

UNIVERSITY of HOUSTON
MANUAL OF ADMINISTRATIVE POLICIES AND PROCEDURES

SECTION: Facilities
AREA: Facilities Management and Maintenance Information

Number: 09.04.02

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| SUBJECT: Bicycles on Campus |
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I. PURPOSE AND SCOPE

The purpose of this document is to explain bicycle registration on campus, regulate bicycle parking on campus, describe pick-up of abandoned and seemingly abandoned bicycles, and detail the removal of bicycles that impede access to and egress from buildings. This includes the roles and responsibilities of the bicycle owners on campus, Facilities/Construction Management, University of Houston Police Department, the Office of Sustainability and the University of Houston Fire Marshal's Office.

II. POLICY

The University of Houston is committed to ensuring a safe and proficient physical environment in support of students, faculty, staff and visitors. This includes maintaining areas across campus that accumulate parked and possibly abandoned bicycles.

III. DEFINITIONS

- A. Abandoned Bicycle – A bicycle that may have a flat tire, inoperable parts or otherwise not able to be ridden or bicycles whose owners do not respond after being officially tagged for three weeks by UHPD and FS.
- B. Bicycle Owner – Students, faculty and staff that own or lease a bicycle and choose to bring it on campus.
- C. F/CM – Facilities/Construction Management, a department of the Administration and Finance division that includes Facilities Services and Facilities Planning & Construction.
- D. FS – Facilities Services, an area of the Facilities/Construction Management department (713-743-4948).
- E. UHPD – University of Houston Police Department (713-743-3333 non-emergency phone number).
- F. Access - Any path of travel, either exterior or interior, which provides access into and throughout a facility or therefrom. This would include, but shall not be limited to, interior and exterior walkways, stairs, stairwells, ramps, and corridors.
- G. Accessible Means of Egress - A path of travel usable by person(s) with a mobility impairment that leads to a public way or an area of refuge.
- H. Accessible Route - A continuous unobstructed path connecting all accessible elements and spaces of a building or facility. Interior accessible routes may include corridors, floors, ramps, elevators, lifts, and clear floor space at fixtures. Exterior accessible routes

may include parking access spaces, curb ramps, crosswalks at vehicular ways, walks, ramps, and lifts.

- I. Egress - Any path of travel used to exit a building including, but shall not be limited to, interior and exterior walkways, stairs, stairwells, ramps and corridors.
 - J. Egress, Means of - A continuous and unobstructed way of exit travel from any point in a building or facility to a public way. A means of egress consists of vertical and/or horizontal travel; also may include intervening room spaces, doorways, hallways, corridors, passageways, balconies, ramps, stairs, enclosures, lobbies, horizontal exits, courts and yards.
 - K. Obstruction - Any item which interferes with the normal flow of pedestrian traffic in a facility access or egress path. This would include, but shall not be limited to, items such as bicycles chained to handrails, motorcycles parked in facility entrance areas, office furnishings, laboratory equipment, boxes of books, and any other items which might hinder access or egress.
 - L. Repeat Violations - When an item has been issued an Access/Egress Violation and is removed within 24 hours, but the item is repeatedly returned to the same location or a similar location so as to cause an obstruction.
 - M. UHFMO - University of Houston Fire Marshal's Office, part of Campus Safety (713-743-5858).
 - N. Office of Sustainability – University of Houston Office of Sustainability, the office dedicated to improving campus sustainability through education, collaboration and championing of ideas.
- IV. REGISTRATION OF BICYCLES ON CAMPUS
- A. Prior to parking a bicycle on campus, every bicycle owner should register the bicycle with UHPD. This registration process is free. Information on the registration process can be found at http://www.uh.edu/police/bike_registration.html. Registering a bicycle assists with identification of the owner in the event of a theft, so that recovered bicycles can be returned to the owner. Registration also helps when proof of ownership is needed.
 - B. The Office of Sustainability will work with UHPD and FS to encourage, promote, and build awareness regarding registration of bicycles on campus.
- V. AREAS DESIGNATED FOR BICYCLE PARKING
- A. Bicycles are required to be parked and locked only to designated bicycle parking racks.
 - B. If bicycles are tied to, locked to, fastened to or leaning on other items outdoors such as light poles, trees, benches, stairwells, fencing, etc., they are subject to be removed.
 - C. Bicycles are not allowed inside buildings. Bicycles found inside buildings are subject to be removed.

VI. REPAIRS FOR BICYCLES AND RACKS

- A. In an effort to keep bicycles working properly and from becoming abandoned, repair stations are located on campus. (<http://www.uh.edu/biking>)
- B. The Office of Sustainability will also work with UHPD and FS to encourage, promote, and build awareness regarding repairs of bicycles through various outreach programming.
- C. If a bicycle rack needs a repair, please contact FS through the FIX-IT Customer Service Center at 713-743-4948.

VII. BICYCLES IMPEDING ACCESS AND EGRESS FROM BUILDINGS

- A. Access and egress paths shall be free from any and all obstacles which may hinder normal traffic flow.
- B. Handrails and guardrails shall be kept free and clear and shall not be used to secure bicycles or any other object which might interfere with or hinder normal pedestrian traffic flow.
- C. The University will not be responsible for any locks, chains, and/or cables etc. which may be removed, nor for any damage or loss which may result from the removal and storage of the bicycle(s). Individuals shall be responsible for all costs of removal and storage.
- D. UHFMO will investigate all reports of obstacles to access and/or egress paths upon receipt of a complaint call, hazard report or personal observation by a UHFMO staff member.
- E. A warning will be attached to the bicycle advising that the item is an obstruction and should be removed within 24 hours. This warning will be in writing. If the bicycle has not been removed, a second warning in writing will be issued with a statement that the if the item has not been removed within 24 hours, it will removed and placed in storage at the UHPD's Lost and Found. Repeated violations within a 24-hour period shall be removed by the UHFMO and placed in UHPD Lost and Found.
- F. UHFMO shall have the authority to remove any bicycle which, in their opinion, poses an immediate danger to the occupants of the facility.

VIII. ABANDONED BICYCLE CLEAN-UP

- A. FS and UHPD will designate a time period at least twice a year to tag bicycles and other items attached to bicycle racks (including locks) around campus that appear abandoned.
- B. Tagging and pick-up dates will be published on the Facilities Services website and distributed through electronic notifications. (<http://www.uh.edu/facilities-services>)
- C. Tags placed on abandoned bicycles will serve as the notice to the bicycle owners. Collection will begin approximately three weeks after notification.
- D. During the designated pick-up dates, the bicycles will be removed by UHPD and FS. They will then be stored for 60 days if not registered and 90 days if registered with UHPD. UHPD will make every attempt (registered letter, phone call, e-mail) to alert a registered bicycle user if the bicycle is located at UHPD Lost and Found and resolve the situation before donating, disposing, or selling the bicycle.

- E. If there are questions prior to or during the tagging process, they should be directed to FS through the FIX-IT Customer Service Center at 713-743-4948.

IX. DISPOSAL OF REMOVED BICYCLES

- A. If removal is deemed necessary, the University will not be responsible for any locks, chains, and/or cables, etc. which may be removed, nor for any damage or loss which may result from the removal and storage of the bicycle(s). Individuals shall be responsible for all costs of removal and storage.
- B. After the bicycles have reached disposal maturity date, it is at the discretion of UHPD to donate, dispose, or sell the property.
- C. All questions after removal of items should be directed to UHPD Records Division at 713-743-3333 during regular business hours.

X. ADDITIONAL RESOURCES

UH Facilities Website <http://www.uh.edu/facilities>
UH Office of Sustainability Website <http://uh.edu/af-university-services/sustainability/>
UH Police Department <http://www.uh.edu/police>
[MAPP 07.01.04 - Disposition of Lost and Found Personal Property](#)
[SAM 01.C.07 - Safety Administration](#)

XI. REVIEW AND RESPONSIBILITY

Responsible Parties: Associate Vice President for Facilities/Construction Management

UH Chief of Police

Review: Every three years on or before November 1

XII. APPROVAL

Jim McShan

Senior Vice President for Administration and Finance

Renu Khator

President

Date of President's Approval: _____ February 19, 2018

REVISION LOG

| Revision Number | Approved Date | Description of Changes |
|------------------------|----------------------|-------------------------------|
| 1 | 02/19/2018 | Initial issue |