



Bike Cage Policy

Created Date: 09/12/2025 | Review Frequency: Yearly Every July | SOM Facilities Planning

I. PURPOSE & SCOPE

This policy governs use of the School of Medicine (SOM) Bike Cage to promote safety, security, and code compliance.

A. Definitions

1. Mobility Device (MD): Bicycles, e-bikes (Class 1–2), and non-motorized scooters.
2. Not permitted: Motorcycles, mopeds, gas-powered devices, Class-3 throttle-only devices, carts, or any item that cannot be secured to a rack.

II. ELIGIBILITY & ACCESS

- A. Use is limited to active SOM/UCR students, staff, and faculty.
- B. Access is by UCR badge/key issued by Facilities Planning. Do not share badges/keys.
- C. Lost badge/key must be reported immediately; replacement fees may apply.
- D. The cage follows building hours unless otherwise posted.

III. BIKE CAGE RULES

- A. Lock to the rack only. One MD per rack space.
- B. MDs may not be attached to walls, doors, pipes, fencing, or any structure other than a rack.
- C. Keep aisles and emergency egress routes clear at all times. Do not prop doors open or allow tailgating.
- D. No storage of personal items (helmets, bags, batteries, parts) separate from an MD.
- E. Charging is prohibited. No e-bike/e-scooter battery charging, spare/loose lithium-ion batteries, power strips, or extension cords in or near the cage.
- F. No repairs or activities that create spills, debris, or odors (e.g., lubricants, solvents).
- G. SOM may relocate MDs within the cage as needed for safety or maintenance.
- H. Request for office/workstation space is not guaranteed and does not affect cage access.

IV. TIME LIMITS & INACTIVITY

- A. The cage is for active daily/commuter use, not long-term storage.
- B. MDs left unmoved for 14 consecutive days may be tagged as inactive and subject to removal if not moved within the notice period.

V. ABANDONED MOBILITY DEVICES

- A. Facilities Planning conducts monthly space audits and will document and tag suspected abandoned MDs.
- B. An MD will be considered abandoned if it: (a) is in disrepair, (b) has missing parts, (c) has excessive dust/rust, or (d) remains unmoved after an inactivity tag/notice.
- C. After 15 days from tagging, the MD may be removed and stored for 30 days.
- D. After 30 days, unclaimed MDs will be transferred for resale, auction, or discard per university surplus procedures.

VI. RETRIEVAL, FEES & APPEALS

- A. To retrieve a removed MD, contact SOM Facilities Planning at planning@medsch.ucr.edu with proof of ownership and photo ID.
- B. Fees may be assessed for removal, storage, lost key/badge, or damage to university property.
- C. Appeals regarding tagging/removal must be submitted to planning@medsch.ucr.edu within 5 business days of notice.

VII. ENFORCEMENT

- A. Policy violations may result in loss of cage privileges, removal of devices, and applicable fees. Enforcement may be carried out by SOM Facilities Planning and/or UCPD.

VIII. LIABILITY

- A. Storage is at the owner's risk. SOM/UCR is **not responsible** for any MDs, locks, or personal property that are lost, stolen, or damaged.

IX. SAFETY & SECURITY

- A. Report theft, vandalism, or hazards immediately to **UCPD (951-827-5222)** and Facilities Planning planning@medsch.ucr.edu. The area may be monitored by cameras; surveillance does not guarantee security.