



An overview of bicycle access and parking options in NYC office buildings

**NYCDOT**  
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## Why indoor bike parking?

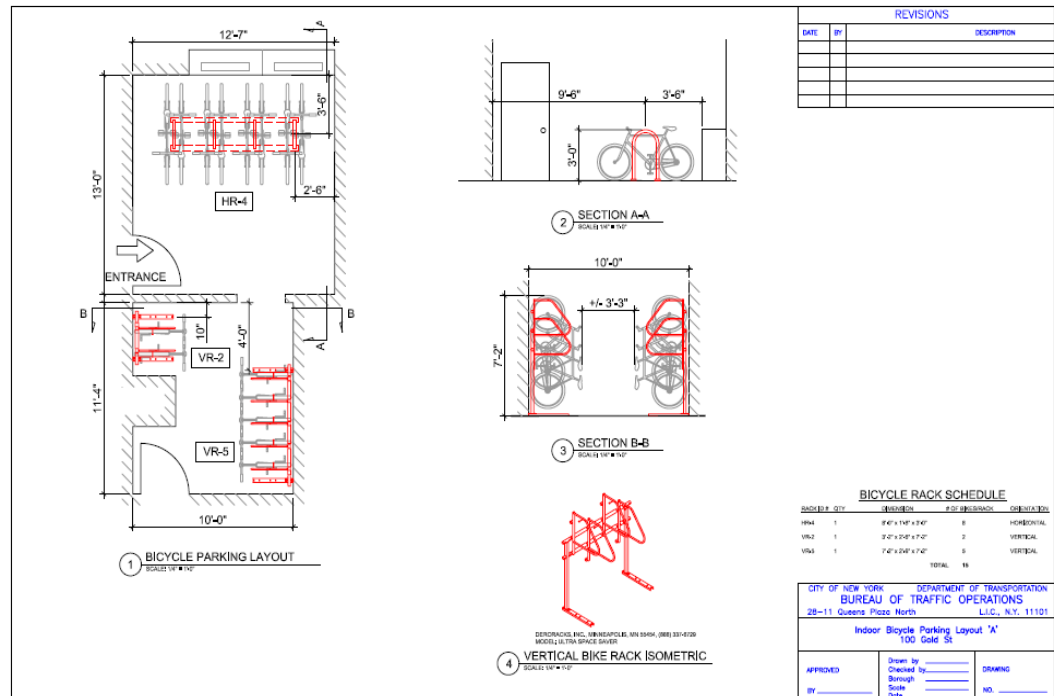


- 1999 and 2007 studies by the Dept. of City Planning identified lack of a safe place to park as the strongest reason given by cyclists choose not to bike to work by bicycle



# Indoor bike parking can be provided in several ways

- In a building's garage
- In tenant offices, via freight elevators
- Dedicated bike room in under-utilized space
- In tenant offices, via regular elevators (best for folding bikes and/or less formal buildings)
- On a building's loading dock





# Locations: Building Garages



## Pros

- No impact within office building.

## Cons

- Some garage operators concerned with bicycling in garages.

## Suggestions

- Place bicycle racks in odd spaces that do not permit siting of a car parking space.



## Locations: Tenant Offices, via Freight Elevator



### Pros

- No bikes through building lobby. Allows tenants to decide if bike access desired.

### Cons

- Adds to freight elevator traffic

### Suggestions

- Allow cyclists entering/departing during off hours (before 8 a.m. or after 6 p.m.) to take the regular elevators.
- If tenants already pay for freight elevator use, charge a small fee to tenants who request bike access via freight.



# Bike Parking Room or Area



## Pros

- Depending on placement, can minimize impact on building lobby and provide high level of security.

## Cons

- Space may be difficult to find.

## Suggestions

- Some buildings track who is allowed to use bike rooms or garages.
- Some residential buildings charge a monthly bike room fee, offsetting cleaning or installation of racks.
- Look to spaces that are currently under-utilized, such as storage rooms or pay phone bays.
- Many styles and sizes of bike parking racks are available



# Locations: Folding Bikes via Passenger Elevator

## Pros

- Folding bikes are smaller than many carry-on bags, and can be carried instead of wheeled
- Allows maximum convenience and security for cyclists
- Does not require the building dedicate any special area for storage
- Folding bikes are easily stored next to a desk or in an office closet.

## Cons

- Buildings may not wish to have bikes in Class A lobbies and elevators



## Suggestions

- MTA/NYCT allows folding bikes at all times aboard all subways, trains and buses.
- Folding bikes should be allowed access to regular elevators at all times.



## Locations: Loading Dock



### Pros

- Bikes only come a short distance into building.

### Cons

- May add to congestion on busy dock and not as secure as office or bike room parking.

### Suggestion

- Loading areas may be suitable for messenger centers if layout or usage is not conducive to all-day parking.



# Signage and Rules

- Place signage that advertises the presence of bike parking and post rules for use of bike parking areas.
- Sample rules include:
  - Cyclists must bring locks to secure their bicycles.
  - Bicycles and locks should not be left here for long-term storage.
  - This building is not responsible for stolen or damaged property.
  - As a courtesy, please park your bicycle to maximize available space for other cyclists.

