

University of Alaska Anchorage
ADMINISTRATIVE SERVICES MANUAL
Policies and Procedures

Section FCS
Statement
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Effective Date 05/23/2016

Title <i>Abandoned Bicycle and Equipment</i>	Effective Date 05/23/2016
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1.0 Purpose

This policy is intended to help maintain the safety and beauty of the University of Alaska Anchorage's campus, to manage the capacity of existing bike racks by removing abandoned bikes and equipment, and to ensure accessible walks and ramps are maintained.

2.0 Policy

Any abandoned or improperly locked bicycle and associated equipment is subject to removal by Facilities & Campus Services. The impounded items will be stored at Gordon Hartlieb Hall, 3300 Seawolf Drive, for 30 calendar days. After 30 calendar days, the items will be donated to charity or otherwise disposed.

3.0 Process

- I. Abandoned bicycles are subject to removal by Facilities & Campus Services. This includes any associated equipment, such as locks.
- II. A Notice of Abandonment (NOA) will be attached to the bicycle, and if the bicycle has not been removed by the owner within 15 days the property is be removed.
- III. The bicycle is brought to the Gordon Hartlieb Hall, 3300 Seawolf Drive. A record of the impounded bicycle and equipment is shared with the University Police Department, in the event that an owner reports their bicycle as stolen.
- IV. Bikes are stored for 30 calendar days and during that time may be reclaimed by calling 786-6980 or by going to the Facilities Work Management window in Gordon Hartlieb Hall.
 - A. If the bicycle is not claimed within 30 calendar days it will be donated to charity or otherwise disposed.
- V. While Facilities & Campus Services regularly removes improperly locked or abandoned bikes throughout the year, two formal campus bike sweeps take place annually – at the conclusion of Fall Quarter and prior to Spring Convocation.
- VI. To report abandoned or improperly locked bikes, or to request additional bike racks, please telephone the Work Management office at 786-6980.