

## **“Ride it or recycle it”**

### ***Bike Shed Spring Clean***

Businesses are encouraged to spring clean their bike sheds this Bike Week, by identifying abandoned bikes that could be donated to Recycles.

**Step One** – Visit the bike shed(s) very early in the morning or late in the day, where it is easier to spot bikes that may not have moved for a while. Note which bikes are there.

**Step Two** – Visit the bike shed(s) again a few days later, noting whether bikes you saw last time are still in the same position.

**Step Three** – Leave a note on these unmoved bikes – either sellotape a note to the saddle, or hang a label from the handlebars. The wording could be as follows:

“We believe this bike to be abandoned. Unless this bike is moved by [INSERT DATE – We suggest a minimum of 4 weeks] the bike will be removed and taken for recycling.

**Step Four** – Once the deadline date has arrived, check which bikes are still in the same position with label / note attached. If they are unlocked, move them to another area, so that their owners will notice they have gone. If the bike is locked, you will need to investigate whether your facilities team have tools to cut through the lock. If they don’t, Recycles will be able to help.

**Step Five** – We recommend waiting a further 4 weeks to give owners a last chance to realise their bike is missing. Any bikes that remain unclaimed after this time can be donated to Recycles.

**Step Six** - Call Recycles on 01793 401834 to arrange collection

### ***Hold a “donation day” at the workplace***

A donation day allows staff to bring in their unwanted cycles where they can be collated for collection by Recycles.

**Step One** – Choose a date to hold the donation day. Call Recycles on 01793 401834 to check that they will be able to collect on this day (or the day after depending on the security of your collection point). Alternatively you may have a staff van to be able to make the drop off yourself.

**Step Two** – Organise a space to act as collection point. It doesn’t need to be undercover.

**Step Three** – Advertise the donation day in your internal staff communications. Customisable posters are available from Swindon Travel Choices – Don’t forget to put posters in the bike shed for existing cyclists to see.

**Step Four** – Hold the donation day. Don’t forget to take photos for publicity afterwards. It may prompt people into being able to take bikes straight to Recycles at a later date.

Recycles will collect the bikes and they will have a new lease of life!