

# Abandoned Bikes Procedure 2016-2017

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For a variety of reasons, each year bicycles become abandoned on campus and the University is faced with appropriate collection and disposal to ensure our cycle storage capacity is optimised and the campus looks clean and tidy.

The aim of this procedure is to formalise our method in dealing with abandoned bicycles, to ensure it is done in an ethical and environmentally conscientious manner.

A relatively straightforward process is arranged by the Estates team, involving Security staff, Grounds & Gardens & Maintenance staff:

1. Timing
  - At the end of each academic year – Summer Holiday Period (June/July)
2. Bike Tagging
  - Security staff will take note on campus patrols of any stored bicycles they consider may be abandoned along with specifically visiting each bicycle storage shelter. They will 'Tag' any bicycles suspected of being abandoned. (The Estates Department will produce, print, laminate and provide tags, along with cable ties)
  - Each bicycle 'Tagged' will be noted and photographed on a register form by the security staff to aid future identification.
3. Removal and Disposal of Abandoned Cycles
  - Tags will give an expiration date by which the bicycle must be removed or claimed.
  - Any 'Tagged' bicycles not removed by the 'Tag' expiration date will be removed and taken to a secure storage holding area.
  - Bicycles will then be held in the secure store for a period of 14 days after which, if not successfully claimed, will be auctioned off or donated to charity. Any money raised, after deductions for costs arising, will be given to the Student Union as a contribution to their nominated RAG charity.

## Contact us

For any queries concerning this policy please contact Estates Department