

Abandoned Bikes – Removal Procedure

Overview

The purpose of this guidance is to provide a process for the removal of abandoned bikes across Glasney Village and shared spaces across Penryn and Falmouth Campuses. Bikes are regularly abandoned on our campuses, therefore our Facilities Management and Safety and Support teams will have to remove bikes on a periodic basis to allow continued usage of bike shelters.

Removal of Abandoned Bikes in Glasney Village:

Students are advised of the following storage and removal process in Glasney Village:

- To ensure bikes are locked to designated cycle stands or railings (if not causing a hazard) across Glasney Village.
- Bikes (not including electric bikes) can be stored in an individual's bedroom if unusually expensive or cherished – they cannot be stored in corridors or blocking fire exits.
- All bikes should be taken away before the end of the academic year and move out period in June.
- Bikes can be left over the Summer period in the designated bike shelters or railings (if not causing a hazard), but must be collected before the 1st of September.
- If bikes are not collected, they will be removed and donated to charity.
- Bikes not locked in designated bike shelters/railings or causing an obstruction or hazard will be removed immediately.

Removal of Abandoned Bikes in Shared Spaces (Penryn and Falmouth Campuses):

Notice and removal process:

- Bikes that are stored and look noticeably weathered in shared campus spaces will receive a one-month removal note attached to the bike.
- If bikes have not been removed within one month, campus services will remove them and store in a secure location for three months.
- Once bikes are in the secure storage location, the caretaking team will label the bike with an arrival date and will be monitored for the removal from that point.
- If bikes are not collected after the three-month storage period, they will be either donated or recycled.