

**Date:** July 10, 2014

**To:** California Public Utilities Commission

**From:** Department of General Services  
Building & Property Management Branch  
505 Van Ness Avenue, Room 2012, San Francisco, CA 94102

**Subject:** BICYCLE STORAGE

For safety purposes bicycles are not to be stored in the workspace, aisle/hallway or cubicle area of the building.

Beginning July 21, 2014, the building security personnel will deny access to any employee, contractor, or intern attempting to carry a bicycle onto the main lobby elevators or into the main stairwells. Security will redirect staff to the bike racks, located in the Courtyard, Golden Gate entrance; on level P1 of the garage; and to the bike room, located in the P1C-5 area, across from the former daycare center office.

To use the bike room, employees must email CPUC Facilities at [cpucfacilities@cpuc.ca.gov](mailto:cpucfacilities@cpuc.ca.gov) to get the access code for the door lock.

These areas are to be used for day parking of bicycles only, no overnight storage. They are available on a first-come, first-serve basis.

If there are any questions or concerns contact the Building Managers office at 415-703-2936.