

Bike Storage Notice & Guidelines

140 Broadway is pleased to provide access to our Bike Storage Room for our tenants. To get there, please follow the directional signs (see below) located off the Freight Elevator Lobby on the A Level.

Please adhere to the following guidelines when using the room and **sign below** if you acknowledge. Once signed, please submit/e-mail to Lily (lisbeth.falcon@jll.com)



1. The storage is accessible only via the Freight Elevator, which can be reached from the Loading Dock on Liberty Street. Normal freight hours are 7 a.m. to 5 p.m. Please note that the freight elevator is not available to tenants between 5 p.m. – 6 p.m. and stops on all floors on a first-come, first-serve basis. This means that the Freight Elevator can get crowded, so we ask that you please be patient while waiting for it to stop on your floor. Tenants working after 6 p.m. should contact security at 212-943-1500 to request the Freight Elevator.
2. The owners of 140 Broadway are not responsible for any lost or stolen items.
3. You are responsible for locking your bike to the racks.
4. Only bikes and battery-operated scooters are permitted to be stored inside the room. Any other personal items will be removed by building staff.
5. **Battery-operated scooters (including lithium ion battery-operated e-bikes) are NOT permitted into the building.**
6. The storage is for the exclusive use of individuals who work at 140 Broadway **ONLY**.

We thank you in advance for your cooperation!

Date: _____ Time: _____

Name: _____

Cell Number: _____

Bike Description: _____

Tenant Company Name: _____

Tenant Floor: _____