



Appendix 6 – Sample Cycle Facilities Audit

How many cycle parking spaces are available?
What is the percentage for employees using the site? E.g. cycle parking for 20% of employees. 20% is a good threshold to aim for in urban areas. This may take some time to achieve, so a rule of thumb for provision may be to add another 20% every time occupancy reaches 80%
How many cycle parking spaces are located close to building entrances?
Is cycle parking overlooked? Is there passive surveillance to enhance security? What other measures could be considered to increase security, e.g. regular patrols of the area with notices to indicate this. Is CCTV coverage available?
How many cycle parking spaces are secure and accessible by cyclists only?
How many cycle parking spaces are covered? This is very important to cyclists, both to keep bikes dry and to keep them in good working order.
How well lit is the cycle parking area? Include the walk from the cycle parking to the building entrance or site exit.
Are cycle racks of an appropriate size and easy to use? Can bikes be secured by the frame? Cycle parking which only holds the wheels can damage bikes, particularly if they fall over.
Are there areas on site where 'informal' cycle parking occurs? e.g. bikes attached to railings or lampposts. Informal parking indicates a need for bike parking in that area.
Is visitors' cycle parking provided? Is it publicised?
What is the speed of traffic on site?
Are there any barriers obstructing cyclists when leaving or entering the site? For example, barriers into car parks
Where cycle racks are located close to vehicle parking bays, is there space for the vehicle doors to open without making contact with bikes or racks?
Is signage for cycle parking/ building entrances/ changing facilities clear and visible?
Are drying rooms provided for cyclists' gear?
Are showers and changing rooms provided for active commuters?
Are they in good condition? Would you be happy to use them? The Dublin City Development Plan 2011-2017 ⁵ contains the following development standards: Suitable shower and changing facilities will be made available in large-scale developments incorporating high amounts of cycle parking. Facilities should be secure, lockable and located in well-lit locations. The following standards shall be adhered to: <ul style="list-style-type: none"> • 1 shower per office development over 100m² (approximately 5 employees) • A minimum of 2 showers for office developments over 500m² (approximately 25 employees). • 1 shower per 1000m² thereafter • Changing/drying areas, toilets and lockers should be provided in association with shower facilities.
Are storage areas/ lockers for cyclists' equipment provided? Where are the lockers located in relation to cycle parking/ building entrances? The number of lockers provided should relate to the number of cycle parking spaces. Ideally lockers should be keyless, so they facilitate multiple short-term users.
Where is information on site cycle facilities provided (e.g. at cycle parking, online, induction packs, noticeboards)? Information might include location of cycle parking/ showers/ lockers, opening times of entrances etc

⁵ http://www.dublincity.ie/Planning/DublinCityDevelopmentPlan/Documents/Dev_Plan_-_Vol_1_-_Written_Statement.pdf
Accessed 6 Sept 2011



<p>Is local cycling information provided to employees? e.g. routes, route planners, local area maps. What is provided and where is it displayed?</p>
<p>Are cyclists separated from vehicular traffic on site? Note that this is not always necessary.</p>
<p>Is cycle training provided to employees?</p>
<p>Is bike maintenance provided on site?</p>
<p>Is there a corporate policy relating to cycling on business/ inter-site travel?</p>
<p>Are fleet bikes provided? If so, how many? How are they publicised? Are fleet bikes maintained (by whom and how frequently)?</p>
<p>Do employees receive an allowance for business travel by bike? What is the rate? How is it publicised?</p>
<p>Is the Cycle to Work scheme offered? If so, how often throughout the year? How is it publicised?</p>
<p>Are discounts available to your organisation's employees in bike shops in your area? How are they publicised?</p>
<p>Are cycle routes through the site pleasant to use? Are there any issues with potholes, 'ponding' of water at the side of the road, etc.?</p>
<p>Other comments?</p>

The following items can be discussed with your Local Authority
<p>Are routes around the site sufficiently direct? i.e. are there entrances that could be opened up to increase direct access through the site?</p>
<p>Are carriageway entry/ exit arrangements satisfactory for cyclists?</p>
<p>Is drainage and maintenance of roads or cycle routes around the site satisfactory for cyclists?</p>
<p>Are junction crossings easy for cyclists to negotiate?</p>
<p>Is there a need for public cycle parking locally?</p>