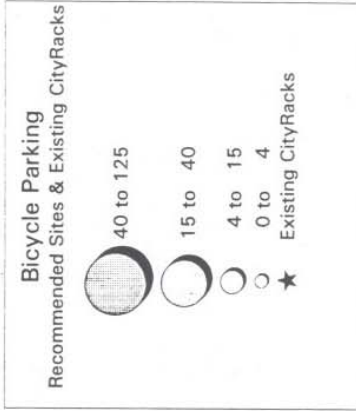


Bicycle Parking Needs Study

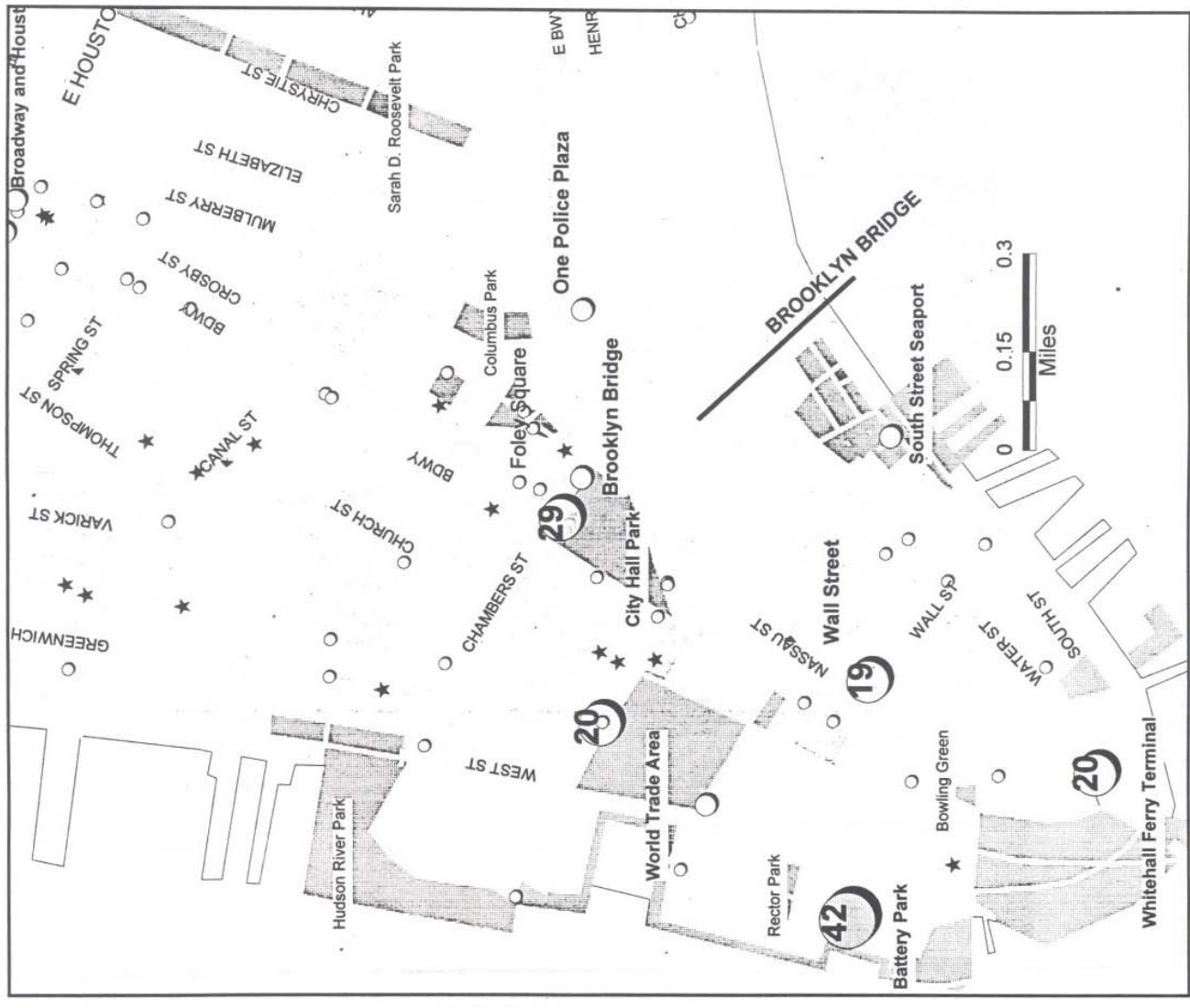
1998/99

Study Area 1

Bicycle Parking Survey Results



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Joseph B. Rose, Director

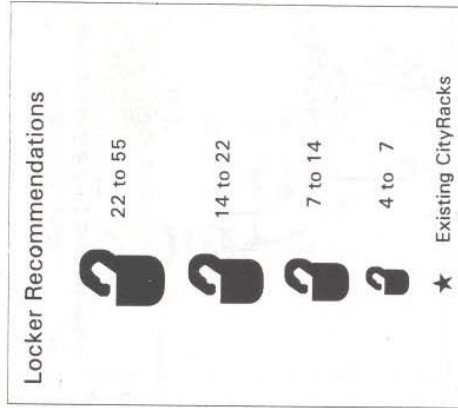
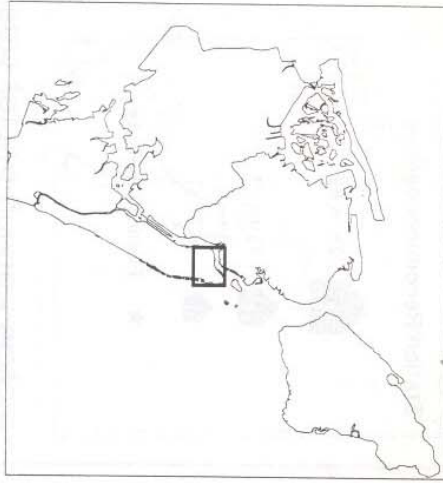


Bicycle Parking Needs Study

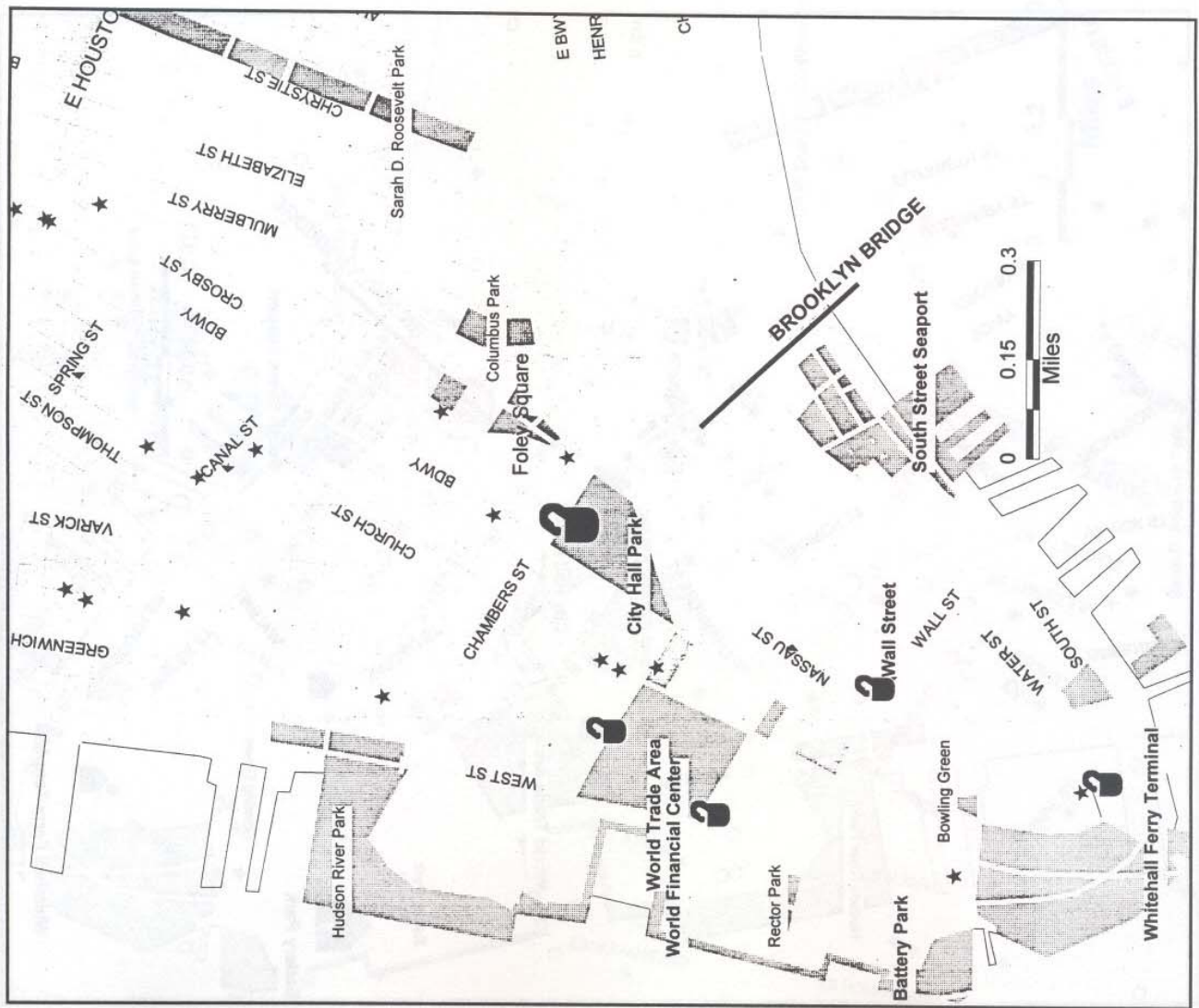
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Study Area 1

Bicycle Parking Survey Results



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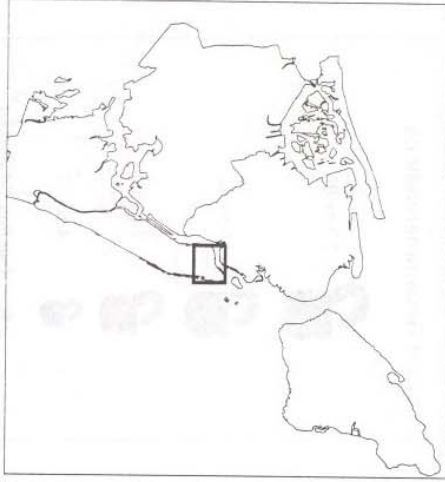


Bicycle Parking Needs Study

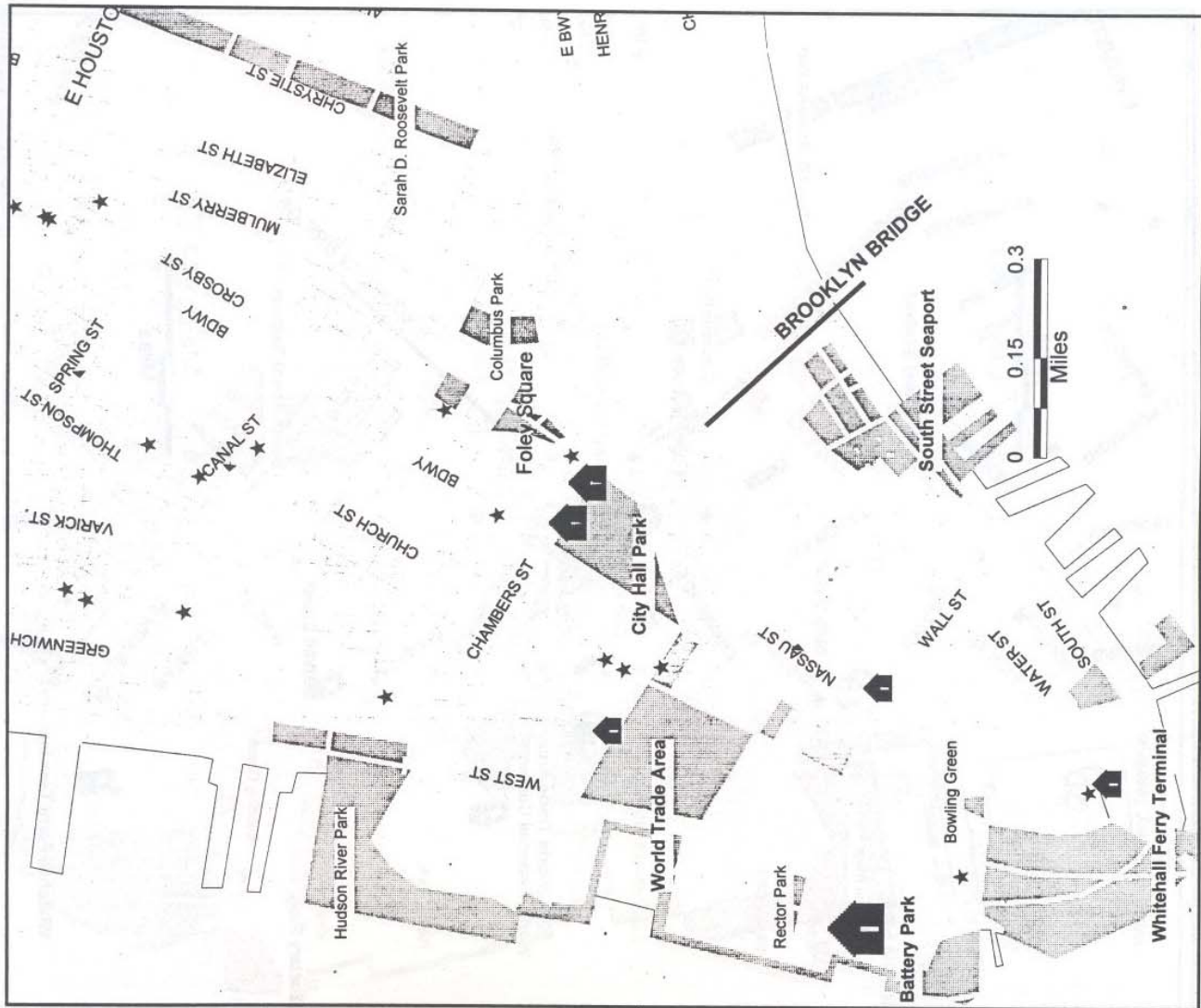
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Study Area 1

Bicycle Parking Survey Results

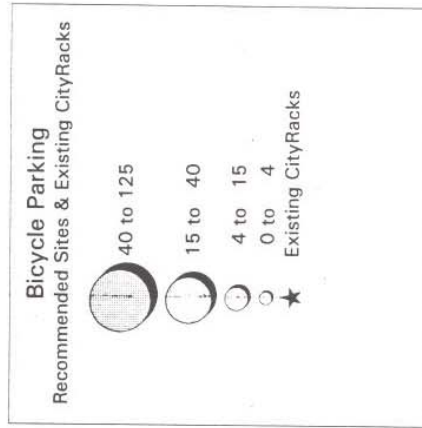
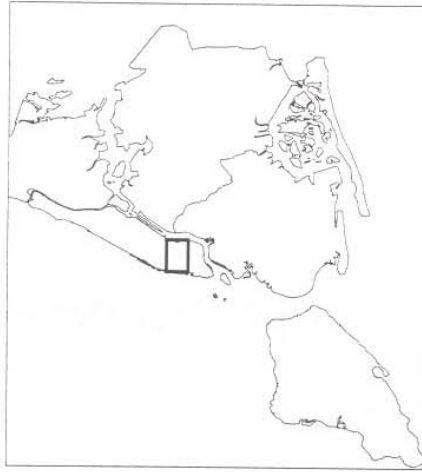


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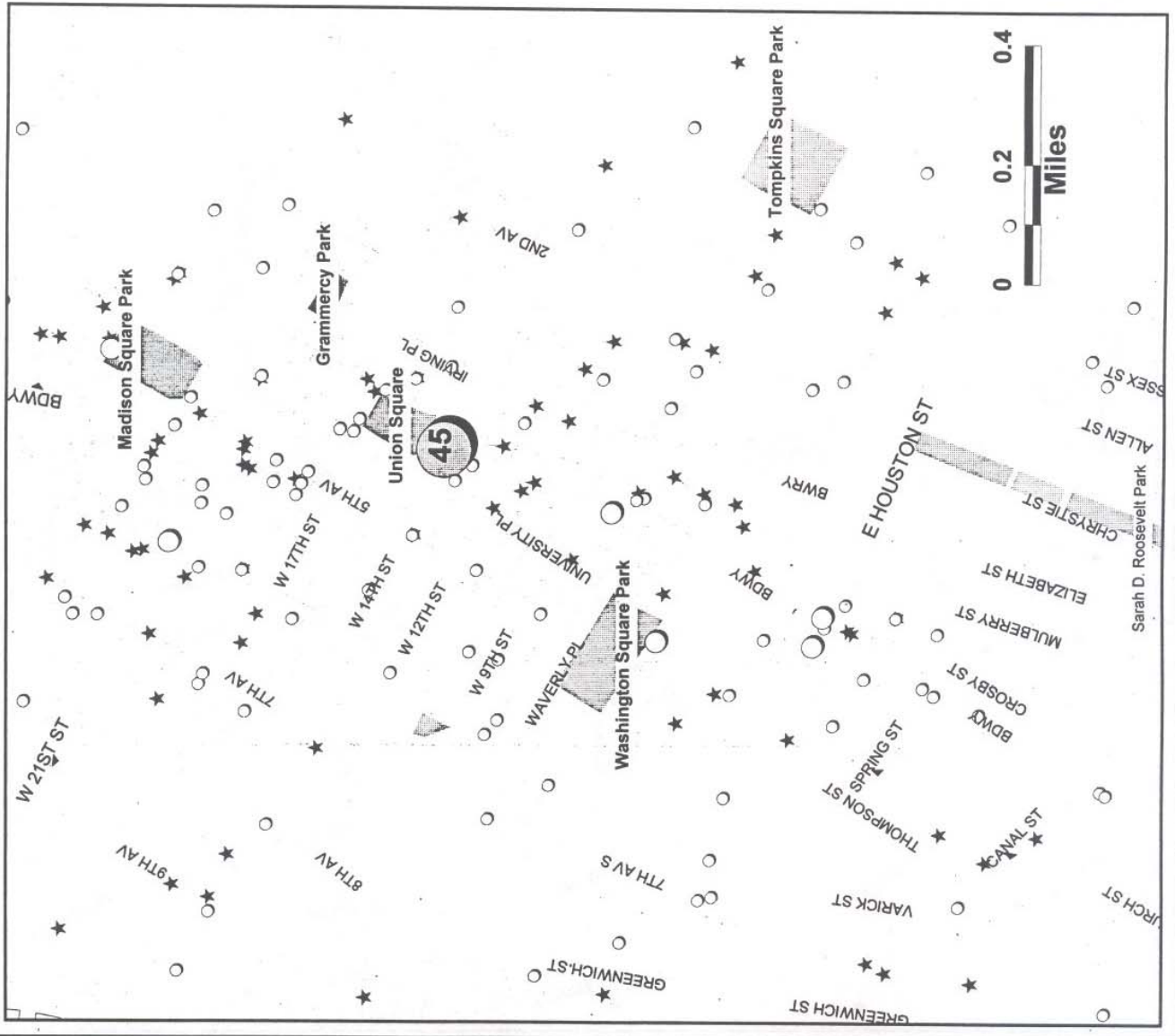


Bicycle Parking Needs Study 1998/99

Study Area 2 Bicycle Parking Survey Results

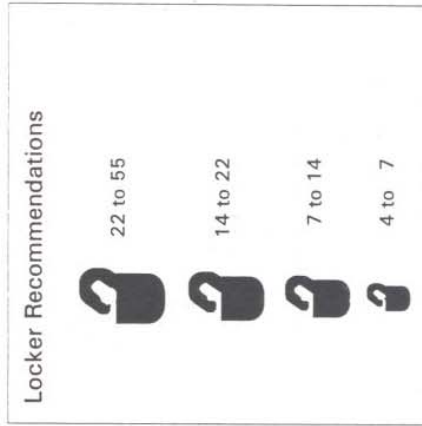
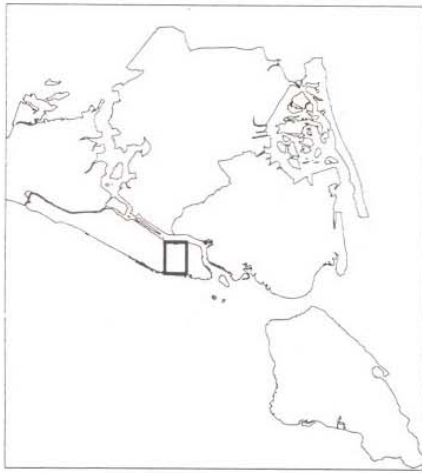


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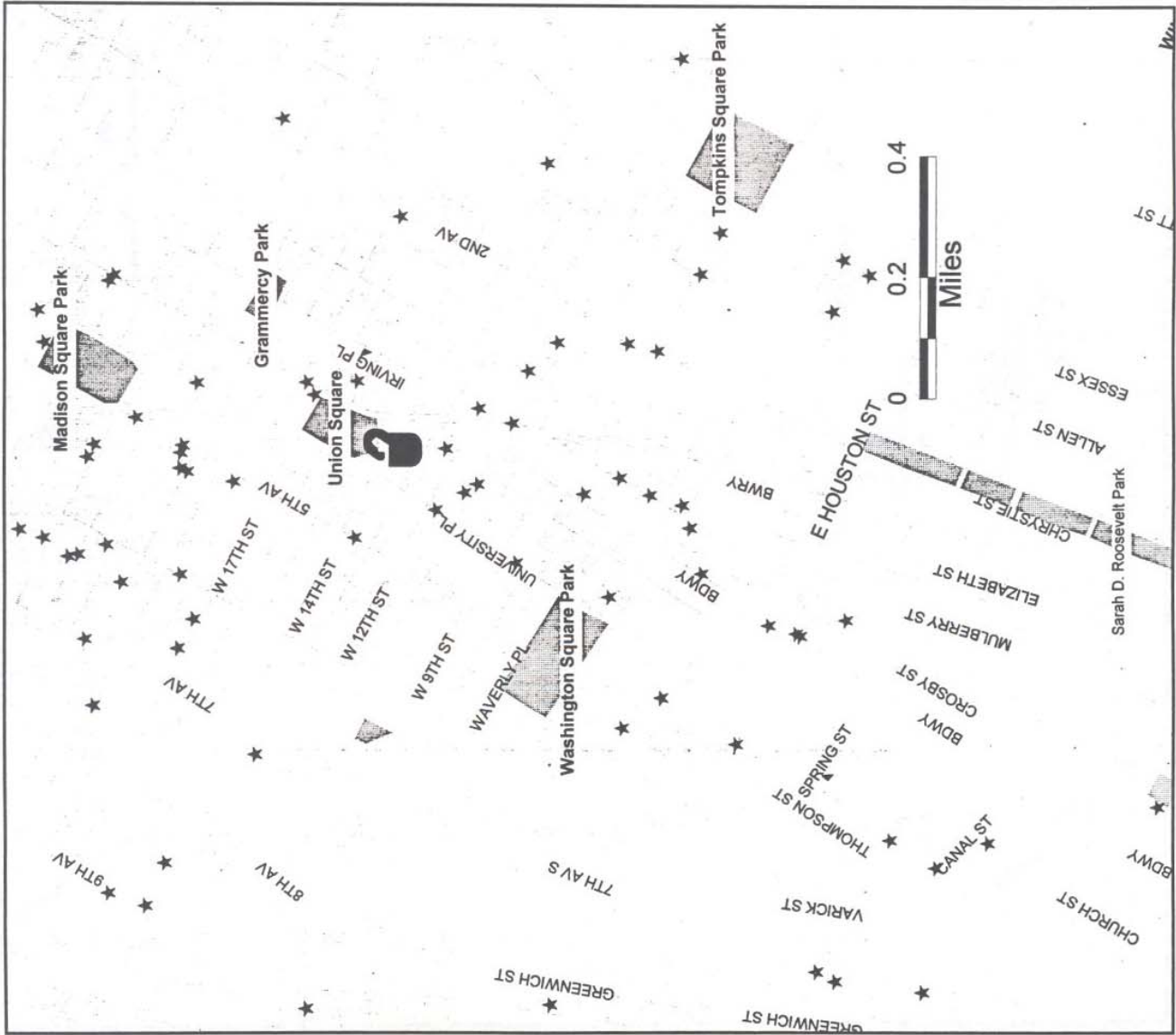


Bicycle Parking Needs Study 1998/99

Study Area 2
Bicycle Parking Survey Results

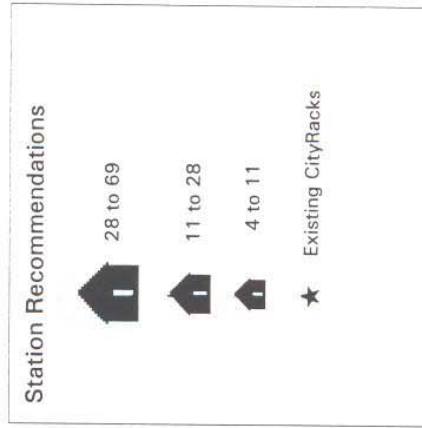
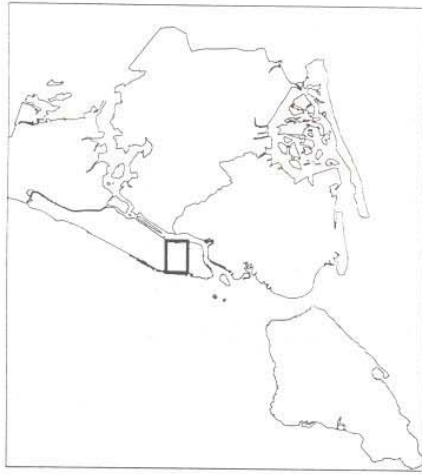


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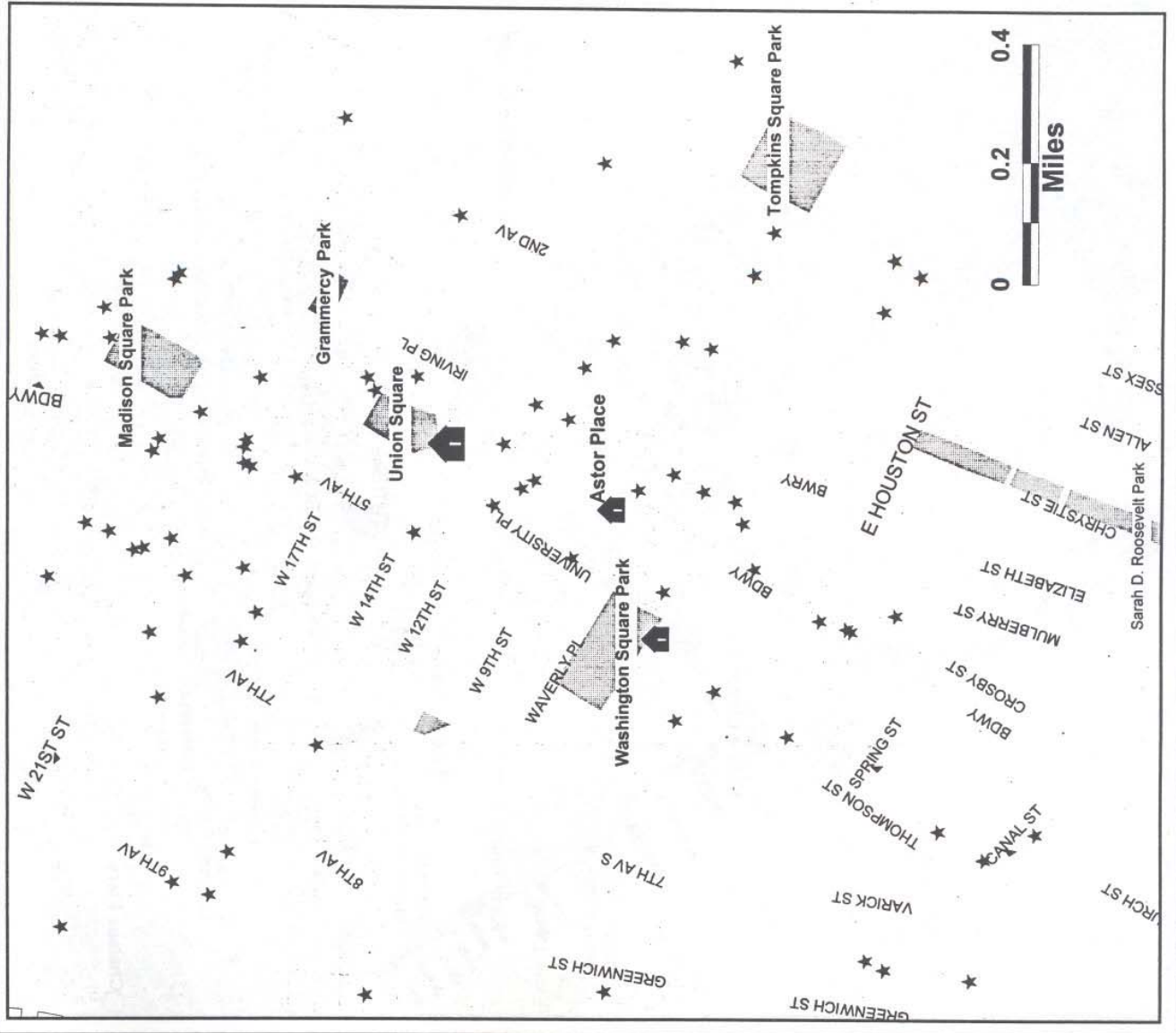


Bicycle Parking Needs Study 1998/99

Study Area 2
Bicycle Parking Survey Results

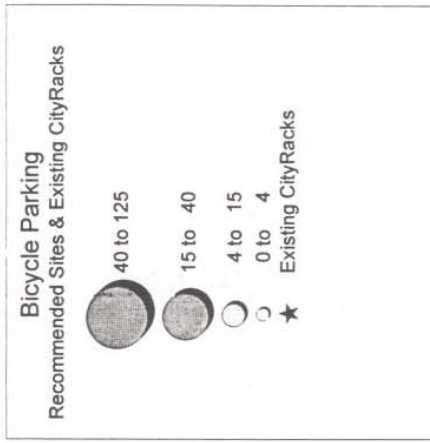
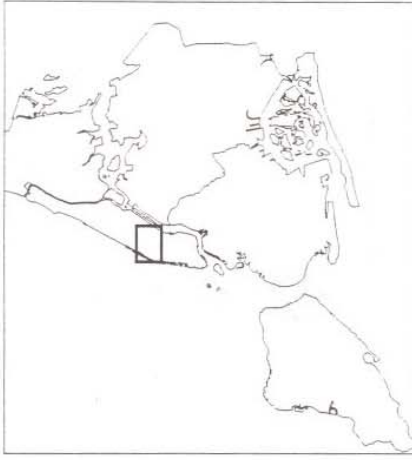


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Bicycle Parking Needs Study 1998/99

Study Area 3 Bicycle Parking Survey Results



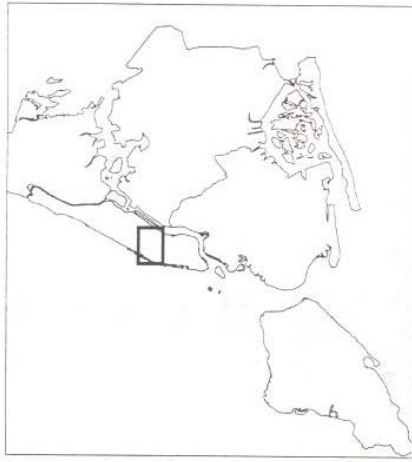
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Bicycle Parking Needs Study

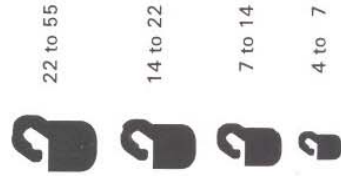
1998/99

Study Area 3

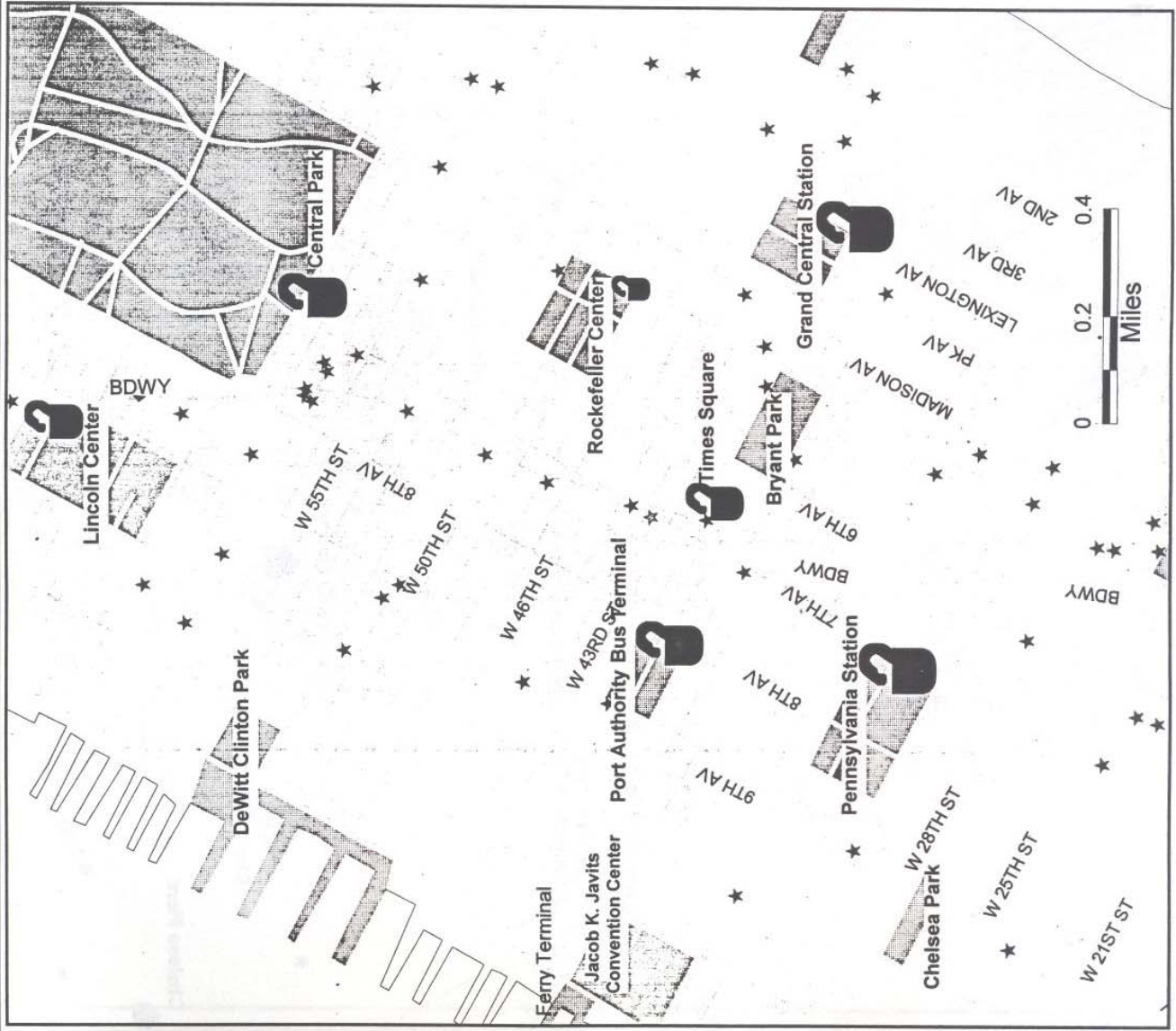
Bicycle Parking Survey Results



Locker Recommendations

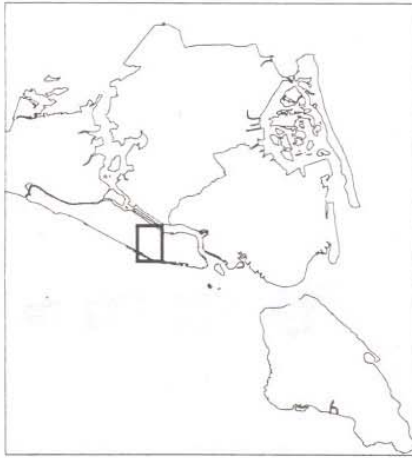


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**Bicycle Parking Needs Study
1998/99**

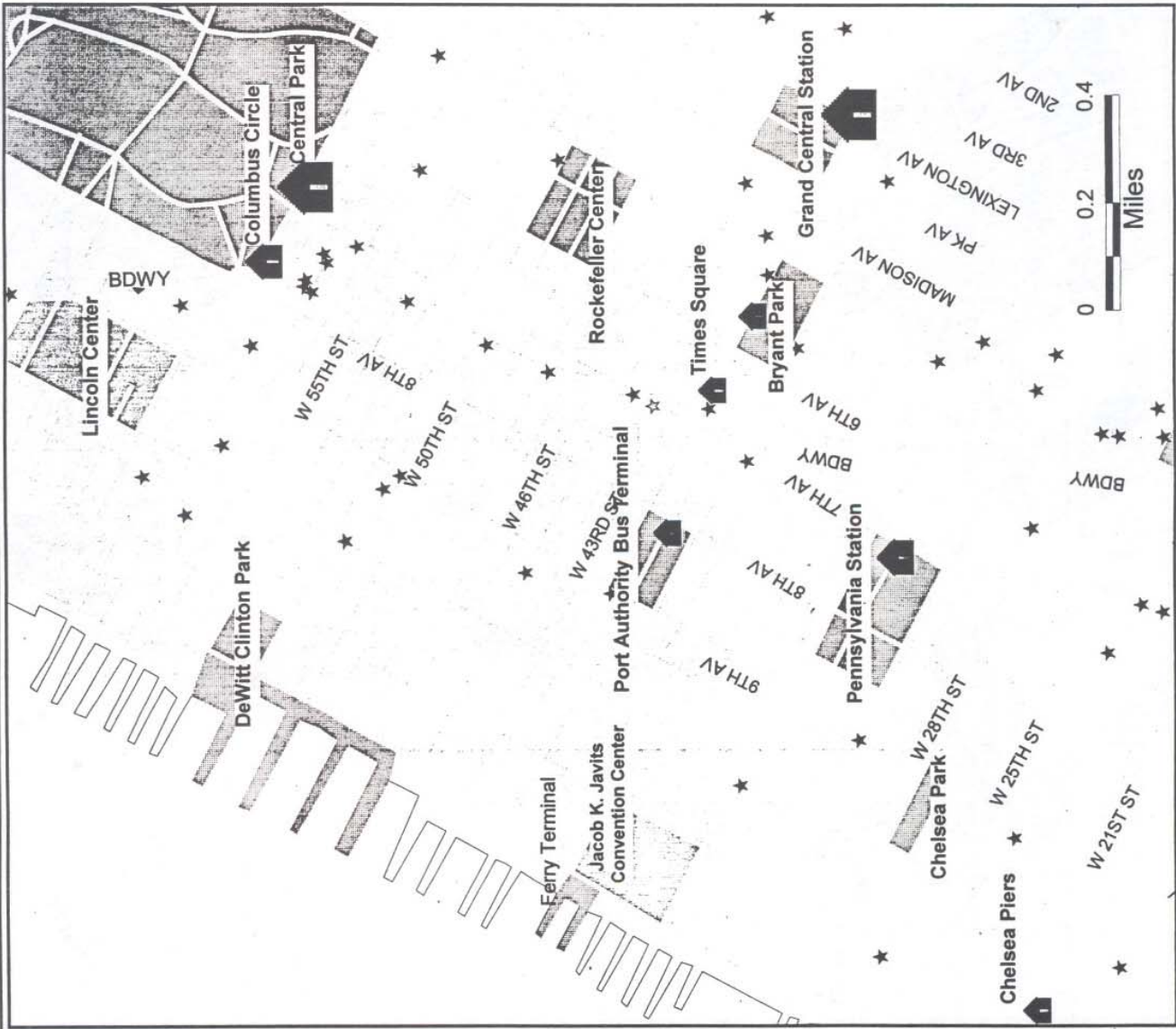
**Study Area 3
Bicycle Parking Survey Results**



Station Recommendations

- 28 to 69
- 11 to 28
- 4 to 11
- Existing CityRacks

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 Joseph B. Rose, Director



APPENDIX F - EXAMPLES OF BICYCLE PARKING POLICIES IN NEW YORK CITY

Policies of Major Private Parking Garage Operators

Policies of Major Commercial Property Management Companies

Several Examples of Individual Building Policies in Comparison with the Central
Managing Companies Policies

Example: One Penn Plaza, Policy for the Use of an Indoor Bicycle Rack

Additional Large Employer's Policies and Initiatives

Amendment to the New York City Administrative Code, Proposed by Council
Member Adolpho Carrion

Policies of Major Private Parking Garage Operators

Operator	Bike Parking Allowed by Central Management
Kinney Parking System	no
Central Parking Systems	no
Edison Park Fast	yes
MHM Parking	no
Manhattan Parking System	yes
Garage Management Corp.	no
Quik Park Garage Corp.	yes
Rapid Park Industries	unknown
Affiliated Parking Corp.	unknown
Chelnik Parking	unknown
Mutual Parking	no
Park Right Corp.	yes

Policies of Major Commercial Property Management Companies

Management Company	Company policy referring bicycle access to their buildings
Cushman & Wakefield Inc.	left to individual building managers
Newmark & Co. Real Estate Inc.	left to individual building managers
Insignia/ESG Inc.	left to individual building managers
Helmsley-Spear Inc.	unknown
Grubb & Ellis Management Services Inc.	left to individual building managers
Colliers ABR Inc.	left to individual building managers
GVA Williams	left to individual building managers
Tishman Speyer Properties	unknown
Mendik Co.	no
Port Authority of New York & New Jersey	unknown
La Salle Partners Inc.	no
World Financial Properties Inc.	no
Silverstein Properties Inc.	left to individual building managers
Rockefeller Center Management Corp.	on case by case basis if arrangements can be made
Rudin Management Co.	no - but try to accomodate something (outdoors or within their garages) whenever requested
CB Commercial Real Estate Group Inc.	unknown
Compass Management and Leasing Inc.	no
Jones Lang Wootton	unknown
SL Green Realty Corp.	no
Shorenstein Asset Services	no
Dust Organization	left to individual building manager
Trinity Real Estate	left to individual building manager
TrizecHahn Office Properties Inc.	left to individual building manager
Witkoff Group	left to individual building manager
Jack Resnick & Sons Inc.	no
Walter & Samuels Inc.	left to individual building manager

Several Examples of Individual Building Policies in Comparison with the Central Managing Companies Policy

Cushman & Wakefield Inc.	no policy - left to individual building and tenants wheter they want to arrange for indoors bicycle parking and designate a space
J.P. Morgan & Co. 60 Wall St	have made a designated space available on the ground floor, usually occupied by 5-6 bicycles; no bicycles allowed in the elevators
Pfizer Building 219 E 42nd St	have arranged a designated room with bike rack, people access the room via separate entrance with a key provided to them - up to 12 people use it in the summer
Citycorp Center 153 E 53rd St	bicycles are not permitted within the building, no further information available
Heron Tower 70 E 55th St	bicycles not permitted; liability and lack of space; once bike got damaged in loading dock area; don't want to deal with it
Ford Foundation Building 320 E 43rd St	no bicycles permitted within the building but have placed bike rack within their garage upon an employees request; try to be very cooperative to please tenants
Insignia/ESG Inc.	no policy - central office would not prohibit buildings under their management to allow bicycle access
1 New York Plaza	no bicycles are allowed within this building referring to the executive property manager, supposedly included in lease with building owner
450 W 33rd St	no written policy - no bicycles allowed to enter the building, no available space, concerns over injury to people and damage to elevators, tenants would complain, in addition they have not have any requests
1 Bankers Trust Plaza 130 Liberty St	not allowed inside the building but have placed a bike rack in their parking garage
Helmsley-Spear Inc.	unknown
112 W 34th St	no written policy - people are allowed to bring their bicycles to their office space by using the freight elevator, occasionally people do so
Lincoln Building 60 E 42nd St	no policy - nobody ever requested but building manager would allow people to bring bicycles inside by using the freight elevator to store it within their office space
Colliers ABR Inc.	no policy - left to individual building managers
Morgan Stanley Dean Witter & Co. 1585 Broadway	no clear opinion by building management, in general prohibited because of the high status of the building (class B office building) but arrangements could probably be made if loading dock and freight elevators are used to get to the office space; racks have been placed outside constantly watched by security
GVA Williams	no policy - left to individual building managers
120 E 23rd St	according to building manager bicycles are not allowed inside due to several reasons including liability, lack of space in elevators as well as damage to elevators, causing messes and headaches; also a bi-weekly visit by the mayor to the building was reason to allow no bicycles within this particular building

Rockefeller Center Management Corp.	would be permitted on a case by case basis if arrangements can be made, also bike racks have been placed at their buildings
Time Life @ 1271 6th Av Mc Graw Hill @ 1221 6th Av News Corp. @ 1211 6th Av Mitsui Fodosan @ 1251 6th Av	none of these buildings allow bicycles inside because of lack of space, cleanliness, concern over tenants complaints
TrizecHahn Office Properties Inc.	no policy - left to individual building manager if arrangements can be made, but people should then use the freight elevator
1114 Ave of the Americas	no written policy - people are allowed to park their bicycles in garage underneath the building, no rack is provided, bicycles are chained to the railing few people use the freight elevator to bring the bicycle into their office
1065 Ave of the Americas	no policy - nobody ever requested, but building manager is open to allow bicycle access
1411 Broadway	no written policy - people are allowed to bring bicycles to their office space by using the freight elevator (access from 7am - 6pm only)
Walter & Samuels Inc.	no written policy - left to individual building managers, but in most office buildings access is prohibited because of space/traffic problems in some smaller buildings bicycle access is allowed on a case by case agreement
214 W 29 St	no written policy - people are allowed to bring bicycles to their office space by using the freight elevator (access from 8am - 12pm and 1pm - 6pm only)
Dust Organization	no policy - left to individual buildings if arrangements can be made, discourage access through lobby and use of normal elevators
1133 Ave of Americas	outdoor bike rack for around 15 bikes in the loading area (also for bike messengers) visible by security cameras and patrols of security guard
Shorenstein Asset Service	standard policy - bicycle access to buildings prohibited after request in one building (200 Park Ave) a 60 days test for bringing the bike by freight elevator into employees office was started - because of complains by other tenants the permission policy for bicycle access will not be established
Trinity Real Estate	no policy - left to individual buildings if arrangements can be made, discourage access of personal elevators / concerns about space problems
Witkoff Group	no policy - left to individual buildings if arrangements can be made, bicycle access prohibited in their main building (220 E 42nd St)
SL Green Realty Corp.	standard policy - bicycle access to buildings prohibited
Compass Management and Leasing Inc.	standard policy - bicycle access to buildings prohibited
Jack Resnick & Sons Inc.	standard policy - bicycle access to buildings prohibited

**Example: One Penn Plaza
Policy for the Use of an Indoor Bicycle Rack**

ONE PENN PLAZA
MEMORANDUM

To: All Tenants
From: Building Management
Date: July 27, 1998
Re: Bicycle Rack

We are pleased to inform you that we have installed a bicycle rack in the Building.

Any tenant wishing to use the rack must apply with the Building Office. ONLY TENANTS WHO HAVE APPROVED APPLICATIONS MAY USE THE RACK.

In order to apply, each person who wishes to use the rack must sign a copy of the Rules for use of the bicycle rack, the General Release Form and a copy of this memo. These documents must be returned to the Building Office in suite 4715.

Applications for the use of the bicycle rack will be honored and approved on a first come first serve basis (we ask that applications be submitted as soon as possible since the capacity of the rack is limited.)

As applications are received, they will be approved by the Building Office and returned to you. Once you receive an approved application, you may begin to use the bicycle rack.

If the application for use of the rack exceed the capacity of the rack, the excess applications will be placed on a waiting list.

Lastly, it should be re-emphasized that only persons with APPROVED APPLICATIONS may use the bicycle rack and that the capacity of the rack is limited.

Thank you.

EMPLOYEE NAME (PRINT)

AGREED AND ACCEPTED (EMPLOYEE SIGNATURE)

EMPLOYER NAME/FLOOR

BUILDING OFFICE APPROVAL

RULES FOR THE USE OF THE BICYCLE RACK

The bicycle rack is available for the use on Business Days only.

All bicycles must be carried in/out of the building only through the loading dock area on the 33rd Street side of the building. Bicycle riding in the building is prohibited.

All persons using the rack must sign the security log at the loading dock and display their I.D. card.

Bicycles may be brought in and out of the building only between the hours of 8:00 a.m. and 5:30 p.m. All bicycles must be removed from the premises by 5:30 p.m.

Only persons with approved applications may use the bike rack.

Failure to follow the above rules will result in the revocation of the privilege to use the rack.

Management reserves the right to discontinue the use of the bike rack and to establish additional rules for its use as required.

EMPLOYEE NAME (PRINT)

AGREED AND ACCEPTED
(EMPLOYEE SIGNATURE)

EMPLOYER NAME (PRINT)

BUILDING OFFICE APPROVAL

DATE _____

RELEASE

_____, as RELEASOR, releases and discharges MRC Management LLC and One Penn Plaza LLC, and the employees and agents thereof and shareholders and partners therein

(collectively, the RELEASEE) the RELEASEE'S heirs, executors, administrators, successors and assigns from all actions, causes of action, suits, debts, dues, sums of money, accounts, reckonings, bonds, bills,

specialties, covenants, contracts, controversies, agreements, promises, variances, trespasses, damages,

judgements, extents, executions, claims, and demands whatsoever, in law, admiralty or equity, which against the RELEASEE, the RELEASOR, RELEASOR'S heirs, executors, administrators, successors and assigns ever had, now have or hereafter can, shall or may have, for upon, or by reason of any matter, cause or thing whatsoever related to or arising in connection with use of the bicycle rack located at One Penn Plaza, including but not limited to the loss, theft or damage to RELEASOR's property. In addition, RELEASOR shall

indemnify and hold RELEASEE harmless from and against any loss, damage, cost or expense (including attorney's fees) arising in connection with RELEASOR'S use of the bicycle rack, including but not limited to any damage to the building or any porting thereof arising from RELEASOR'S transporting the bicycle through the building to the bicycle rack.

NAME

EMPLOYER

DATE

Additional Large Employer's Policies and Initiatives

Employer	Policy and Initiative(s)
New York University	mostly bike racks outside buildings, new design for around 70 bikes secured by high fence, door is opening with electronic student card one small faculty provides indoor parking - rack for 20 bicycles in the lobby in sight of security officer; shall stay an exception
Consolidated Edison Inc. 4 Irving Place	no written policy - no requests but also no encouragement for indoor bicycle parking
Travelers Group Inc. 388 Greenwich St	standard policy - bicycle access prohibited bike rack provided outside of building (388 Greenwich St)
Bank of New York Co. 45 Wall St	standard policy - bicycle access prohibited
American Express Co. 200 Vesey St	no bicycles inside allowed - space and security reasons

**Amendment to the New York City Administrative Code
Proposed by Council Member Adolpho Carrion**

Int. No.

By Council Member Carrion

To amend the administrative code of the city of New York, in relation to building access for bicycles.

Section 1. Article ten of subchapter three of chapter one of title 26 is amended by adding a new section 26-253 to read as follows:

§26-253 Access for bicycles. a. The owner of any building shall make reasonable provisions to provide for access to such buildings by individuals with bicycles. Such reasonable provisions shall include the designation of freight or service elevators, where such elevators exist in a building, for use by individuals with bicycles.

b. Bicycles shall be stored in rooms, offices or in any areas, or a portion thereof, designated by building management for the express purpose of storing bicycles. A building owner may require written notice of any and all bicycles stored within such owner's building. Such written notice may include the name of the owner of the bicycle, a description and/or the registration of any such bicycles stored in said owner's building. Bicycles shall not be stored in a manner that may at any time become dangerous or unsafe, structurally or as a fire hazard, or dangerous or detrimental to human life, health or morals. Any such bicycle that is so stored in such a manner shall be taken down and removed or made safe and secure. A report of the storage of a bicycle in an unsafe manner may be made in accordance with the provisions of section 26-234 of this code.

§2. This local law shall take effect in thirty days from the date of enactment.

LS# 1199
TNN/tnn
01/19/99

APPENDIX G

Summary Table of Selected Bicycle Locker Programs in North America

Bicycle Locker Rental Agreement, Example: New Jersey

Design Specifications for a Prototypical Locker Installation

LOCKER PROGRAMS	New Jersey Transit (NJT), New Jersey	Washington Metropolitan Area Transit Authority (WMATA), Washington D.C.
How was the program initially funded?	majority of money for purchase and installation from ISTEAs response to public request	funded in part by ISTEAs with the balance being paid for by WMATA
How many lockers have been installed? (min./max.)	105 lockers max. 60 lockers at one stations location and number based on questionnaires by bike-groups and counts of bikes chained to street furniture at stations also bike racks for free parking installed	over 600 lockers (started 1981) 750 lockers planned by end of 1999 4 - 40 lockers at each station
What locker brand are used?	Cycle Safe replaced original lockers of inferior quality	different brands, depending on indoor or outdoor installation
Where are the lockers located, on whose property?	at 15 stations primarily on NJT property, some at municipal park and ride lots	primarily at suburban stations, only a few in the downtown area on WMATA property only
Who is responsible for the program?	NJT Engineering Department will be over taken by Transportation Management Authorities of the counties	WMATA
How much time for administration?	about 1 workday per month	1 workday per week for administration and coordination of maintenance
What is the duration of the lease?	6 months	6 months - 1 year
What is the rental fee?	to encourage use in the beginning, lockers leased for free with only key deposit, now \$7.50 per month plus \$25 key deposit calculated by comparing how many lockers fit on an automobile parking space with a certain parking fee	\$45 per 6 months \$70 per year \$10 key deposit fees have remained constant since 1981
What percentage of lockers are currently in use?	a little more than 50% are currently leased (NJT survey on a good weather day - only 20-30% of all leased lockers in use) waiting lists at some locations	60% waiting lists at some locations (mostly at the stations that are easily accessible by safe, convenient bike routes)
Does the program require subsidy to operate?	requires subsidy	requires subsidy - leasing income covers maintenance costs but not administration time
How is the program promoted ?	sign on each locker with hotline-number, no other form of public outreach or promotion	no signs on lockers (concerns about encouraging thieves), advertised on WMATA website and in brochures (initially also on farecards/ posters)

LOCKER PROGRAMS	Peninsula Corridor Joint Power Board (JPB CalTrain), California	The San Francisco Department of Parking and Traffic (SFDPT), San Francisco, Ca.
How was the program initially funded?	funded by the California State Department of Transportation and by federal grants (in a few cases, local municipality bought and installed the lockers at transit stop using ISTEA funding and then turned them over to JPB CalTrain for management)	funded with state grants
How many lockers have been installed? (min./max.)	550 lockers; another 250 lockers for replacement and new-installation next year 8 - 100 lockers at each station	100 lockers (started 1995)
What locker brand are used?	different brands, including Cycle Safe and most recently, BikeLid lockers (JPB CalTrain believes they offer a comparable level of security to the Cycle Safe locker but for a cost per unit that is \$600 less)	Cycle-Safe
Where are the lockers located, on whose property?	at 20 stations in and around San Francisco on JPB CalTrain property only (in some cases car parking spaces were used for installation)	throughout the city, not only at transit stations (14 lockers at main bus station, 8 in parking garage near popular subway station)
Who is responsible for the program?	Peninsula Corridor Joint Power Board (JPB CalTrain)	SFDPT
How much time for administration?	approximately half of a workday	3 days per week
Duration of the lease?	1 month - 6 month	3 month - 1 year
What is the rental fee?	\$5 per month \$25 key deposit monthly car parking fee at stations just \$10	\$25 for 3 months, \$45 for 6 months and \$75 for one year \$25 key deposit
What percentage of lockers are currently in use?	80% waiting lists at many stations including the station with 100 lockers (up to one year waiting time, turnover about 20% per year) Lockers checked twice a year, but so far no mechanism in place to terminate leasing contract if leased lockers are not in use.	90% waiting lists at many locations including the two transit stations
Does the program require subsidy?	leasing income covers more or less the management and maintenance costs	leasing income covers man-hours for administration
How is the program promoted?	signs on the lockers occasionally advertised in CalTrain's monthly newsletter and in brochures that get handed out in trains	signs on the lockers initially advertised in major newspapers and on flyers handed out in the general vicinity of proposed locker locations

Bicycle Parking Needs

1. _____
Name

2. _____
Street Apartment#

City, State Zip Code

3. **TELEPHONE** _____
Day Evening

4. **RENTAL AMOUNT** \$7.50 per month. To be billed bi-annually in the amount of \$45.00.

5. **KEY DEPOSIT** of \$25 is required. If the locker key is not returned to NJT upon expiration or termination of this Agreement NJT shall be entitled to recover possession of the locker, retain the key deposit, and dispose on any property remaining in the locker in accordance with the disposal of property conditions stated in Section 9 of this Agreement.

8. **TERMINATION OR CANCELLATION.** In the event that you wish to terminate this Agreement, notify NJT-Passenger Facilities Department and return locker key. A refund for remaining *full month's* rental and key deposit will be issued upon termination by renter. NJT may cancel this Agreement at any time upon giving renter thirty (30) days written notice and refunding *full months* rental. Refunds are made only by check and require ten to fifteen days to process.

9. **THIS AGREEMENT PROVIDES FOR INSPECTION OF LOCKERS BY NJT - READ CAREFULLY AND INITIAL**

This agreement entitles the renter to store one bicycle and related bicycle equipment (such as helmet, pump or lock) in the above designated locker for the above designated time period. This agreement expressly prohibits use of the above designated locker to store items such as: tables, chairs, cartons, vending carts, inventory or merchandise. If items other than bicycle, or bicycle related equipment are stored in the locker, NJT reserves the right to terminate this agreement forthwith as well as all rights to receive any refund described in paragraph 8 of this agreement. NJT will promptly notify renter of the termination in writing. Upon such termination, NJT has the right to empty the locker of any property stored therein. Such contents will be held by NJT for 14 days and the disposed of by NJT as unclaimed property. Any renter whose agreement has been terminated by NJT is prohibited from renting a NJT bicycle locker for a period of one year. NJT expressly reserves the right to inspect lockers with or without notice to the renter. Renter agrees that NJT has the right to ensure that only a bicycle and related equipment is kept in the locker.

X _____
Initials of Renter Date

10. **THIS AGREEMENT LIMITS NJT LIABILITY - READ CAREFULLY AND INITIAL.**

NJT and its employees and agents are not responsible for fire, theft, loss or damage to the bicycle or any other item left in the locker. Renter is responsible for insuring the locker is locked. This agreement may not be amended unless such amendment in writing and signed by renter and NJT's authorized agent. No employee or agent may alter NJT's liability under the terms of this agreement.

X _____
Initials of Renter Date

11. **SIGNATURE AND DATE**

_____ Date
Initials of Renter

FOR OFFICIAL USE ONLY			
KEY MAILED		SECOND NOTICE	
KEY RETURNED		FINAL NOTICE	
REFUND DUE		CYLINDER CHANGED	
REFUND PROCESSED		CONTRACT MAILED	

X _____
Signature of NJT agent executes this agreement and serves as receipt for payments itemized in paragraph 6. Date

6. **RENTAL PAYMENT** \$ _____ for _____ months.

KEY DEPOSIT \$ _____

TOTAL \$ _____

7. **LOCKER NUMBER AND RENTAL PERIOD.** You have been assigned locker number _____ and key # _____ at the _____ station.

This agreement commences on _____ and expires on _____ unless payment for a subsequent period is received by NJT not less than ten (10) days before the expiration date.

Specifications for a Prototypical Bicycle Locker Installation

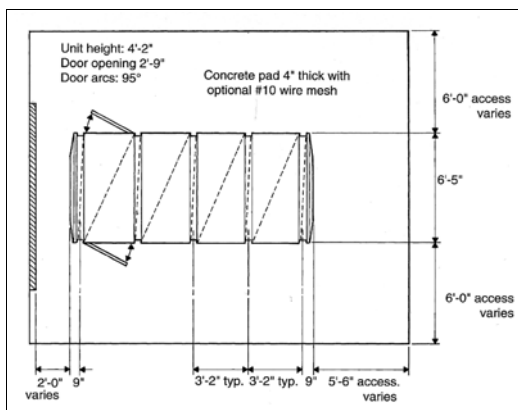
The following example for a test installation of bicycle lockers is made with all technical data referring to Cycle-Safe lockers. This locker brand is not the cheapest, but well established in a number of locker programs, such as the ones already described in Washington D.C. and New Jersey. The lockers are considered reliable and secure, with very low maintenance costs and no thefts having been reported so far. Their vandal preventing features make them especially recommended for unattended outdoor installation.

The test installation is designed for 24 bike parking spaces, which equals 12 locker modules, each providing two bike stalls. Each of the locker modules takes up 20 square feet with a unit height of 4'2".

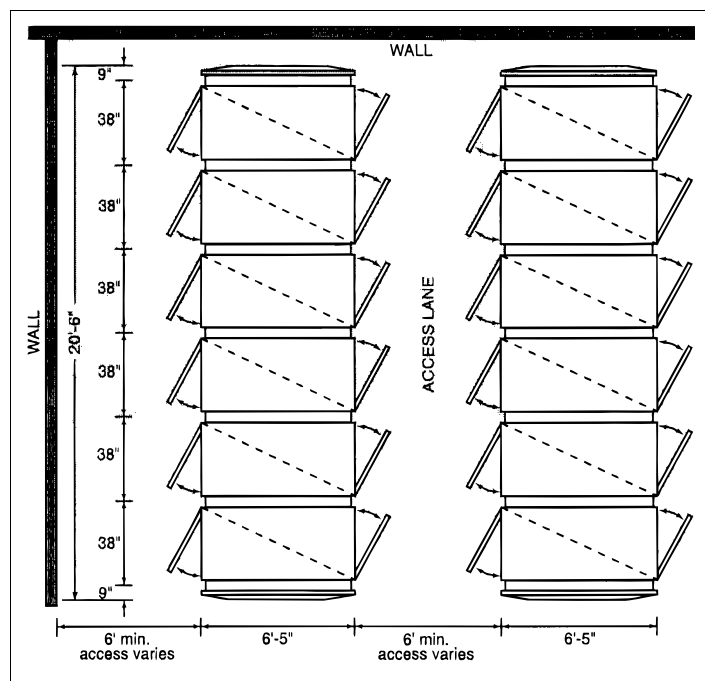
The least amount of floor area is required when the locker modules are installed as two 6-locker-units in parallel configuration, thus half of the parking spaces share a common corridor. Each of the units has a length of 20'6" and a width of 6'5". The access aisle on each door-side is recommended to be a minimum of 6' for easy parking performance.

The figure below shows the layout for this prototypical locker installation. The space needed would be around 550 square feet, not including the access aisle facing open (pedestrian) space.

The price list included with the most current Cycle-Safe Locker brochure itemizes a starter module (2 bicycles) at \$2779 and each additional module at \$1509 plus an additional 7% for shipping. The installation of the bike lockers requires no special skills and is usually done by local workmen for less than \$100 per locker module. With these numbers, purchase costs for the test installation would amount to approximately \$22,000 for twelve Cycle-Safe locker modules delivered (includes \$1,200 for installation). Purchase price varies considerably among locker manufacturers. For installation in a highly visible and attended area, cheaper locker brands may be considered.



Dimensions of Locker Modules and Access Aisles



Layout for Prototypical Locker Installation for 24 Bikes

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