



# Brandeis University

Department of  
Facilities Services

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## Bicycle Removal Policy

Residents are not allowed to store their bicycles on campus over the summer months unless they remain living on campus. Everyone however must abide by the following rules.

- All bicycles must be registered through Public Safety.  
<https://www.brandeis.edu/publicsafety/parking/#:~:text=Bicycle%20Registration%20Policy,recovering%20lost%20or%20stolen%20bicycles>
- During the first 2 weeks of June each year, the Department of Community Living (DCL) will inventory the bicycles left on campus.
- DCL will work with Public Safety to:
  - Identify the registered bicycle's (or determine if they are not registered)
  - Check to see if any of the bicycles are registered to students still on campus
- DCL will submit a Facilities Services Request for any non-registered bicycles or bicycles of members not currently at Brandeis.
  - The request shall ask for the bicycles to be removed from their locations to the rack at Village C.
  - The Service Request must include the current location of the bicycle, a description (make/model/color), and registration # (if it has one).
- Based on the Service Request from DCL, Facilities Services Ground Department will cut the bicycle lock (if there was one), move the bicycle to Village C, and place a new lock on the bicycle.
  - A tag will be left letting students know to contact Public Safety if it is their bicycle.
  - Grounds will keep track of which bicycles moved & share this list with Public Safety and DCL.
  - Facilities Services will not be responsible for replacing the lock if the bicycle is later returned.
- Students shall contact Public Safety if they noticed their bike was removed.
- If a student contacts Public Safety, they will check the registration and if it is their bicycle, Public Safety will contact the Grounds Manager to arrange a date/time for all parties to meet.
  - At the meeting, Public Safety will properly identify the student and the Grounds Manager will unlock the bicycle for the student.
  - The Grounds Manager will update their bicycle log with who/when the bicycle was returned.
- On the last week of July, any remaining bicycle at Village C will be removed by the Grounds Department and placed in the Facilities Services Grounds yard.
  - Bicycles will remain in the Facilities Services locked Grounds yard until the second week of September or 2 weeks after the Fall September classes start.
  - Students should contact Public Safety if their Bicycle is missing and suspected to be in the yard.
  - Facilities Service will not release any bicycles they locked or in their position without Public Safety's permission and meeting to identify student.
- After the 2<sup>nd</sup> week of September (or 2 weeks after classes start), bicycles remaining at Facilities Services will be donated to a local charity.
  - Facilities Services will not be held responsible for any bicycles donated after this date.