

NYC Department of Citywide Administrative Services Bike Policy

A Guide for DCAS Tenants



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I. Summary

The NYC Department of Citywide Administrative Services (DCAS) supports [New York City's Green New Deal: OneNYC](#) goal to enable reliable, safe, and sustainable transportation options, including cycling. As of 2019, there are about 510,000 daily cycling trips made in New York City.¹ DCAS is committed to doing its part to encourage commuting by cycling by facilitating bike parking at DCAS-managed facilities. By supporting sustainable transportation modes like bicycling, we are doing our part to limit greenhouse gas emissions that contribute to climate change.

Per the Bicycle Access to Office Buildings Law²,

- DCAS tenants may bring **foldable** bicycles, e-bicycles, scooters, and e-scooters, provided they are fully folded, into DCAS facilities by passenger elevator.
- For **non-foldable** bicycles, e-bicycles, scooters, and e-scooters, DCAS tenants may [request access](#) to bring their bicycle or scooter into the building by submitting a formal request to DCAS and the NYC Department of Transportation (DOT) for a [Bike Access Plan](#).

II. Applicable Laws

- [The New York City Administrative Code, Title 28, Chapter 504](#)
- [The Rules of the City of New York, Title 34 §2-19](#)

III. Definitions

- **DCAS Tenant:** All agencies that have offices in DCAS-managed public buildings, other than courthouses³, and employees of such agencies. A list of DCAS-managed public buildings may be found on the [DCAS website](#).
- **Bicycle:** every two- or three-wheeled device upon which a person or persons may ride, propelled by human power through a belt, a chain, or gears, with such wheels in a tandem or tricycle, except that it shall not include a device having solid tires and intended for use only on a sidewalk by pre-teenage children.
- **Foldable Bicycle:** a bicycle designed to fold into a compact assembly not exceeding 20 inches (508 mm) by 36 inches (914 mm) by 32 inches (813 mm).
- **E-Bicycle:** a bicycle which is no more than thirty-six inches wide and has an electric motor of less than seven hundred fifty watts, equipped with operable pedals, meeting the equipment and manufacturing requirements for bicycles adopted by the Consumer Product Safety Commission under 16 C.F.R. Part 1512.1 et seq. and meeting the requirements of one of the following three classes:
 - (a) "Class one bicycle with electric assist." A bicycle with electric assist having an electric motor that provides assistance only when the person operating such bicycle is pedaling,

¹ <https://www1.nyc.gov/html/dot/html/bicyclists/cyclinginthecity.shtml>

² Chapter 504 of Title 28 of the Administrative Code

³ The law applies to buildings classified as Business Group B occupancy. Buildings that have assembly uses for courtrooms are classified as Assembly Group A-3 and are not subject to the law.

and that ceases to provide assistance when such bicycle reaches a speed of twenty miles per hour.

- (b) “Class two bicycle with electric assist.” A bicycle with electric assist having an electric motor that may be used exclusively to propel such bicycle, and that is not capable of providing assistance when such bicycle reaches a speed of twenty miles per hour.
 - (c) “Class three bicycle with electric assist.” Solely within a city having a population of one million or more, a bicycle with electric assist having an electric motor that may be used exclusively to propel such bicycle, and that is not capable of providing assistance when such bicycle reaches a speed of twenty-five miles per hour.
- **Scooter:** Every device weighing less than one hundred pounds that has handlebars and a floorboard or a seat upon which the operator can stand or sit that is propelled by human power.
 - **Foldable Scooter:** a scooter that is designed to fold into compact assembly.
 - **E-Scooter:** Every device weighing less than one hundred pounds that (a) has handlebars, a floorboard or a seat that can be stood or sat upon by the operator, and an electric motor, (b) can be powered by the electric motor and/or human power, and (c) has a maximum speed of no more than twenty miles per hour on a paved level surface when powered solely by the electric motor.

IV. Outdoor Bike Parking for DCAS Tenants

- DCAS tenants may use all available bike parking outside the building. In some cases, DCAS buildings may have an existing bike room inside the building. A list of existing indoor and outdoor bike parking at DCAS facilities can be found on [Cityshare](#).
- All bicycle parking is at-risk. For tips on securing your bike, refer to [Bike New York “Locking Your Bike”](#).

V. Indoor Bicycle Parking for Which Permission is Not Required

- If a building has an existing indoor bike parking room, DCAS tenants may bring their bicycles into the building to park in the designated bike room. A formal request for a Bike Access Plan is **not required** to park in an indoor bike room. A list of indoor bike parking at DCAS facilities can be found on [Cityshare](#).
- DCAS tenants may bring **foldable** bicycles, e-bicycles, scooters, and e-scooters, provided they are fully folded, into DCAS facilities by passenger elevator. A request for a Bike Access Plan is **not required** for these items.
- DCAS tenants may bring skateboards, ripstiks, onewheels, roller-skates, and rollerblades into DCAS buildings. A request for a Bike Access Plan is **not required** for these items.
- See the [Reference Chart](#)

VI. Requests for Full-Size Bicycle Access to Offices in DCAS-Managed Buildings

A request is required for a Bike Access Plan to authorize indoor parking in addition to what is provided in an indoor bike room. In the event that a person would like to bring a non-foldable bicycle or scooter into a DCAS building, and the building: a) does not have an indoor bike room or b) a Bike Access Plan, DCAS Security will direct the person to park outside. The person should then contact their DCAS tenant liaison to follow procedures to submit a request for a Bike Access Plan.

A. Request Procedure

Tenants must request access from DCAS in order to bring bikes, scooters, e-bikes, and e-scooters into a DCAS-managed building, other than a courthouse, for parking. To request access, DCAS tenants should submit a request in accordance with the following:

1. DCAS tenants should determine the number of bikes they would like to accommodate in their office space. It is the tenant's responsibility to identify sufficient space to store the bikes that does not violate the building or fire code, as well as any other applicable law, rule, or code.
2. After determining the number of spaces, DCAS tenants should then complete a [tenant request form](#) and send it to DCAS by email at bikeaccessplan@dcas.nyc.gov.
 - a. Individual employees may not fill out this request form.
 - b. If a Bicycle Access Plan already exists for the building, it will be posted in the lobby. The tenant can opt into an existing plan.
3. DCAS will review the request and either:
 - a. Create and implement a [Bicycle Access Plan](#) that allows the tenant's employees to bring bikes into the tenant's office space.
 - b. [Request an exception](#) due to availability of alternate bicycle parking facilities or absence of freight elevators in the building.
4. DCAS must notify the tenant of the decision within **30 days** of receiving the request.
5. DCAS must post the plan, or notice of its availability, within **35 days** of receipt of the tenant request.
6. DCAS must submit the plan to NYC DOT within **40 days** of the Tenant request.

B. Bicycle Access Plan Contents

A Bicycle Access Plan details how a specific DCAS building will accommodate bicycle parking for tenants, while complying with legal requirements. All Bicycle Access Plans must include and abide by the following:

Elevators and Transport

- At least one freight elevator will be made available for bicycle access during regular freight elevator operating hours.
- Bicycles may use the same routes that freight is transported through the building to the extent practicable. Should this present substantial safety risks, bicycles may use regular building entry.

- DCAS building personnel may be required to escort a person transporting a bicycle to or from the elevator.
- A person transporting a bicycle to or from the elevator, as well as any other any package or other material in such person's possession, shall be subject to the same or substantially similar security measures applicable to other persons entering the building or elevator.
- If no freight elevator is operational, bicycles may be brought in or out of the building using one or more designated passenger elevators at any time.

Reference Information and Notices

- The plan must include information about the location of building entrances, routes to freight elevators, and routes to designated parking areas.
- The plan must include a notice to tenants and subtenants, informing them of their responsibilities with respect to bicycle storage and any other information that NYC DOT may require.
- DCAS Facilities Management must post the Bicycle Access Plan in the lobby of the building.

C. Reasons for Exception

DCAS Facilities Management may file an exception request with the DOT under the following circumstances.

- The building's freight elevator is not available for use because unique circumstances exist involving substantial safety risks directly related to the use of such elevator.
- The building does not have a freight elevator.
- There is sufficient secure alternate covered no-cost off-street bicycle parking or sufficient secure alternate indoor no-cost bicycle parking available on the premises or within four blocks or 1,000 feet (304.8 m), whichever is less, of such building to accommodate all tenants or subtenants of such building requesting bicycle access and that such off-street parking is accessible on a 24-hour basis.

Exception requests must be sent to DOT within **15 days** of receipt of the tenant request for bicycle access. If an exception request is submitted, DCAS must notify the tenant within **30 days** of receiving their request.

VII. Restrictions and Prohibitions

- Charging of electric vehicles is **prohibited** in DCAS facilities.
- Active use of any bicycle or scooter is **prohibited** in DCAS facilities.

VIII. Reference Chart

The following chart summarizes the parking access for bicycles and scooters in DCAS-managed buildings, other than courthouses.

Item	Can I park outside?	My building has an indoor bike room, can I park in the bike room?	My building doesn't have an indoor bike room, and I want to bring my bike inside. Can I bring my bike inside?	Additional requirements?
Foldable Bicycle	Yes	Yes	Yes	
Foldable Scooter	Yes	Yes	Yes	
Bicycle	Yes	Yes	Yes, with an approved Bike Access Plan	
Scooter	Yes	Yes	Yes, with an approved Bike Access Plan	
E-Bicycle	Yes	Yes	Yes, with an approved Bike Access Plan	Charging is prohibited in DCAS buildings
E-Scooter	Yes	Yes	Yes, with an approved Bike Access Plan	Charging is prohibited in DCAS buildings
Skateboards, Ripstiks, Rollerskates, and Rollerblades	N/A	N/A	Yes	
Onewheels	N/A	N/A	Yes	Charging is prohibited in DCAS buildings

IX. Resources

Source	Title	Weblink
City of New York	One NYC 2050	https://onenyc.cityofnewyork.us/
The New York City Administrative Code	Title 28, Chapter 504	https://codelibrary.amlegal.com/codes/newyorkcity/latest/NYCAadmin/0-0-0-66442
The Rules of the City of New York	Title 34 §2-19	https://codelibrary.amlegal.com/codes/newyorkcity/latest/NYCRules/0-0-0-62894
Local Law 52 of 2009	Bicycle Access to Office Buildings	https://www1.nyc.gov/assets/buildings/local_laws/ll52of2009.pdf
Department of Citywide Administrative Services (DCAS)	DCAS Managed Public Buildings	https://www1.nyc.gov/site/dcas/business/dcas-managed-public-buildings.page
	Bicycle Parking	https://cityshare1.nycnet/content/cityshare/pages/dcas-buildings/bicycle-parking-locations
Bike New York	Locking Your Bike	https://www.bike.nyc/advice/riding-tips/locking-your-bike/
New York City Department of Transportation (DOT)	Bikes in Buildings: Tenant Request Form	http://a841-dotwebpcard01.nyc.gov/bib/RequestPreScreen.aspx
	Bikes in Buildings: Building Owner Verification - Exception Request	http://a841-dotwebpcard01.nyc.gov/bib/OwnerVerify.aspx?Mode=Exception
	Bikes in Buildings: Building Owner Verification – Plan Form	https://a841-dotwebpcard01.nyc.gov/bib/OwnerVerify.aspx?Mode=Plan
	Bicyclists	https://www1.nyc.gov/html/dot/html/bicyclists/bicyclists.shtml