

How to Set up Cycle Facilities in Your Workplace

We've found that providing good quality end-of-trip facilities is one of the most important improvements you can make to encourage staff to ride to work.

Assess your needs

Each workplace has different needs and capacity for facilities, so a good way to start is to conduct a site audit of available space or current facilities and consider the options for parking, changing and storage. Your Move can provide guidance with surveys and site audits. You can also use standards and design guidelines to determine the type and number of facilities required.

Bike parking and storage

Parking for staff and visitors

People need somewhere convenient and secure to park their bike. There's a variety of bike parking options available that allow for storage at ground (standing rails) or wall/ceiling (mounted racks) levels.

Bicycle parking should be:

- **Visible** to allow passive surveillance and provide a noticeable sign of your organisation's support for cycling;
- **Easy to find** and located close to key entry points, change rooms and locker facilities; and
- **Sheltered** from sun and rain.

Security guard and video surveillance can be used to monitor rails, enclosures and lockers for a higher level of security. For short-stay users, such as visitors coming to a meeting, consider parking rails near the main entry, under a shelter. For long-stay users, such as employees, consider a dedicated compound with rails and swipe card access or keyed lock.



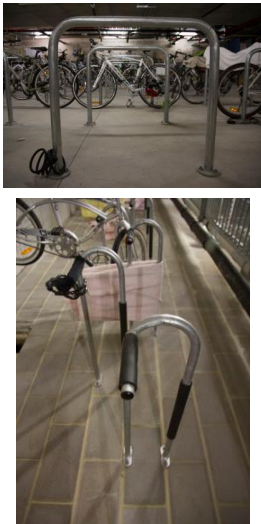

Calculating demand

The number of rails or racks, and the size of the parking space required depend on how many employees and visitors come to the site. Therefore, it's a good idea to survey current and potential riders to assess this need. An important lesson that our champions have learned is that it's better to build in extra storage to accommodate more cyclists in future than have to retrofit later.

For large sites such as universities several bike parking locations may be needed.

Bike parking options

Certain bike parking options are more suited to particular locations. The following table suggests the types of parking facilities to suitable for different users and destinations.

Bike Parking Facilities at Workplaces		
Photo	Parking Options	Recommended Locations
	<p>Parking rails and mounted racks</p> <p>An effective and low cost way to provide short to medium term parking and can be arranged to maximise bike storage in the available space. They can be installed in any number to meet the parking demand, with rails installed as clusters or groups spaced 1m apart. Be sure to allow space for people to move their bikes in and out. A U-rail supports the entire bike, allows users to lock the bike frame and wheels. Each rail can support two bikes, with one on each side.</p>	<ul style="list-style-type: none"> • University and TAFE campuses • Shopping centres • Swimming and recreation centres • Business Districts • Strip shopping centres
	<p>Bike enclosures</p> <p>Grouping parking rails within a restricted-access enclosure can provide a higher level of security. Enclosures include rooms, compounds and purpose built areas and can be fitted with a roof for added security and weather protection.</p>	<ul style="list-style-type: none"> • Workplaces • University and TAFE campuses and residences



Bike lockers

A safe option that restricts access to a single user. Although more expensive, they offer added security for people with expensive bikes and are effective for all day and overnight parking, particularly in public places where there is a high risk of theft and vandalism. Users can also store their cycling gear, helmet and clothes along with their bike.

Lockers can be assigned to single users for a period, or set up for casual users and members of the general public. They can be secured using a padlock or electronic access control.

- Workplaces where enclosures are not possible

Personal lockers

Lockers provide people with a place to store clothes and other personal belongings such as their helmet, cycling shoes, and toiletries. Using split or full-length lockers (rather than half-length ones) grants space for people to hang shirts or pants without creasing them.



When determining the number of lockers to be provided, consider what is needed for people involved in lunchtime or in-work exercise activities as well as cycle commuters.

Locker management

A good locker management system should be put in place so that they are used appropriately. This could mean requiring people to register for a locker and regular checks that lockers are being used. When people leave the organisation, clearing out the locker and advising the facilities manager should be on the exit checklist.

Changing facilities and showers

Adequate changing and showering facilities are a big incentive for people considering cycling to your workplace and demonstrate a serious commitment to promoting cycling. These facilities can also be used by people doing other types of physical activity during the day, such as lunchtime sports and exercise.

It may not always be possible for an existing site to add state-of-the-art facilities; however the provision of storage and lockers or negotiating with adjoining or nearby buildings to use their facilities may be an option.

In some workplaces the nature of people's work may require access to showers such as those involved in outdoor labour like council parks' crews. Factor this in when determining the number of showers and lockers to provide.

Privacy and security should be considered too, e.g. electronic card access. The condition of shower and change facilities is also important. Ensure that cleaners maintain them well.

Other facilities and equipment to consider

- Iron and ironing board and hairdryers - making a professional look easier for cycle commuters
- RCD power points and pneumatic switches - reducing safety concerns
- Places for people to dry wet towels and clothes, e.g. drying racks, a clothes line or drying cabinet.
- Sunscreen

Bike Repair Station

A bike repair kit will complete your cycle facilities. It could include a floor pump, puncture repair kit, spare tubes and set of allen keys, spanners and screwdrivers. The kit could be stationed in the bike parking compound or staff who ride to work can borrow it from a nearby reception or service desk.

Facility Guidelines

There are guidelines available for end-of-trip facilities at workplaces, including Cycling Aspects of Austroads Guides. These provide guidance in relation to the number of bike parking spaces and design features. Some local councils have end-of-trip facility requirements under their local planning schemes.

Tenants

Where your organisation is a tenant, improvements could be negotiated with the building manager. Working together with other tenants can help build a case for better facilities.

Summary table

The summary table below is based on Austroads and Bike Network Victoria guidelines. These requirements can be used to assess the adequacy of facilities at an existing workplace and can also provide specifications for new workplaces.

When applying them consider current and potential demand from staff / students and clients/visitors. The size and nature of the workplace will also shape what is needed (e.g. current participation, potential uptake, demand from staff involved in lunch time exercise or activities outside normal work hours, etc.)

Only minimum parking, shower and locker ratios are provided below. For a workplace that aims to be 'bike friendly' the minimum ratios may be inadequate.

Facility	Parking	Showers and change rooms	Personal lockers
Number	At least 1 space for every 10-20 long-term user (5-10% of employees) + 1 space for every 50 short-term users	At least 1 for the first 5 long-term parking spaces, then 1 per 10 subsequent spaces	At least 1 locker for each long-term parking space
Location	Easily accessible, close to building entry	Close to parking	Close to parking and showers
Design considerations	Visibility and security Sheltered and secure Racks appropriate for users Manoeuvrability to and within facility to position and lock bike	Safety and security Use by people for other activity purposes i.e. lunchtime exercise Towel drying racks	Good ventilation