



## BIKE POLICY

Bike users at 633 Folsom must comply with all rules and regulations set forth below. Noncompliance with the rules and regulations set forth may result in offending bicycles being banned from further entry into the Building.

1. Bicycles and electronic bicycles shall be brought into the Building using the back entrance of the building. Bicycles must be parked within the Building's designated bike storage located on the 1<sup>st</sup> Floor near the Locker Rooms.
2. Tenant must have an access card to enter the Building's bicycle storage area. Building staff will not open locked storage areas to allow tenant access to store a bicycle or otherwise attend to a bicycle.
3. Bicyclists are required to lock their bicycles within the Building's bicycle storage area.
4. This is temporary bike parking. Any bikes left in the bike cages more than 24 hours will be removed by Building Management.
5. Prior to entering the Building, bicyclists will remove cleated bicycle shoes or any other clothing that might damage the floors, walls or any other part of the Building.
6. Bicyclists must dismount and walk bicycles into and out of the Building.
7. Bicyclists will use caution and courtesy at all times to prevent injury and to ensure safety of the Building and its tenants, invitees, contractors and employees.
8. Motorized / electronic bicycles and scooters cannot be charged in the building or bike storage area.
9. Performing maintenance work and/or repairs on bicycles in the Building or in any tenant premises is strictly prohibited, with the exception of using the Fix-it station located within the bike storage area.

Tenant will notify the Building Management Office upon employee's termination or if employee no longer requires access to the bicycle storage area. Landlord is not responsible for stolen, missing or abandoned bicycles.

Please contact Building Management if you have any questions at [633Folsom@swigco.com](mailto:633Folsom@swigco.com) or call (415) 615-0501.