



## Facilities Management Division/ Environment

### **Bike Base Access Terms and Conditions**

Applicants must read and acknowledge agreement to these conditions.

- The access card is issued to provide access only to the areas approved by UOW. UOW aims to keep these areas as secure as possible, but UOW is not responsible for any loss or damage to bicycles or belongings.
- The access card is issued for the sole use of the Applicant only. The Applicant accepts full responsibility for the security of the access card and agrees not to share or provide access to other persons. The Applicant must advise UOW Security immediately if their card is lost or stolen.
- All bikes should be locked to the bike racks provided and valuables should not be left with bikes.
- UOW Security recommends the Applicant's use of a D Bolt or U shaped lock to secure their bike at all times to the bike racks provided. Some cable locks are not resistant to being cut by bolt cutters or other cutting devices e.g. hack saws. It is preferable if part of the bike frame is locked to the bike rack. UOW Security recommends the Applicant record the frame number of their bike and/or engrave driver's licence details or use other identifying marks on the frame of the bike. The Applicant should take and keep some detailed photos of their bike and equipment.
- The Applicant should do all they can to ensure they are not followed into these secured areas by persons not authorised to be there. Please ensure you shut the door behind you and do not grant access to others.
- Any misuse of access cards or breach of the above conditions may result in the Applicant's access privileges being cancelled and misconduct dealt with in accordance with relevant UOW policies and guidelines.
- Applicants should immediately report any incidents or breaches beyond their control to Security.
- Electric bikes are only to be charged in appropriate locations (check with supervisor/managers in buildings) or in the bike bases in buildings 29 or 43. They must be charged in accordance with manufacturer's instructions and under supervision by the owner.
- All applicants will be subscribed to the UOW Cyclists mailing list. Infrequent emails are sent with important information about bike bases and cycling to UOW.