

Workplace cycling Facilities and equipment checklist

Use our checklist for identifying what you have done already, as well as actions for the near and longer-term future!

The stages refer to those identified on the Workplace Cycling Guide 'How' page - 1) Starting out, 2) Gaining Speed and 3) Leading the pack.

Print it out, scribble on it, put it on the wall!



STAGE 1 Starting out

END OF TRIP FACILITIES

	Indicative cost	Longer term	To do	Done!
Secure bike storage for staff & visitors	\$\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bike parking bays for customers	\$\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Showers	\$\$\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Secure lockers	\$\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

ENGAGING WITH STAFF

	Indicative cost	Longer term	To do	Done!
Designated cycling advocate	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Essential resources e.g. maps, road code	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cyclist user group	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bike buddy system	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Support local/national events (e.g. Aotearoa Bike Challenge)	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

STAGE 2 Gaining speed

END OF TRIP FACILITIES

	Indicative cost	Longer term	To do	Done!
Drying room/similar	\$\$\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Changing rooms with hair dryers, mirrors etc.	\$\$\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Maintenance kit (pump, spare tubes, tire levers, repair patches)	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Covered, designated bike repair space	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Light/battery chargers	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

FLEET BIKES⁴

	Indicative cost	Longer term	To do	Done!
Bikes and/or e-bikes ¹	\$\$\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rider gear ²	\$\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Locks ³	\$\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Regular visits by mechanic	\$\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Skills training provision	\$\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Safe cycling guide	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bike booking system	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

TRACKING & COMMUNICATING PROGRESS

	Indicative cost	Longer term	To do	Done!
Regular travel survey	0-\$\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Workplace cycle plan (including monitoring system)	0-\$\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

ENGAGING WITH STAFF

	Indicative cost	Longer term	To do	Done!
Run in-house cycling event(s)	0-\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
New cyclist induction pack	0-\$\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

1. Essential bike features/accessories: Mud guards, chain guards, lights; Recommended: racks and panniers, kick stand, cycle computer.
 2. Recommended U (or D) or thick chain locks; avoid cable locks. Wheel locks are recommended for e-bikes.
 3. Essential rider gear: helmets; Recommended: high vis & waterproof jackets, waterproof over-trousers
 4. See also the fleet bikes checklist

STAGE 3 Leading the pack

ENGAGING WITH STAFF

	Indicative cost	Longer term	To do	Done!
Preferential loans (for bike purchase)	\$\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Travel/trip allowance	\$\$-\$\$\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Regular visits by mechanic (personal & fleet bikes)	\$\$-\$\$\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Positively discriminate cycling as a commute option	0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Involving senior management (and showcasing them when they're engaged)	0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

TRACKING & COMMUNICATING PROGRESS

	Indicative cost	Longer term	To do	Done!
Share cycling stories through media channels	0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Support/partnerships with local businesses (e.g. deliveries by bike)	0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Designated cycling section in your sustainability report	0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

