



# Bicycle Parking Solutions

A Resource For Installing  
Indoor Bicycle Parking

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# Mission Statement

**N**EW YORK SHOULD BE the national model for promoting walking and cycling as a means to improve the environment, quality of life, attractiveness to tourists and economic competitiveness. The New York Metropolitan Transportation Council (NYMTC) the metropolitan planning organization for New York City, suburban Long Island and the Lower Hudson Valley seeks to encourage more everyday bicycling with the publication of *Bicycle Parking Solutions: A Resource For Installing Indoor Bicycle Parking*.

Federal TEA 21 funding has helped the expansion of bike paths and on-street bike lanes throughout New York State. As a result more cyclists are riding for transportation more than ever before. And, far more cyclists are demanding secure bicycle parking.



*More and more people are riding to work in New York City*

Secure is the key word. In many places bicycle owners face theft, vandalism and damage by weather if they park outside. This brochure is a functional resource for building owners, building managers, or building associations on how to provide indoor, secure parking for your tenants, and lessees.

# Indoor Bicycle Parking



*Tenants appreciate well designed, secure bike parking*

## A Cost Effective Way to Satisfy your Tenants

**M**ORE AND MORE TENANTS ARE URGING THEIR BUILDING MANAGERS and owners to install indoor bike parking. Everyday over 105,000 New Yorkers use their bicycles to get to work, run errands, and go shopping. Compare this to 50,000 cyclists 10 years ago.

Traveling by bicycle in New York City, the surrounding suburbs, and Long Island, is convenient, inexpensive, non-polluting, and a healthy way to get around. With secure bicycle parking, buildings are more attractive and accessible to those traveling by bicycle.

Providing indoor bike parking is relatively simple. It does not conflict with fire and building codes or create additional liability for the property owner. The following pages lay out the basic 'How-To's' for installing indoor bicycle parking. Included are examples of successful indoor bicycle parking in New York City and the surrounding region.

# Bicycle Parking = Tenant Satisfaction

**T**ENANTS WHO COMMUTE BY BICYCLE NEED SAFE INDOOR PARKING facilities where their bikes are sheltered from weather, vandals, and thieves. It is simply not an option to leave their bikes unprotected and outside day after day. The NYC Department of City Planning's 1999 Bicycle Survey Report found that the number one impediment to bike commuting was the lack of secure parking—demonstrating a need for more indoor bicycle parking.

## Bike parking = Good Business

Building owners can attract and retain quality tenants by understanding the growing need for bicycle parking and how to meet this demand. Tenants will be drawn to living or working in buildings that take the environment and their health into account.



*Bicycles parked outside are often damaged (left). Tenants desire a secure alternative (right).*

# Space Requirements

## Bicycle Parking = Space Efficiency

**T**HE INSTALLATION OF BIKE RACKS INVOLVES MINIMAL SPACE REQUIREMENTS. Many buildings have some unused or “dead space” at the end of hallways, in the lobby, underneath stairs and on underground levels. A space of 14 feet by 6 feet can store up to dozen bicycles.

## Space Requirements

Each parking space must be accessible without moving another bicycle. Generally, for horizontal parking allow for 2 feet by 6 feet for each bicycle parking space. For vertical parking allow for 4 feet by 2 feet and a height of 6 feet for each space. Provide an aisle of at least 5 feet wide to allow room for maneuvering. Just as automobile drivers need additional space to access parking—so do cyclists.

## Don't forget:

Consider the space a filled rack requires. A typical Bicycle is 6 feet long and 2 feet wide. Installing bicycle racks too close to a wall or too close to each other cut capacity as much as 90%. Avoid installing bicycle racks too close to car parking—motorists will seldom leave sufficient room for bicycles to park and maneuver if bicycle parking is not sufficiently separated from car parking.



*Rack by Bike Security Racks Co., Inc. Front wheel and frame can be securely locked.*

# Different types of secure bicycle parking

## 1. Indoor Bicycle Parking Area or Room.

The first step in planning bicycle parking is finding a location that will meet the needs of the potential users. Determine your tenants' needs with an informal survey. This will assure that the racks and space allotted will accommodate current demand and handle future demand. The parking should be accessible, well-lit, and secure. There are many different hardware options. Standing racks are the most conventional. However, wall-mounted racks are becoming increasingly popular because of their space efficiency. A standing rack designed to hold ten bicycles fits comfortably into a 14' x 6' space.

*Rack by Bike Security Racks Co., Inc.—front wheel and frame can be securely locked (right). Room monitored by security cameras and accessible only with swipe cards. (Bottom)*



## 2. Access to Tenants' Space

The easiest way to provide secure bicycle parking is to allow tenants to bring their bicycles to their own office. In many office and residential buildings, tenants can enter through freight or service entrances, which normally operate during standard work hours. For off-hour usage, many buildings allow bicycles in the passenger elevators.

## 3. Use Some Garage Parking for Bicycle Parking

Parking a bicycle requires 1/10 the amount of space required to park a car. Many garages have unused space near the entrance on the ground level, which is perfect for bicycle parking. The bike parking should be well lit, visible and in a convenient location with sufficient



*Space under the ramp to the upper level used for bike parking.*

maneuvering space separate from car parking. It is very important to place bike racks about two feet from walls, allowing enough space for the front wheel, and maximizing parking capacity.

## Bicycle Locker Suppliers

- 📍 BIKE GARD, INC., Box 520, Rexburg, ID 83440, (208) 356-0744  
[www.ida.net/users/bikegd/](http://www.ida.net/users/bikegd/), [bikegd@ida.net](mailto:bikegd@ida.net).
- 📍 BIKE SAFE, American Bicycle Security Co., Box 7359, Ventura, CA 93006, (800) 245-3723.
- 📍 CYCLE-SAFE, INC., 478 Arrowhead SE, Grand Rapids, MI 49546, (888) 950-6531, [www.cycle-safe.com](http://www.cycle-safe.com), [cyclesafe@aol.com](mailto:cyclesafe@aol.com).
- 📍 MADRAX, 2210 Pinehurst Drive, Middleton, WI 53562, (800) 448-7931, [www.madrax.com](http://www.madrax.com), [sales@madrax.com](mailto:sales@madrax.com).
- 📍 SUNSHINE U-LOK CO., Box 7536, Thousand Oaks, CA 91359, (818) 707-0110

# Different types of indoor bicycle parking

## 4. Creating Secure Outdoor Parking

### i. Bike Lockers

Bike lockers provide optimal security while protecting bikes from rain and snow. The average space requirement for 12 bikes is 20'6" in length and a width of 6'5". Lockers cost \$500 on average and can park two bicycles in a 5' x 2' space. Some bike lockers can be stacked, to provide more space.



*Lockers holding 6 bikes on Long Island.*

### ii. Locked in Fenced Areas

New York University, John Jay, and Brooklyn College all have, secure outdoor bicycle parking. The space allocated for this type of parking should be accessible with ID, a swipe card, or a key, and should be located close to a building entrance. The space requirements vary depending on demand, but are comparable to the space required for indoor racks. See the Indoor Bicycle Parking Area or Room section for a listing of appropriate bike rack suppliers

## Bike Rack Suppliers:

- 📍 BIKE SECURITY RACKS CO., INC., RR1 Box 476B, Rumeys, NH 03266, (800) 545-2757, [sales@bikeracks.com](mailto:sales@bikeracks.com).
- 📍 BIKE TRACK, INC., RFD 1, Box 247, Woodstock, VT 05091, (888) 663-8537, [www.biketrack.com](http://www.biketrack.com).
- 📍 BIKE-UP BICYCLE PARKING SYSTEMS, 6 Antares Dr. Unit 10-BNEPEANONK2E 8AgCANADA 1-800-661-3506, 1-613-226-6452, [len@bikeup.com](mailto:len@bikeup.com), [www.bikeup.com](http://www.bikeup.com).
- 📍 BRANDIR INT'L, INC., 200 Park Ave., Ste 303E, New York, NY 10166, (212) 505-6500.
- 📍 CREATIVE PIPE, INC., 2629 Manhattan Ave, PMB 289, Hermosa Beach, CA 90254, (800) 644-8467, [pap@creativepipe.com](mailto:pap@creativepipe.com).
- 📍 DERORACKS, INC., 1429 Washington Avenue South, Minneapolis, MN 55454, (888) 337-6729, [dero@dero.com](mailto:dero@dero.com).
- 📍 MADRAX, 2210 Pinehurst Drive, Middleton, WI 53562, (800) 448-7931, [sales@madrax.com](mailto:sales@madrax.com).

# Buildings With Bicycle Parking

HERE ARE MANY examples of bike-friendly buildings in the New York Metropolitan area. In addition to the buildings on this chart, there are a number of converted industrial buildings that are finding it easy and worthwhile to provide bike facilities and access for their tenants.

## NYS

White Plains,  
Westchester

☎ JAMES RAPOLI,  
845-431-5991

🚲 20



## Hearst Magazines

959 8th Ave

☎ GRUBB & ELLIS  
212-759-9700

🚲 10

## Fordham University

62nd and 9th Ave.

☎ RYAN TOMPSON  
212-636-6538

🚲 20

## MTV

1515 Broadway

☎ JONES LANG  
LASALLE GROUP  
212-869-6840

🚲 40

## National Resource Defense Council

West 20th St

☎ NRDC  
212-727-2700

🚲 12

## New York University

West 3rd St  
& Greene St

☎ NYU PUBLIC RELATIONS,  
212-998-6840

🚲 40

## Saatchi & Saatchi

375 Hudson St

☎ ICON PARKING  
SYSTEMS  
877-727-5464

🚲 20

## Merrill Lynch

225 Liberty St

☎ LUIS THOMAS,  
BUILDING MANAGER  
212-236-4427

🚲 40

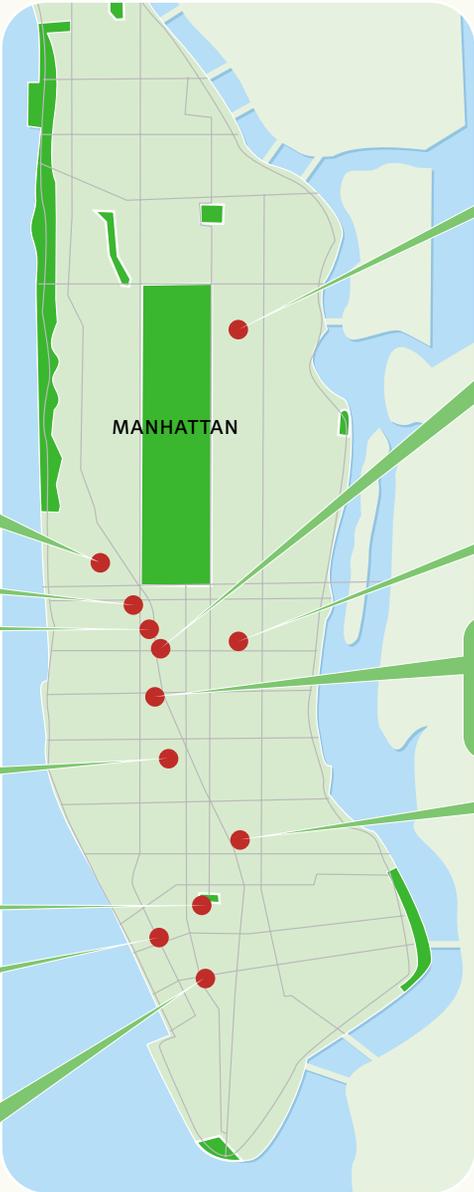
## LEGEND

### Company

Address

☎ CONTACT NAME,  
MANAGEMENT  
PHONE NUMBER:

🚲 BIKE CAPACITY



## Mount Sinai Hospital

102nd St bet. 5th and Madison

PROPERTY MANAGER  
212-241-9200



40

## Condé Nast

4 Times Square

DANNY KAYE  
212-391-6768



20

## Ford Foundation

320 East 43rd St

ROBERT GROSS,  
CUSHMAN & WAKEFIELD  
212-573-3831



20

## One Penn Plaza

One Penn Plaza

MRC MANAGEMENT:  
TOM MUMM  
212-239-7405



20

## MTVi

770 Broadway

NICK FEMIA,  
FACILITIES MANAGER  
212-654-9038



30



LONG ISLAND

NYS

Hauppauge,  
Long Island

DAVE GLASS,  
631-952-6128



20

# Common Questions And Issues

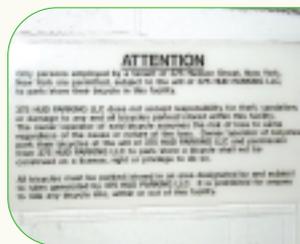
**Q:** What about New York State Building Rules and Regulations?

**A:** Building owners and managers cite concerns about fire codes and liability as deterrents to providing bike facilities. NYS building regulations however, are quite clear and do not restrict sensible bike parking.

They state that because bicycles emit no exhaust and are not flammable, they are not considered to be hazardous and pose no regulatory problems. Bikes by themselves are not fire hazards. Storage of bicycles in designated rooms poses no problem and keeps bicycles out of the way. Bicycle racks installed in a lobby or at the end of a hallway can easily be located to satisfy Fire and Building Inspectors.

**Q:** What about liability?

**A:** Loss of personal property is not a potential liability issue for private land-owners, since owners and managers never assume “possession” or “control” of the individual bikes. By posting signs, building managers alert bike owners of the personal responsibility they assume when locking up their bike. Bike racks provided within the building operate under the “At Your Own Risk” policy as long as signage is clearly posted. Ask tenants to sign waivers to further serve as a tool in explaining to tenants their own individual accountability. In buildings with indoor bicycle parking owner liability for damaged or stolen bicycles has not been a problem.



*Posting signs like this one addresses liability issues.*



# Common Questions And Issues

Q: What about the lease?

A: A lease stating restrictions on bicycles can be easily modified.

Q: Do bicycles in the building effect our insurance?

A: The presence of indoor bike parking does not affect standard insurance policies for industrial, commercial, or office buildings.

Q: What about damage to the lobby and building interior?

A: Bikes do not affect standard wear and tear of high trafficked lobbies. Fear of excess dirt is unproven. Think of normal usage by people with the occasional dirty shoe, boot, baby carriage or umbrella.

Q: Is there a large possibility of injury to others caused by the bicycles or the bike rack?

A: There are no documented cases of injury caused by a bicycle within a building. Moreover, a bicycle rack is a large and readily observable object that is not inherently dangerous. Hazards associated with indoor bicycle parking are negligible.



*Tenants taking their bike to the office through the lobby and in the elevator.*

# Signage

IN ADDITION TO SIGNS THAT RELIEVE OWNERS AND MANAGERS of liability (page 12) directional signs should be installed. Bicycle parking signs are a form of advertising and let cyclists know that bicycle parking exists and that their business is valued. Directional signs should be placed inside of buildings to help tenants locate the bicycle parking if it is not immediately visible.

Signs should have the words “Bicycle” and “Parking” on them and have a unidirectional arrow that points in the direction of the parking. The use of the bicycle symbol and the word “Parking” is also acceptable. The use of the letter “P” in place of “Parking” is considered too ambiguous and should be avoided.

Instructional signs telling cyclists how to use the facilities, and who to contact to gain access should also be posted. Contact information is also important in case the bicycle parking facilities are damaged or inoperative. Contact names and telephone numbers should be provided whenever possible.



*Actual size: 24x24in.*



*Actual size:12x18in.*

Signs that indicate the specific areas for bicycles and specific areas for motor vehicles will clear up ambiguous situations in parking garages.

# Troubleshooter

## What works:

Informing tenants that secure indoor bicycle parking is available and who to contact if they are interested in using it.

Advertising 'Secure Indoor Bicycle Parking' to perspective tenants as one of the amenities that the building provides.

## What doesn't work:

Old-fashioned bicycle racks (L shaped, fence style racks) only hold the wheel of the bicycle, can cause damage to the bicycle and discourage use.

Bicycle racks that are installed too close to the wall or too close to each other limit capacity (see page 6).

Bicycle racks in isolated areas invite thieves and will not be used.

## Acknowledgements

Produced by Transportation Alternatives for the New York Metropolitan Transportation Council.



is New York City's advocates for cycling, walking and sensible transit.



is the metro planning organization for the New York region.



Design and layout by Gary Lingard

# Want to do more to please your tenants?

Look inside for straightforward ways  
to install **indoor bicycle parking**  
that provides your tenants with higher  
quality building service.

Questions? Contact:

Transportation  
**ALTERNATIVES**

212-629-8080

[bike@transalt.org](mailto:bike@transalt.org)

[www.transalt.org](http://www.transalt.org)