

University of Exeter

ABANDONED CYCLES PROCEDURE

1. Removal notices will be affixed to bicycles thought to have been abandoned. After 28 term-time days, bicycles deemed to have been abandoned on University of Exeter property may be removed and, if the owner cannot be located, subsequently donated to charity.
2. Removed bicycles will be stored in the Estate Patrol secure store, will be photographed and an abandoned cycle removal form will be completed.
3. Locks that have been removed alongside cycles must remain with the cycle at all times.
4. A full and detailed record of any cycle removed under this procedure will be entered into the Abandoned Cycle Folder which is to be kept in the Estate Patrol office.
5. Unclaimed cycles will be donated to Hospiscare, or other charitable purpose, after a period of six calendar months from the date they are taken into University of Exeter possession.
6. Abandoned cycles are not to be donated to University of Exeter staff members without the Head of Securities authority.
7. Only designated Security and Parking Team staff should remove cycles with the permission of their supervisor, who must ensure that the relevant documentation and ownership enquiries are completed.
8. Lost property cycles will be stored in the secure store and will be labelled with a lost property tag and number. These cycles must not be returned to the finder, but disposed of in accordance with these procedures.
9. All requests received by the Estate patrol team to remove cycles deemed to have been abandoned should be recorded in the Abandoned Cycles

Folder in the Estate Patrol office. A full description of the abandoned cycles should be provided.

Approved: November 2014

Review: November 2015

Owner: Estate Patrol