



### *Bicycle Commuter Policy*

Dear Tenants,

In order to ensure the lockers area of 3001 & 3003 Washington Boulevard is available to both bicycle commuters and employees who utilize the fitness center, the following policies and procedures are in place.

1. Bicycle commuters are defined as those who commute by bicycle a minimum of twice a week and will be entitled to a personal locker.
2. Bicycle commuters must complete and return the attached registration form. Registered bicycle commuters will be assigned a locker number and green KBS lock, free of charge, for their belongings. Locks and locker numbers are available for distribution. Please contact Megan Zuchowski to complete the bicycle commuter registration form and receive a lock and locker assignment.
3. An ongoing audit of the bicycle locker will be conducted. Any bicycle commuter who does not utilize the bike storage room a minimum of twice a week will no longer have exclusive use of a locker. Those with revoked status will return their KBS locks and remove their personal items within 48 hours or these items will be removed by the management office.
4. Personal locks are permitted by those utilizing the fitness center, but must be removed when you leave the locker area. Only KBS locks are permitted after 8pm. Unregistered locks will be removed each evening through any means and belongings help up to seven (7) days by the management office before being discarded.

These policies are to ensure available locker space for everyone who requires it. We appreciate your understanding.

If you have any questions or concerns, please reach out to Megan Zuchowski at (703) 299-6370 or [megan.zuchowski@transwestern.com](mailto:megan.zuchowski@transwestern.com).

Respectfully,

Marty Flannigan  
General Manager  
[Martin.Flannigan@transwestern.com](mailto:Martin.Flannigan@transwestern.com)  
(703) 448-6442  
(703) 407-6825

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**BICYCLE COMMUTER REGISTRATION FORM**

Employee Acknowledgement Form

I, \_\_\_\_\_, (Name) declare that I am a bicycle commuter and utilize my bicycle a minimum of twice a week. I recognize that if I no longer use my bicycle twice a week that I am not a bicycle commuter and I will make the management team aware of this change.

If I am no longer a bicycle commuter, or my status is revoked, then I will remove all items from my assigned locker and return the KBS lock within 48 hours. If I lose or do not return the provided KBS lock, then I will pay a \$20 replacement fee.

I acknowledge that management has the right to change these policies as needed and failure to comply with these policies will result in a loss of bicycle commuter privileges.

**To be completed by tenant:**

Employee  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Name: \_\_\_\_\_ Work Phone: \_\_\_\_\_  
Work Email: \_\_\_\_\_ Company: \_\_\_\_\_

**To be completed by management:**

Transwestern  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Name: Megan Zuchowski

Locker Number: \_\_\_\_\_  
Lock Number: \_\_\_\_\_

**Email the completed fitness waiver forms to:**

**Megan Zuchowski**  
Administrative Associate  
[Megan.Zuchowski@transwestern.com](mailto:Megan.Zuchowski@transwestern.com)  
Direct: 703-299-6370