

Bicycle Storage and Bike Room **Procedures**

- **The Bicycle Storage Rack is located on the P1 Level of the garage at the bottom of the garage entrance ramp.**
- **The Secured Bicycle Room is located on the P1 Level of the garage, Room # P107.**
- **For your safety, please do not ride bicycles in the garage. Please dismount bicycle at the entrance and walk it to the bicycle rack or room.**
- **If you ride a bicycle to 1200 K Street, please complete the attached Bicycle Room Registration Form and submit to the FASD Department. Upon receipt of your completed form, you will be permitted access to the Bicycle Rack or Secured Bicycle Room.**
- **Access to the Secured Bicycle Room will be provided via the employee's current access card.**
- **Management advises all employees to use an additional personal lock to secure bicycles. A wall bar and floor mounted racks have been installed in both bicycle storage locations for this purpose. Management will not be responsible for stolen items.**
- **Please make sure the door locks when you leave the Secured Bicycle Room.**
- **Bicycles are prohibited in the lobby. Bicycles must be parked in the bicycle rack or secured bicycle room which can be accessed through the garage. If you are leaving with your bicycle after the garage opens or closes you can enter/exit the garage through the exit garage gate by pressing the exit button to the left of the gate at the top of the ramp.**
- **Inoperable bicycles (flat tires, broken, etc.) left inside the cage for more than a week will be removed.**

Brookfield Properties Management LLC
1200 K Street, NW
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- **The bicycle racks or secured room shall not be used for storage purposes when a tenant is not in the building, determined by daily monitoring of the room by security and management. Property left in the room, operable or inoperable, for five (5) consecutive days shall be removed from the premises. Brookfield Office Properties holds no liability or responsibility for any bicycle left in the cage beyond the specified time limit.**

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