



Bicycle Storage Procedures

I. MSU Bicycle storage procedures

A. The Shop

1. The Shop will be in control of the master inventory of all bicycles received from Building and Grounds, Security and Residential Life. Residential Life staff will work with the shop to ensure that documentation includes when the impound notice was placed on bicycles. Master inventory records will include: Serial numbers (where possible), make, location taken from, etc. before placed in storage until the six month mandatory period or owner claims bicycle(s). The computerized inventory will be made available to Security, Residential Life, Buildings and Grounds and University Stores.
2. After the required Lost and Found six month period has expired, the Shop will indicate which bicycles and date of disposal of bicycle(s) made to University Stores. Bicycles will be disposed of or sold.
3. Document when bicycle notices are issued. Documentation should include when placed on bicycles with the date, time and description and bicycle rack location.
4. After the seven day time frame is past, The Shop will have the lock cut and bicycle with lock/chain delivered to the impound site.
5. Each bicycle will be labeled.

B. Security: (*confiscated or lost and found bicycles only)

1. Place one warning notice on bicycles found outside illegally parked (such as attached to a sign post, building, etc.). Should the same bicycle be found again parked illegally the chain/lock will be
 - a. Cut by Security staff and the bicycle returned to the Wiecking north doors and locked up with lock/chain attached.
 - b. An information report will be filed documenting where bicycle was found, make, model, serial number, etc.
 - c. Copy of information report forwarded to The Shop
 - d. Bicycle labeled with date and location of confiscation by security support staff.
2. Bicycles found inside buildings may be confiscated immediately proceed as B. a-d above.
3. After seven days the bicycles will be delivered to the Shop for documentation and storage at the bicycle impound site.

II. Owner claiming a bicycle within six month period

The Shop will:

- A. Verify with picture identification the individual claiming the bicycle. Verify bicycle ownership by serial number, make, model, color and/or identifying marks of the bicycle or they provide the key or the combination for the bike lock.**
- B. Owner to sign release form.**
- C. Owner to make payment of storage fee of regular type locks: \$5 fee plus \$1/day storage for regular locks and kryptonite locks: \$25 fee plus \$1/day storage (as requires Physical Plant to blow torch the lock off)**
- D. The Shop will make arrangements to return the bicycle to owner after a and b above are completed.**