Checklist indoor bicycle parking

Accompanying note

KpVV CROW

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Working on practical solutions comes naturally to us. We do this with over 120 professionals in Ede (headquarters) and Utrecht. CROW is an independent, non-profit knowledge organization.

March 2025

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Summary

Many municipalities face the challenge of realizing sufficient and well-functioning bicycle parking facilities. Especially in locations with high visitor traffic and limited space, a lack of suitable bicycle parking spaces can lead to bicycle parking nuisance and unsafe situations. Simultaneously, the absence of safe and accessible parking options discourages bicycle use.

To support municipalities and project developers in designing and realizing indoor bicycle parking, the *Checklist Indoor Bicycle Parking* has been developed. This checklist offers a structured and practical step-by-step plan to create facilities that users *want*, *can*, and *dare* to use.

The initiative for this checklist originated from a master's thesis that investigated essential quality criteria for indoor bicycle parking. Based on these insights, CROW, in collaboration with Bikenine, Empaction, and various experts and organizations, further developed the checklist. The checklist is structured around six themes:

1 Target Group
2 Surroundings
3 Access
4 Inside the Facility
5 Operations/Management
6 Sustainability

During the development process, existing guidelines and practical experiences were integrated and tested in a real-world situation. This has resulted in a checklist that can be applied as a step-by-step plan, allowing municipalities and project developers to efficiently realize indoor bicycle parking facilities that meet user needs and contribute to a sustainable and safe bicycle parking environment.

1 Introduction

1.1 The initiative

Many municipalities face challenges related to bicycle parking, especially concerning the implementation of bicycle parking facilities. Specifically, in locations with high visitor traffic and limited space, inadequate bicycle parking can lead to inconvenience and even dangerous situations. Simultaneously, the lack of safe and accessible bicycle parking at popular destinations discourages many people from cycling.

While many places have implemented large-scale, indoor, and often secured bicycle storage facilities, and despite a significant need for bicycle parking in these areas, cyclists don't always utilize them. The mere presence of a bicycle storage facility doesn't guarantee its use. Cyclists must *want* to, *be able* to, and *dare* to use the facility. The quality and accessibility of the facility are crucial here.

Larger municipalities often possess the capacity, expertise, and budgets to address these aspects, but this is less feasible for smaller municipalities. This "Indoor Bicycle Parking Checklist" was developed specifically for these smaller municipalities. This checklist offers a practical guide that takes project leaders and developers step-by-step through the design of indoor bicycle parking facilities.

1.2 Methods

The initiative for the "checklist Indoor Bicycle Parking" comes from CROW, which recognized a valuable opportunity in a completed student master's thesis to develop existing knowledge on bicycle parking facilities into a practical tool. The student's research included identifying essential quality criteria for a successful indoor bicycle storage facility; this thesis prompted further development of these insights. A project group of 14 bicycle parking specialists from various disciplines and municipalities was formed, meeting repeatedly to develop, test, and refine the checklist.

Those Involved

The following experts and organizations contributed their knowledge and practical experience to the process:

- Royal HaskoningDHV
- Würck Architects
- Rijnders Traffic Consultants
- Movares
- Fietsersbond (Cyclists' Union)
- Goudappel
- Nederlandse Spoorwegen (NS) - Dutch Railways
- U-stal
- Municipality of Zwolle
- Municipality of Utrecht
- Municipality of Eindhoven
- Municipality of The Hague
- Municipality of Apeldoorn
- Municipality of Leiden

What already existed and how It was incorporated into this checklist

The development process consisted of several phases leading to a practical and usable checklist. It began with reviewing existing handbooks and guidelines (see list below) to gather relevant knowledge and planning multiple sessions where the project group met to provide feedback on the various versions developed. These draft versions were evaluated and adjusted, ultimately resulting in a version best suited to the needs of the users of bicycle storage facilities.

During this process, the quality criteria were divided into the following themes. These themes structure the checklist, making it clear and more applicable:

1 Target Group
2 Surroundings
3 Access
4 Inside the Facility
5 Operations/Management
6 Sustainability

The checklist's development utilized existing knowledge and guidelines, including:

- Thesis: "Quality Requirements for Large Indoor Bicycle Parking Facilities," Dennis Bouwmeester
- Do's and Don'ts of Bicycle Parking, NS (Dutch Railways)
- Manual for bicycle parking 2023, CROW
- Fietsparkeerkencijfers 2025, CROW
- Handbook on Bicycle Parking, Municipality of Eindhoven
- Basic Specification for Indoor Bicycle Parking Facilities, Municipality of Amsterdam
- Menu of Bicycle Parking Facilities at Stations, ProRail

1.3 What is the outcome of the method?

The project group sessions led to a significant adjustment: to better align the Checklist with practical application and allow for stepwise use by municipalities and project developers, it was transformed into a step-by-step plan. Furthermore, the Checklist was tested during a workshop, for example, in the Laag Catherijne bicycle parking facility in Utrecht. This practical session provided valuable insights and demonstrated how the Checklist can be applied in practice. The current version of the Bicycle Parking Checklist is unique. This checklist offers a practical solution that supports municipalities in realizing indoor bicycle parking facilities that meet the wishes and needs of users.

1.4 Accompanying note: Checklist indoor bicycle parking

The 'Checklist indoor bicycle parking' was developed to support municipalities, project developers, and other professionals in realizing high-quality indoor bicycle parking facilities. It offers a practical, step-by-step approach that helps design and build facilities that users *want* to, *can*, and *dare* to use.

2 The Checklist

2.1 Guide/ accompanying note

The 'Checklist indoor bicycle parking' was developed to support professionals in realizing high-quality indoor bicycle parking facilities. The checklist offers a practical, step-by-step approach that helps design and build facilities that are attractive, safe, and user-friendly.

This checklist is intended for policymakers, developers, urban planners, architects, mobility consultants, and other stakeholders involved in bicycle parking solutions. This makes the tool valuable for any party lacking the necessary knowledge, time, or resources to develop their own design guide.

Creating good indoor bicycle parking facilities is essential for encouraging proper bicycle parking behaviour and reducing the nuisance caused by incorrectly parked bicycles at ground level. The checklist helps to map out all the important aspects of a bicycle parking facility, with the goal of making it as easy as possible for all cyclists to use.

2.2 How to use

The checklist is designed to help users develop high-quality indoor bicycle parking facilities in a structured and practical way. The checklist consists of various themes, each with a number of qualities essential for the success of a facility. These themes together form a system that systematically addresses the most important aspects of a facility, step-by-step, from initiation to design details. Each quality can be achieved by implementing specific measures. The following explains how the checklist is structured and how users can apply it.

Themes

The checklist is structured around six themes:

1 Target Group: Who is the user and what type of indoor bicycle parking facility is suitable?
2 Surroundings: How does the facility fit into the spatial context?
3 Access: How easy and safe is access for cyclists?
4 Inside the Facility: How functional and comfortable is the design?
5 Operation: How will the facility be managed and maintained?
6 Sustainability: How does the facility contribute to a sustainable future?

The checklist can be used as a manual when drawing up plans or reviewing designs. Systematically work through each theme and make well-considered choices. The themes and quality requirements within the themes are explained in the following chapter.

Qualities

Each theme in this checklist is detailed further by specific *qualities*, each focusing on a crucial aspect of the bicycle parking facility's design and functionality. For example, the *Surroundings* theme might include a *Location bicycle parking* quality, highlighting the importance of proximity to cycling routes and destinations.

Description

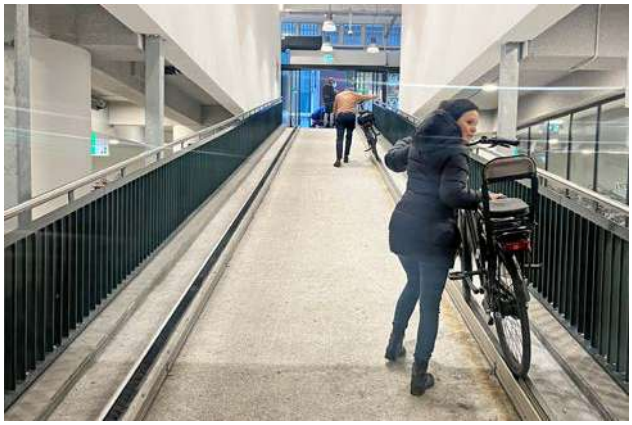
Each quality has a description explaining the meaning of the quality and why it is important. These descriptions help the user understand how a particular quality contributes to the effectiveness of the bicycle parking facility.

Quality prioritization

Not all qualities are equally urgent. Therefore, each quality is assigned a *priority level* based on three key user experience questions:

- Can users reach and use the parking facility?
- Will users want to use this facility?
- Do users dare to use the facility?

This prioritization helps determine the development effort focus during the construction of a bicycle parking facility.



Interventions: what does this look like in practice?
For each quality criterion, a list of interventions is provided. These are concrete actions or measures required to achieve the quality. For the quality criterion "Location bicycle parking facility," interventions could include, for example:

- Ensure the facility is located close to important cycling routes and is easily accessible for cyclists.
- Ensure destinations such as shops, stations, or workplaces are within 100 meters walking distance of the facility.

The descriptions are converted here into practical interventions.

Impact of the intervention
To quickly assess the impact of each intervention, a **+/–** system is used. This provides a visual overview of how strongly an intervention contributes to achieving the desired quality:

+++ This quality is crucial and must always be implemented.
++ This quality is important and should definitely be considered.
+ This quality is desirable, but not strictly necessary.
– This intervention is undesirable and compromises the quality of the facility.

With these visual indicators, the checklist user can easily identify priorities and areas where flexibility may be possible.

2.3 Filter

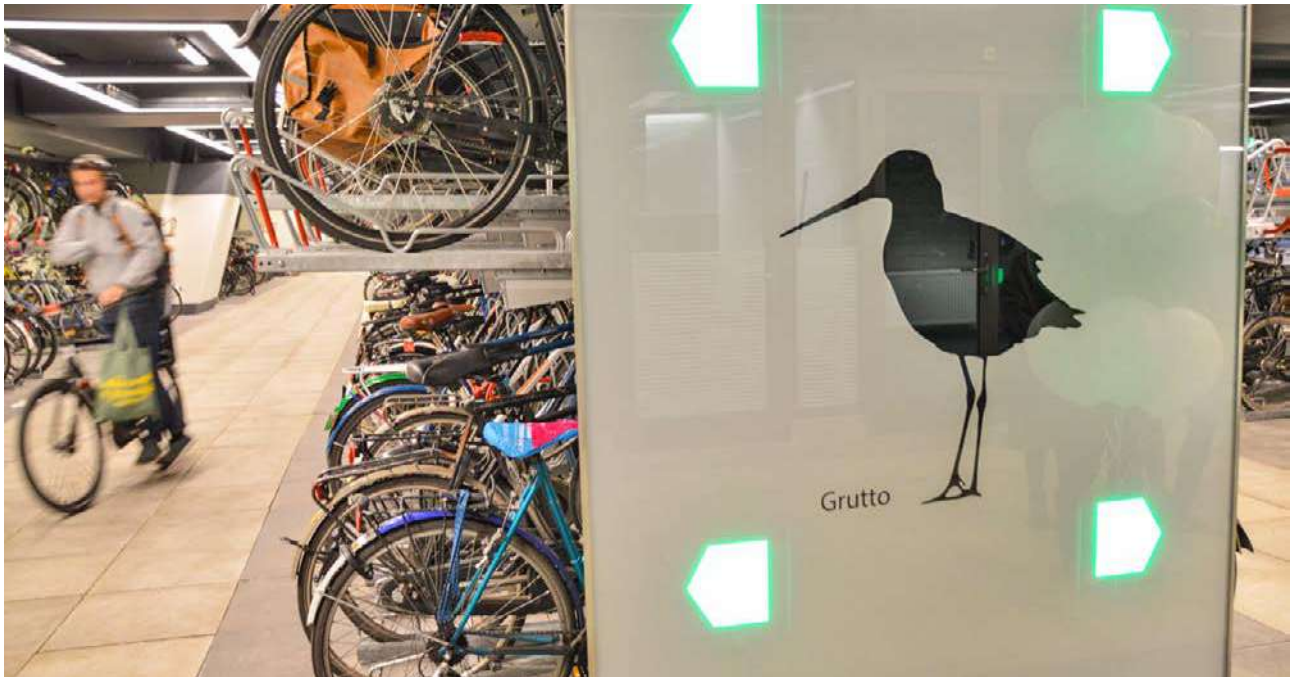
The *Checklist indoor bicycle parking* includes a target group filter to help tailor the facility to specific user groups and functions (see Chapter 'Building Blocks' for details). This filter clarifies which themes and requirements apply to various usage scenarios, such as *residential*, *workplace*, *retail*, or *educational settings*.

The checklist indicates the relevance of each theme to a particular target group using a *checkmark* (*x*). A checkmark signifies that the theme is important for that target group or function and must be considered in the design of the bicycle parking facility.".

For example:

- **Long-term parking** is of great importance for target groups such as residential, *work, and education*, and will therefore be marked in these categories.
- **Short walking distance to the destination** to the destination is relevant for *groceries, shopping, and hospitality*, because users here want to be able to park their bicycles quickly and easily.
- **Safety and social control** play a crucial role in *healthcare and educational institutions*, where users need a reliable parking environment.

Through this filter function, municipalities and developers can more efficiently determine which aspects of the checklist require extra attention and thus develop bicycle parking facilities that optimally meet the needs of the users.



2.4 Surroundings

The theme ‘Surroundings’ focuses on the relationship between the bicycle parking facility and its surroundings. The location of a facility has a significant influence on its use. A facility that is logically positioned in relation to destinations (such as shops, offices, or stations) is more attractive and efficient to use.

What should you pay attention to?

- Is the bicycle parking facility clearly visible and easily recognizable as such?
- How easily can cyclists reach the facility from important routes?
- Is there sufficient social safety in the surroundings, such as sufficient illumination and social control?
- How does the facility fit into the spatial context, for example in terms of design and space use?

2.5 Access

The theme ‘Access’ addresses how cyclists can easily, safely, and comfortably reach and enter the facility. If access to a facility is too complicated, unsafe, or uncomfortable, cyclists will avoid it and park their bicycles elsewhere.

What should you pay attention to?

- Are the access routes wide, clear, and free of obstacles?
- How smooth is the transition from outside to inside (for example, via doors, ramps, or escalators)?
- Is the entrance to the facility easily accessible for different types of bicycles, such as cargo bikes or bicycles with child seats?
- Are the access points sufficiently secured against unauthorized use?

2.6 Inside the bicycle parking facility

The theme 'Inside the bicycle parking facility' focuses on the layout, functionality, and user-friendliness of the bicycle parking facility itself. A logically and efficiently designed facility is used more often and correctly. Furthermore, a pleasant and safe environment contributes to a positive user experience.

What should you pay attention to?

- Is there sufficient parking space available, and is the capacity matched to the demand?
- Are the racks user-friendly, also for electric bicycles and bicycles with luggage?
- What is the routing within the facility? Can cyclists easily find their way around?
- Are there additional facilities, such as charging points, lockers, or repair stations?
- How is the facility secured against theft and vandalism?

2.7 Operation and management

The theme 'Operation and Management' focuses on the management, maintenance, and ease of use of the bicycle parking facility. A well-managed facility remains attractive to users and maintains its functionality in the long term.

What should you pay attention to?

- Who is responsible for the management of the facility, and is this clearly documented?
- Is there supervision, for example in the form of personnel or CCTV?
- How is the facility kept clean and well-maintained?
- Are there clear rules and guidelines for the use of the facility, for example regarding long-term parking or incorrect parking?
- How is the occupancy rate of the facility monitored, and how are users informed about available spaces?

2.8 Sustainability

The theme 'Sustainability' addresses how the bicycle parking facility contributes to environmentally friendly and future-proof mobility. Encouraging bicycle use contributes to a more sustainable society, and the bicycle parking facility itself can play an important role in this.

What should you pay attention to?

- Are sustainable materials used in the construction of the facility, ensuring longevity and minimal maintenance?
- How energy-efficient are the facilities, such as lighting and charging points?
- Has consideration been given to future developments, such as the growth in electric bicycles?
- How does the facility fit into broader sustainability goals, such as reducing CO_2 emissions and promoting active mobility?

2.9 In summary

The six themes of this checklist together form a complete approach to developing indoor bicycle parking facilities that are not only functional and user-friendly, but also align with broader goals such as safety, sustainability, and efficiency. By systematically reviewing each theme, municipalities and developers can ensure that the facility not only meets current bicycle parking standards but is also readily used and prepared for the future.

3 The Building Blocks

3.1 Bicycle Parking, now and in the future

Bicycle parking in the Netherlands is changing. The growing popularity of bicycles, especially e-bikes and cargo bikes, and the increasing pressure on public space necessitate a new approach. This is evident in the visions and plans outlined in three important documents, supplemented by the practical experience of bicycle consultancy Bikenine.

The publication *'Bicycle Parking of the Future'* emphasizes that bicycle parking can no longer be considered a secondary matter. Indoor bicycle parking facilities must be an extension of public space, prioritizing quality, user-friendliness, accessibility, and safety. For cities like Amsterdam, Rotterdam, Utrecht, and Eindhoven, indoor bicycle parking facilities are a solution to alleviate pressure on streets and squares. The challenge lies in making these facilities attractive so that cyclists are willing to use them. This means strategic locations, good management, and additional amenities such as charging points and security.

The *'Bicycle Vision 2040'* from the Cyclists' Union goes a step further and describes a future in which the bicycle is the primary means of transport for short and medium distances. In this vision, indoor bicycle parking facilities are an essential part of the cycling system. They provide space and security in densely built-up cities and fit within the broader ambition for sustainable, healthy, and inclusive mobility. The vision outlines a Netherlands where cycling is not only functional, but also a source of comfort.

The *'National Long-Term Vision for Cycling'* places these ideas in a concrete policy context. The document emphasizes the need for a "scale leap": a substantial investment in cycling infrastructure, including bicycle parking facilities. Underground and indoor solutions are considered essential, especially at public transport hubs, city centers, and busy residential areas. Innovative solutions, such as flexible parking for peak loads, are presented as necessary to keep cities accessible and liveable.

Bikenine's practice-oriented approach seamlessly aligns with these visions. With concepts such as projected bicycle bays (pop-up parking) and 'Park & Walk' (P+L), they focus on improving the ease of use and accessibility of bicycle parking. They understand that a bicycle parking space must not only be functional but also attractive, easy to find, and designed with the needs of diverse cyclists in mind.

All visions emphasize the same core idea: a bicycle parking location is not just a facility, but a crucial pillar in the mobility

and liveability of the future. Through strategic collaboration and targeted investments, the Netherlands can further build an infrastructure where cycling is a self-evident and enjoyable choice for everyone.

3.2 Components of an indoor bicycle parking facility

This checklist for indoor bicycle parking provides guidelines for optimal design and management. A strategic location with easy access from major cycle routes is essential. The entrance must be easily identifiable through clear signage, recognizable symbols, and a distinctive design. Inside the facility, the focus is on smooth traffic flow and clear communication, supported by logical pathways and consistent signage. Finally, additional services such as maps and optional bicycle repair facilities contribute to user convenience.

Improving access to a bicycle parking facility begins with an inviting and easily recognizable entrance. Clear signage using universal symbols, such as the P+Bike symbol, clearly directs cyclists to the facility. A strategic location, close to main cycle routes, public transport, or popular destinations, further enhances findability.

A spacious and obstacle-free entrance, possibly with automatic doors, ensures that all users, including those with cargo bikes or e-bikes, can enter without difficulty. Good lighting and clear sightlines increase safety and create a pleasant experience for users.

Furthermore, access can be supported by digital tools, such as an app that directs cyclists to the nearest facility, and information boards at the entrance displaying opening times and additional facilities. A combination of smart design choices, practical measures, and modern technology makes access to bicycle parking facilities comfortable, safe, and efficient.

3.3 Functions and target groups

When designing indoor bicycle parking facilities, it is important to consider the various functions the facility can serve and the diverse target groups that will use it. The need for bicycle parking spaces is largely determined by the user's

destination and type of journey. Based on the CROW's *Manual for Bicycle Parking*, the following target groups can be distinguished:

- **Housing**: Bicycle parking spaces at residential buildings and housing estates, for both residents and visitors.
- **Work**: Bicycle parking facilities at offices and business parks, tailored to commuters and business visitors.
- **Shopping (Groceries)**: Short-term bicycle parking spaces at supermarkets and other daily amenities.
- **Shopping (Retail)**: Bicycle parking facilities in city centers and shopping areas, focusing on accessibility and flow.
- **Sports, Culture, Recreation and Leisure**: Bicycle parking at sports facilities, theatre's, museums, and recreational areas.
- **Hospitality and (Accommodation) Recreation**: Bicycle parking solutions at restaurants, cafes, and tourist accommodations.
- **Healthcare and Services**: Bicycle parking at hospitals, general practitioner surgeries, and other healthcare institutions.
- **Education**: Bicycle parking spaces at schools, universities, and colleges, with consideration for large-scale and long-term parking.

Each function has its own user patterns and demands on the storage facility. For example, in housing and workplaces, long-term parkers are dominant and security is an important aspect. While in shops and recreational areas the emphasis is on quick access and high throughput. The 'Checklist indoor bicycle parking' takes these different usage purposes into account and provides tools to optimally adapt storage facilities to the specific requirements of the location and target group.

3.4 Types of cyclists

We distinguish between different types of cyclists when it comes to bicycle parking facilities. These include the following:

1 **Commuters**

Characteristics: Use bicycles to travel to work or school, often in combination with trains or buses.

Needs:

- Quick and safe routes.
- Bicycle parking facilities are close to public transport hubs.
- Facilities for e-bikes and folding bikes.

2 **Errand cyclists**

Characteristics: Use their bicycles for daily or weekly grocery shopping, often with a crate or panniers.

Needs:

- Space for securely storing bicycles with extra luggage.
- Proximity to supermarkets and shopping centers.
- Wide racks or charging points for e-bikes.

3 **Residents**

Characteristics: Use bicycles for various daily activities such as recreation, visiting friends or family, or short trips in the neighbourhood.

Needs:

- Access to secure, indoor bicycle storage near their homes.
- Long-term storage (overnight)
- Protection from the elements.

4 **Parents with children**

Characteristics: Use bicycles to transport children to school, daycare, or sports clubs.

Needs:

- Space for cargo bikes, bicycle trailers, or bicycles with child seats.
- Safety when getting on and off the bicycle.
- Proximity to schools and playgrounds.

5 **Recreational cyclists**

Characteristics: Use bicycles for leisure or sporting trips, often in nature reserves or tourist cities.

Needs:

- Bicycle parking facilities near parks, nature reserves, and tourist attractions.
- Facilities to accommodate bicycles of special sizes, such as racing bikes or mountain bikes.
- Security against theft.

6 **Shoppers**

Characteristics: Use bicycles to visit shops and restaurants.

Needs:

- Rapid access to parking facilities in city centres or shopping centres.
- Space for bicycles with panniers or baskets.
- Short parking duration.

7 **People with disabilities**

Characteristics: Use adapted bicycles such as tricycles, recumbent bicycles, or hand bikes for mobility.

Needs:

- Wide, easily accessible bicycle parking.
- Space for adapted bicycles.
- Proximity to accessible entrances and facilities.

8 **Elderly**

Characteristics: Often use e-bikes for convenience and longer distances.

Needs:

- Accessible bicycle parking requiring minimal physical effort (low thresholds, wide racks).
- Charging points for e-bikes.
- Proximity to healthcare facilities and social centers.

9 **Students**

Characteristics: Use bicycles for transportation to schools, universities, and social activities.

Needs:

- Bicycle parking at educational institutions.
- Affordable and accessible solutions for frequent use.
- Space for simple, functional bicycles.

3.5 Types of bicycles

Nowadays, we distinguish a multiplicity of bicycle types, which are named by various organizations (CROW, the Cyclists' Union, etc.)

- City bike;
- Electric bike (e-bike);
- Fatbike;
- Road bike;
- Mountain bike;
- Cargo bike;
- Recumbent bike;
- Tricycle;
- Handbike;
- Tandem;
- Speed pedelec;
- Bicycle with child seat;
- Folding bike.

3.6 Types of indoor bicycle parking facilities

We recognise several types of indoor bicycle parking facilities, each with its own specific requirements and wishes.

1 **Municipal bicycle parking**

- *Description:* A public bicycle parking facility managed by the municipality, often free or for a small fee.
- *Location:* City centers, public transport hubs, or near large event venues.
- *Users:* General public, including commuters, shoppers, and recreational cyclists.
- *Purpose:* To promote cycling and reduce bicycle parking pressure in public spaces.

2 **Neighbourhood bicycle parking**

- *Description:* Small-scale, neighbourhood-focused parking, often located in residential areas. Usually privately operated.
- *Location:* Municipal or neighbourhood locations such as a former garage or shed.
- *Users:* Residents in neighbourhoods with limited private bicycle storage space.
- *Purpose:* To offer a secure place for bicycles if residents lack a safe parking space.

3 **Residential bicycle parking**

- *Description:* Specifically for residents of a building or apartment complex
- *Location:* Inside or directly next to the residential building.
- *Users:* Exclusively accessible to residents.
- *Purpose:* Long-term and secure storage of private bicycles, often overnight.

4 **Bicycle parking facilities at stations (Public transport parking)**

- *Description:* Large-scale parking facilities at train stations, often managed by NS (Dutch Railways) or ProRail.
- *Location:* Directly next to train, metro or bus stations.
- *Users:* Commuters and travelers
- *Purpose:* Integration of bicycle use with public transport.

5 **Commercial bicycle parking**

- *Description:* Parking facilities managed by businesses, often with extra services such as repair or rental.
- *Location:* City centers, shopping areas, or near offices.
- *Users:* Customers, employees, or tourists.
- *Purpose:* Commercial service provision and ease of use.

6 **Company bicycle parking**

- *Description:* Specifically for employees of a company or institution.
- *Location:* On company premises, usually indoors.
- *Users:* Employees.
- *Purpose:* To encourage cycling among employees and provide secure storage.

Appendices

Appendix I The target group of the indoor bicycle parking facility

A well-used indoor bicycle parking facility is the result of an accessible, clear, and user-friendly design. To encourage this behaviour among cyclists, we recommend following the Plan-Do-Act cycle from Chapter 3, 'Bicycle Parking & Behaviour', of the CROW Manual for Bicycle Parking (2023). This section analyses the current situation, after which the target group can be selected.

Nr.	Step-by-step plan: Inventory of situation, bottlenecks, target groups, and requirements	Action
1.1	What is the current situation and what are the bottlenecks? *Analysing the local situation and problems during peak times according to Chapter 5 'Bicycle Parking and Research' of the Manual for Bicycle Parking (CROW, 2025)*	**Capacity & occupancy measurement:** What is the demand for bicycle parking spaces, and where is there a surplus or shortage? Do the current locations and bicycle parking facilities meet cyclists' needs? What is the share of non-standard bicycles in the area?
		Parking duration measurement: What motivates cyclists to park at a specific location?

Nr.	Step-by-step Plan: Inventory of Situation, Bottlenecks, Target Groups, and Requirements	Action
1.2	What is the target group? *Determining the number of bicycle parking spaces according to Fietsparkeerkencijfers (CROW, 2025)*	Determine the share of each target group and the number of bicycle parking spaces
		Key parking preferences per target group
		Short-term parking
		Long-term parking
		Public
		Private
		Covered
		Safe
		Short walking distance to destination
		Matching opening hours
		Ease of use: quick, comfortable access
		Changing/shower facilities
		Charging facilities for e-bikes
		Extra services
		Acceptable walking distance (m)
1.3	What is the desired target group behaviour?	What is undesired behaviour?
		What is desired behaviour?
1.4	What are the motives and barriers? *Analysing the local situation and problems during peak times according to Chapter 5 'Bicycle Parking and Research' of the Manual for Bicycle Parking (CROW, 2023)*	**Surveys:** Where do cyclists come from and how often do they use a specific location? Why do cyclists not use a location?
		Observations: What is the actual behaviour of cyclists?

Outcomes							

Target groups							
Housing	Work	Shopping (Groceries)	Shopping (Retail)	Sport, Culture, Recreation and Leisure	Hospitality and Services	Healthcare and Services	Education
		✓		✓	✓	✓	
✓	✓		✓				✓
✓	✓		✓				✓
		✓	✓	✓	✓	✓	
✓	✓						✓
✓	✓						
✓	✓	✓	✓	✓	✓	✓	
✓		✓	✓				✓
		✓	✓	✓	✓	✓	
	✓	✓	✓	✓	✓	✓	✓
	✓				✓		
✓	✓						
n/a	100-200	50-150	100-300	50-150	100-200	50-150	100-200

Appendix II The indoor bicycle parking facility in the build environment

Nr.	Quality	Theme	Description	Priority label	(+/–)
2.1	Location	Location	The location of an indoor bicycle parking facility in relation to surrounding cycle routes and destinations is a key success factor. This increases the ease of use.	Basic specification (Can)	+++
					++
					++
					++
2.2	Visibility	Location / Wayfinding	Signage indicates the presence of and route to the entrance by means of directions on approach routes.	Important (Dare/Understand)	+++
					+++
					++
					+
					+
2.3	Safe environment	Safety	The location of the bicycle parking facility must be perceived as safe, otherwise there is a high risk that the location will be avoided.	Important (Dare/Understand)	+++
					+++

	Intervention	Housing	Work	Shopping (Groceries)	Shopping (Retail)	Sport, Culture, Recreation and Leisure	Hospitality and Services	Healthcare and Services	Education
	The location of the indoor bicycle parking facility is determined based on proximity and routing to and from main cycle routes and popular destinations.			✓	✓	✓	✓		
	The parking facility is situated on a main cycle route.				✓	✓	✓		
	The parking facility is located close to one or more important destinations or residences.	✓	✓	✓	✓	✓	✓	✓	✓
	After parking the bicycle, destinations (facilities such as a railway station, shopping centre, or workplace) are accessible within 100 metres on foot.			✓	✓	✓	✓		
	Signage starts at least 200 metres away (with P + bicycle pictogram and the word 'bicycle parking'), positioned in the cyclist's natural field of vision, perpendicular to the direction of travel.				✓	✓	✓	✓	
	The size of the symbols on the signage is tailored to the environment and the maximum viewing distance.	✓	✓	✓	✓	✓	✓	✓	✓
	For evening use, identification is illuminated.			✓	✓	✓	✓	✓	
	From a distance, real-time availability of bicycle parking spaces is displayed			✓	✓	✓	✓		
	If a facility is full, signage indicates alternative bicycle parking facilities.			✓	✓	✓	✓		
	During location selection, it is assessed whether the area is generally perceived as (un)safe.	✓	✓				✓		
	During location selection, it is assessed whether there are sufficient 'eyes on the street' in the area.	✓	✓				✓		

Appendix III The entrance to the indoor bicycle parking facility

Nr.	Quality	Theme	Description	Priority label	+/-
3.1	Visibility of the entrance	Location/ Wayfinding	Signage at public facilities indicates the presence of, and the route to, the entrance by means of directions on approach routes. This prevents unnecessary searching and draws (potential) users' attention to the facility.	Basic specification (Can)	+++
					+++
					++
					++
					+
3.2	Location of entrance(s) in relation to surroundings	Location/ Wayfinding	The position of the entrance(s) is determined based on nearby functions and the subsequent route for pedestrians.	Important (Dare/Understand)	+++
					++
					+++
3.3	Lighting to and from the entrance	Safety	Lighting must be properly adjusted to the surroundings so that people can clearly see what is happening in the area.	Important (Dare/Understand)	+++
					+
					–
3.4	Accessibility	Location / Accessibility	The facility is easily accessible and can be entered by bicycle. A combination of measures ensures that as many people as possible are able to access it.	Basic specification (Can)	+++
					+++
					+++
					+
					++
					+
					+
					– –
					– – –
3.5	Entrance area	Accessibility / Space design	The entrance is wide enough to accommodate entering and exiting visitors. Different types of bicycles (wide, heavy, adapted) can easily enter.	Basic specification (Can)	+++
					+

	Intervention	Housing	Work	Shopping (Groceries)	Shopping (Retail)	Sport, Culture, Recreation and Leisure	Hospitality and Services	Healthcare and Services	Education
	The identification (P + bicycle pictogram, the word 'bicycle parking', and the facility name) is placed in the cyclist's natural field of vision, perpendicular to the direction of travel.			✓	✓	✓	✓	✓	
	The symbol sizes are tailored to the environment and the maximum viewing distance.	✓	✓	✓	✓	✓	✓	✓	✓
	The architecture of the building emphasises the entrance to the bicycle parking facility.	✓	✓	✓	✓	✓	✓	✓	✓
	For evening use, the identification is illuminated.			✓		✓	✓	✓	
	Floor markings are used to further clarify the route to the entrance.			✓	✓	✓	✓		
	The entrances to the bicycle parking facility are determined based on proximity and routing to/from main cycle routes and popular destinations.			✓	✓	✓	✓		
	At least one entrance is situated on a main cycle route.			✓	✓	✓	✓		
	The entrances are chosen and made recognisable from the pedestrian's point of view.	✓	✓	✓	✓	✓	✓	✓	✓
	The ambient lighting towards the entrance of the bicycle parking facility gradually transitions to the entrance itself.	✓	✓	✓	✓	✓	✓	✓	✓
	The entrance area is illuminated with 10-15 lux.	✓	✓	✓	✓	✓	✓	✓	✓
	Avoid lighting that is far brighter than the surrounding area, to prevent excessive contrast and discomfort.	✓	✓	✓	✓	✓	✓	✓	✓
	A cycle path leads directly to the entrance of the indoor bicycle parking facility and can be accessed without dismounting.	✓	✓	✓	✓	✓	✓	✓	✓
	The entrance area of the parking facility is at ground level.	✓	✓	✓	✓	✓	✓	✓	✓
	The indoor bicycle parking facility is equipped with a lift.	✓	✓	✓	✓	✓	✓	✓	✓
	The bicycle parking facility can be entered while cycling, without needing to dismount.	✓	✓	✓	✓	✓	✓	✓	✓
	If the parking area is on +/−1 level, it can be reached via a ramp with a maximum incline of 3%. A greater incline is allowed if safe access is ensured.	✓	✓	✓	✓	✓	✓	✓	✓
	If the ramp is OUTSIDE, in front of the entrance, measures are taken to prevent slipping (canopy or adapted floor surface).	✓	✓	✓	✓	✓	✓	✓	✓
	If the parking area is on +/−1 level, it can be reached via a gentle staircase with the following dimensions: - Riser: 9cm - Tread: 50cm - Minimum width: 240cm - Gradient: 10° or 18% - For descent: wheel channel with well-functioning integrated brush brakes - For ascent: electrically powered conveyor belt.	✓	✓	✓	✓	✓	✓	✓	✓
	If stairs/ramps are too steep and lack transport assistance, this acts as a major obstacle for many cyclists.	✓	✓	✓	✓	✓	✓	✓	✓
	Without a lift, the facility is inaccessible to people with disabilities, heavy bicycles, or adapted cycles.	✓	✓	✓	✓	✓	✓	✓	✓
	The entrance to the bicycle parking facility is at least 2.5 m wide.		✓	✓	✓	✓	✓	✓	✓
	The entrance is designed to suit the needs of the intended cycling target group.	✓	✓	✓	✓	✓	✓	✓	✓

Nr.	Quality	Theme	Description	Priority label	+/-
3.6	Entrance door	Accessibility	The entrance door is easy to open, even when holding a bicycle.	Basic specification (Can)	+++
					+
					+
					–
3.7	Protection against rainwater	Space design	The entrance is designed to prevent nuisance caused by rainwater.	Basic specification (Can)	+
3.8	Entrance as manager's work area	Management	The entrance zone serves as the work area for the facility manager and is arranged accordingly.	Important (Dare/Understand)	+
3.9	Information about the facility	Wayfinding	At the entrance, information is provided on opening times, number of available spaces, accessibility, and services offered.	Important (Dare/Understand)	+++
					+
					+++
					+

	Intervention	Housing	Work	Shopping (Groceries)	Shopping (Retail)	Sport, Culture, Recreation and Leisure	Hospitality and Services	Healthcare and Services	Education
	The entrance door to the parking facility opens automatically.	✓	✓	✓	✓	✓	✓	✓	✓
	If the facility is not public, access is via code, tag, or digital key.	✓	✓						
	If the facility is not public, place the card reader/control panel/keyhole at a cyclist-suitable height and distance.	✓	✓						
	Manual-only doors make access awkward.	✓	✓	✓	✓	✓	✓	✓	✓
	The entrance is designed to prevent rainwater ingress and to ensure that surface water from surrounding paved areas does not flow into the entrance area.	✓	✓	✓	✓	✓	✓	✓	✓
	The attendant can assist users Impact (+/–)ively and without obstructions.			✓	✓	✓	✓	✓	
	Real-time information is provided on the number of available spaces in the facility.			✓	✓	✓	✓		
	If the facility is full, information is provided about which other facilities have available spaces.			✓	✓	✓	✓		
	Opening hours, tariffs, and eligible user groups are clearly displayed at the entrance.			✓	✓	✓	✓		
	The available services are clearly displayed at the entrance.			✓	✓	✓	✓		

Appendix IV Layout of the indoor bicycle parking facility

Nr.	Quality	Theme	Description	Priority label	+/-
4.1	User flow through the facility	Space design / Wayfinding	The design of the facility facilitates user flow, making the building optimally user-friendly.	Nice addition (Want)	+++
					++
					+
					++
4.2	Communica-tion inside the facility	Wayfinding	Through clear and consistent communication, users know what behaviour is expected.	Important (Dare/ Understand)	+++
4.3	Wayfinding system	Wayfinding	A wayfinding system indicates where empty spaces are and in which aisle bicycles are parked. This increases usability and prevents unnecessary searching.	Important (Dare/ Understand)	+
					+
					+++
					+
4.4	Attendant's room	Space design / Wayfinding	In a bicycle parking facility with staff, there must be a staff area from which work can be carried out efficient-ly and where the attendant can take a well-deserved break.	Basic specification (Can)	+
					+++
					+++
					+
					+
					++
					+
4.5	Technical room	Space design / Installations	The facility has space for technical installations.	Basic specification (Can)	+++
4.6	Cleaning room	Space design / Installations	To keep the facility clean, there is sufficient storage for cleaning supplies and waste.	Basic specification (Can)	+++
					+
4.7	Required ceiling height	Space design	The ceiling height determines not only comfort but also the efficiency and flexibility with which the facility can be fitted out with bicycle parking systems.	Basic specification (Can)	+++
					++
					+
					–

	Intervention	Housing	Work	Shopping (Groceries)	Shopping (Retail)	Sport, Culture, Recreation and Leisure	Hospitality and Services	Healthcare and Services	Education
	Walking routes in the facility are determined based on important destinations in the surroundings.	✓	✓	✓	✓	✓	✓	✓	✓
	After parking the bicycle, it is clear to visitors how to reach nearby destinations on foot through the facility.			✓	✓	✓	✓	✓	
	The user can easily find their bicycle again from the different entrances.			✓	✓	✓	✓	✓	
	Waste bins are located along the route from entrance/exit via the bicycle parking space to the stairs/lift.	✓							
	Wayfinding and communication use clear (international) pictograms to overcome language barriers.	✓	✓	✓	✓	✓	✓	✓	✓
	If the facility consists of multiple floors/aisles, each is marked with a number/symbol.			✓	✓	✓	✓	✓	
	Each bicycle parking space is marked with its own number.			✓	✓	✓	✓	✓	
	In the main aisle, at the entrance to each sub-aisle, a display indicates the number of available spaces.			✓	✓	✓	✓		
	When displaying availability, distinguish between high and low racks.			✓	✓	✓	✓		
	The staff area consists of at least a workspace, a pantry with a rest area, and a toilet.			✓	✓	✓	✓	✓	
	The break room is separated from visitors and provides privacy and comfort.			✓	✓	✓	✓	✓	
	The pantry is equipped with a kitchen unit at least 1.8 metres wide, with drawers, a boiler, a sink with a single-lever mixer tap for hot and cold water, three base cabinets, three wall cabinets, and a built-in fridge.			✓	✓	✓	✓	✓	
	The worktop of the kitchen unit must be made of thick-walled stainless steel, with an integrated sink, overflow provision, and water barrier.			✓	✓	✓	✓	✓	
	The toilet is located next to the pantry/break room and is equipped with an anteroom providing enough space for changing.			✓	✓	✓	✓	✓	
	Lockers for staff, at least 1.00 x 0.5 x 1.8 metres in size, are provided, with at least 0.90 m of free space around the lockers.			✓	✓	✓	✓	✓	
	The staff room is accessible from the entrance zone and, if applicable, the repair area, for emergencies.			✓	✓	✓	✓	✓	
	There is a technical room for storing systems such as computer equipment, validation, and the payment system.	✓	✓	✓	✓	✓	✓	✓	✓
	On every floor, there is a cleaning cupboard with a water point, slop sink and sand trap. The door is at least 1200 mm wide to provide access for a floor scrubber.		✓	✓	✓	✓	✓	✓	✓
	A lockable cupboard is available for waste containers and cleaning materials.		✓	✓	✓	✓	✓	✓	✓
	The minimum free height at the lowest point in a facility with a double-deck system is 2.9 metres, excluding space for installations and signage.	✓	✓	✓	✓	✓	✓	✓	✓
	The minimum free height at the lowest point in a facility with a single-deck system is 2.3 metres, excluding installations and signage.	✓	✓	✓	✓	✓	✓	✓	✓
	By using semi-floors, a more efficient layout is possible.	✓	✓	✓	✓	✓	✓	✓	✓
	If a maximum height of 2.3 metres including installations is used, this limits comfort, efficient layout, and future expansion.	✓	✓	✓	✓	✓	✓	✓	✓

Nr.	Quality	Theme	Description	Priority label	+/-
4.8	Placement of installations	Installations	The location of installations determines how efficiently the facility can be laid out and how well installations can be maintained.	Nice addition (Want)	+++
4.9	Required aisle width	Space design	The aisle width determines whether bicycles can be easily parked in racks, and also whether double-deck racks are possible.	Basic specification (Can)	+++
					+++
					–
4.10	Required racks	Accessibility / Space design	The facility is accessible to all if different types of bicycles can be parked, including non-standard bikes, crates, baskets, child seats and XL bikes.	Basic specification (Can)	+++
					++
					+
					++
					+
					+
4.11	Floor slip resistance	Safety	The floor must be sufficiently slip-resistant to prevent falls among pedestrians and cyclists.	Basic specification (Can)	+++
					+
4.12	Safe cycling inside the facility	Safety	Cycling in the facility must be possible without posing a danger to pedestrians.	Important (Dare/Understand)	+++
					++
					+
4.13	Obstacle-free cycle and walkways	Safety	Open sightlines are provided to enable safe cycling and walking through the facility.	Important (Dare/Understand)	+++
					+++
4.14	Fire safety	Safety	Additional fire control measures have been taken to fight fire and limit damage.	Important (Dare/Understand)	+++
					++
					+
4.15	Use of colours	Safety / Wayfinding / Accessibility	By using certain colours, a pleasant atmosphere, readable environment and visually clean appearance are created.	Important (Dare/Understand)	+++
					++
					+++
					++

	Intervention	Housing	Work	Shopping (Groceries)	Shopping (Retail)	Sport, Culture, Recreation and Leisure	Hospitality and Services	Healthcare and Services	Education
	No installations are placed above bicycle racks, so they are accessible without dismantling racks.	✓	✓	✓	✓	✓	✓	✓	✓
	Main aisles are at least 3 metres wide.		✓	✓	✓	✓	✓	✓	✓
	Sub-aisles are at least 2.15 metres wide.	✓	✓	✓	✓	✓	✓	✓	✓
	Use of double-deck racks with an aisle width of less than 2.15 metres.	✓	✓	✓	✓	✓	✓	✓	✓
	Before construction, the number of non-standard sized bikes around the proposed location is counted as a basis for reserving % extra wide spaces.	✓	✓	✓	✓	✓	✓	✓	✓
	17% to 25% of the bicycle parking is reserved for extra wide racks.	✓	✓	✓	✓	✓	✓	✓	✓
	The extra wide racks are clearly marked. Pay attention! the space reserved for non-standard bikes is different from standard racks.	✓	✓	✓	✓	✓	✓	✓	✓
	For XL bikes, a separate area is available with parking spaces at least 0.7 x 2.7 metres.	✓	✓	✓	✓	✓	✓	✓	✓
	With a standard aisle width of 2.3 metres, angled spaces for XL bikes are needed.	✓	✓	✓	✓	✓	✓	✓	✓
	Flexible layout is possible by smart placement of racks in relation to each other, allowing expansion of the share of non-standard bikes.	✓	✓	✓	✓	✓	✓	✓	✓
	For wet conditions, the floor must comply with classes A, B or C of the DIN 51097 or EN 16165 standards.	✓	✓	✓	✓	✓	✓	✓	✓
	The floor must have a minimum slip resistance of R10 according to the DIN 51130 standard.	✓	✓	✓	✓	✓	✓	✓	✓
	To prevent collisions between cyclists and pedestrians, cycle paths and walkways are separated.			✓	✓	✓	✓		
	Crossing flows of cyclists and pedestrians are minimised as much as possible.	✓	✓	✓	✓	✓	✓	✓	✓
	Cycle and walkways are clearly marked as such.	✓	✓	✓	✓	✓	✓	✓	✓
	Cycle paths and walkways are free of obstacles such as pillars, columns and posts.	✓	✓	✓	✓	✓	✓	✓	✓
	Cycle paths are also free from sudden height differences such as kerbs.	✓	✓	✓	✓	✓	✓	✓	✓
	Electrically powered vehicles are placed close to entrances/exits and, if possible, at street level.	✓	✓	✓	✓	✓	✓	✓	✓
	A water-filled immersion tank is present near e-bike charging points.	✓	✓	✓	✓	✓	✓	✓	✓
	The building structure is given extra fire resistance near parking spaces with charging facilities.	✓	✓	✓	✓	✓	✓	✓	✓
	Ceilings, walls and floors of the facility must be in light colours.	✓	✓	✓	✓	✓	✓	✓	✓
	There is sufficient colour contrast to ensure accessibility for visually impaired people.	✓	✓	✓	✓	✓	✓	✓	✓
	Problematic colour combinations for colour-blind users are avoided.	✓	✓	✓	✓	✓	✓	✓	✓
	The colour of paths must be distinct from the colour under the racks.	✓	✓	✓	✓	✓	✓	✓	✓

Nr.	Quality	Theme	Description	Priority label	+/-
4.16	Social control	Safety	By providing sightlines from outside to inside and within the facility, social control is established. This gives the user oversight and a sense of safety.	Important (Dare/Understand)	+++
					+++
					++
					++
					+
					+
4.17	Lighting inside the facility"	Safety	Lighting in the facility is set so that people feel safe. Visual comfort and good orientation are also ensured.	Important (Dare/Understand)	+++
					+++
					++
					+
					+
4.18	Ambience in the facility	Safety	By using images and sound, the atmosphere in the facility is enhanced and the sense of social safety is increased.	Nice addition (Want)	++
					+
4.19	Comfortable bicycle racks	Safety / Accessibility	The chosen racks are tested for safety, accessibility and comfort.	Nice addition (Want)	+++

	Intervention	Housing	Work	Shopping (Groceries)	Shopping (Retail)	Sport, Culture, Recreation and Leisure	Hospitality and Services	Healthcare and Services	Education
	The facility is designed to reinforce the relationship between inside and outside spaces, e.g. through windows and glass walls.	✓	✓	✓	✓	✓	✓	✓	✓
	The facility is permanently monitored.			✓	✓	✓	✓		
	The design maximises straight sightlines for the attendant and user, minimising hidden corners or niches.	✓	✓	✓	✓	✓	✓	✓	✓
	The number of dead-end aisles is minimised.	✓	✓	✓	✓	✓	✓	✓	✓
	In the absence of an attendant, it is possible to speak to a staff member via an (emergency) call system.			✓	✓	✓	✓	✓	
	CCTV coverage must include at least 100% of the main aisles and all entrances/exits at identification level. All corners of the facility must be clearly visible for a complete overview. For public bicycle parking, the CCTV system must be linked to a control room for immediate response to incidents.	✓	✓	✓	✓	✓	✓	✓	✓
	TThe design of the facility takes daylight entry into account.	✓	✓	✓	✓	✓	✓	✓	✓
	Good light distribution is achieved in the facility, with no high contrasts between spaces or glare (UGR < 19).	✓	✓	✓	✓	✓	✓	✓	✓
	The general lighting meets NEN-EN 12464-1, with a minimum intensity of 75 lux for the general floor area.	✓	✓	✓	✓	✓	✓	✓	✓
	"Emergency lighting is present and meets NEN 3011, NEN-EN-ISO 7010 / NEN 6088 / NEN 1010 / NPR 2576 / NEN 2526 / NEN 12599 and NPR 2576, with a minimum intensity of 1 lux along escape routes.	✓	✓	✓	✓	✓	✓	✓	✓
	At entrances and exits, a lighting level of 100 to 150 lux is applied.	✓	✓	✓	✓	✓	✓	✓	✓
	Playing appropriate background music, well distributed throughout the facility.			✓	✓	✓	✓	✓	
	Adding visual art in the facility.			✓	✓	✓	✓	✓	
	The racks/bicycle parking systems used are provided with the quality control certification FietsParKeurmerk.	✓	✓	✓	✓	✓	✓	✓	✓

Appendix V The operation and management of the indoor bicycle parking facility

Nr.	Quality	Theme	Description	Priority label	+/-
5.1	Information about the area	Services	Additional information about the surroundings and nearby destinations is available in the facility, allowing users to plan their onward journey.	Nice addition (Want)	+++
5.2	Bicycle maintenance	Services	Additional facilities for bicycle maintenance are available in the facility.	Nice addition (Want)	+++
					++
5.3	Facility as a hub	Services	The bicycle parking facility is used as a hub for offering mobility options, aids, and services.	Nice addition (Want)	+++
					+++
					+++
					+++
					++
					++
					+
					+
					+
					–
5.4	Costs & payment options	Services	Multiple payment options are offered in the facility.	Basic specification (Can)	+++
					+++
					+
5.5	Parking assistance	Services / Accessibility	Staff are present in the facility to help visitors with parking their bicycles if needed.	Nice addition (Want)	+++
5.6	Reserving preferred spaces	Services	It is possible to reserve a preferred parking space for a certain period, for a fee, so users do not need to search for an empty space.	Nice addition (Want)	+++
					+
5.7	Bicycle findability	Services	An app is available to help users locate their parked bicycle.	Nice addition (Want)	+++
5.8	Parking scooters	Services	Other vehicles, such as scooters, can also be parked in the facility.	Nice addition (Want)	+++
					+++
5.9	Enforcement	Management	To safeguard availability, safety and order, parking violations are enforced.	Important (Dare/Understand)	+++
					+++
					++
5.10	Defective racks	Management	It is clear to users and attendants which racks are defective.	Nice addition (Want)	+++
					++

	Intervention	Housing	Work	Shopping (Groceries)	Shopping (Retail)	Sport, Culture, Recreation and Leisure	Hospitality and Services	Healthcare and Services	Education
	A city map is available and/or obtainable in the bicycle parking facility.				✓	✓	✓		
	A bicycle repair service (with a short turnaround time) is offered		✓		✓				
	It is possible to inflate bicycle tyres free of charge.	✓	✓	✓	✓	✓	✓	✓	✓
	Bicycles for hire and/or shared bicycles are available for everyone in the bicycle parking facility.			✓	✓	✓	✓		
	The facility is arranged to allow for future expansion of the hire/shared-bike segment.			✓	✓	✓	✓		
	A parcel delivery service is available in the facility.	✓	✓	✓	✓				✓
	Public toilets are available in the facility, and there is a cleaning plan for this sanitary area.			✓	✓	✓	✓	✓	
	Visitors have the option to hire other vehicles or mobility aids (such as a bicycle trailer, electric scooter, rollator, or buggy).				✓	✓	✓		
	There is a charging facility for e-bike batteries.	✓	✓	✓	✓	✓	✓	✓	✓
	A drinking water facility is available in the bicycle parking facility.			✓	✓	✓	✓	✓	✓
	There are lockers available for temporary storage of luggage.		✓	✓	✓	✓	✓	✓	
	There is a facility available for drying wet clothing.		✓	✓	✓	✓	✓	✓	✓
	The sanitary facilities are unhygieniec due to the absence of a cleaning plan.	✓	✓	✓	✓	✓	✓	✓	✓
	Use of the bicycle parking facility is free of charge for at least the first 72 hours.		✓	✓	✓	✓	✓	✓	✓
	Payment is possible with at least: Cash, Debit card, Contactless (NFC).		✓	✓	✓	✓	✓	✓	✓
	Payment is possible with more than one of the following options: Cash, Debit card, Contactless (NFC), Credit card, Public transport card, Subscription, App.		✓	✓	✓	✓	✓	✓	✓
	Staff are available to help visitors (on request) with parking in double-deck racks or with heavy bicycles.			✓	✓	✓	✓	✓	
	It is possible to reserve a preferred parking space in advance of a visit to the bicycle parking facility, preferably via an app.		✓	✓	✓	✓	✓		
	To prevent unnecessary reserving (blocking) of spaces, a fee is charged for "no-shows".		✓	✓	✓	✓	✓		
	An app is available to help users find their parked bicycle.		✓	✓	✓	✓	✓	✓	
	A separate area is available for scooters, with parking bays of at least 1.0 x 2.0 metres.	✓	✓	✓	✓	✓	✓	✓	✓
	The floor is liquid-tight and suitable ventilation is provided.	✓	✓	✓	✓	✓	✓	✓	✓
	Incorrectly parked bicycles are relocated to a correct place in the facility.	✓	✓	✓	✓	✓	✓	✓	✓
	Abandoned bicycles are detected, located, and removed to a bicycle depot every [X] months.		✓	✓	✓	✓	✓	✓	✓
	Standard bicycles parked in a space intended for a non-standard bicycle, XL bicycle or scooter (and vice versa) are relocated to an empty space in a rack.	✓	✓	✓	✓	✓	✓	✓	✓
	Defective double-deck racks are clearly marked for users of the bicycle parking facility.	✓	✓	✓	✓	✓	✓	✓	✓
	Defective double-deck racks are repaired promptly.	✓	✓	✓	✓	✓	✓	✓	✓

Appendix VI Sustainable choices for indoor bicycle parking facilities, now and in the future

Nr.	Quality	Theme	Description	Priority label	+/-
6.1	Floor plan	Space design	The facility has a flexible floor plan, allowing for redesign and adaptation to future use.	Nice addition (Want)	+++
					+++
					++
					+
6.2	Bicycle racks have a long lifespan	Space design	The racks are made from circular materials, are of high quality, and therefore have a long lifespan.	Nice addition (Want)	+++
					+++
					+
6.3	Circular materials	Space design	Circular materials are used during construction and fitting out of the facility.	Nice addition (Want)	+++
					+
6.4	Energy-effi-cient lighting	Installations	Only energy-efficient LED lighting is used in the facility.	Nice addition (Want)	+++
					+
6.5	Separate waste collection	Management	Waste is collected separately in the facility and staff areas.	Nice addition (Want)	+++
6.6	Cleaning products	Management	Cleaning products and processes are environmentally certified.	Nice addition (Want)	+

Intervention	Housing	Work	Shopping (Groceries)	Shopping (Retail)	Sport, Culture, Recreation and Leisure	Hospitatlity and Services	Healthcare and Services	Education
At the outset, a forecast is made for future changes in function and the proportion of bicycle types.	✓	✓	✓	✓	✓	✓	✓	✓
The column structure takes into account the possibility of redesign for more shared bikes, non-standard bikes, and additional uses.	✓	✓	✓	✓	✓	✓	✓	✓
For single-level parking, bicycle parking bays (floor-marked) are used instead of racks.	✓	✓	✓					
In case of underutilisation, the space can also be used for other purposes.		✓	✓	✓	✓	✓	✓	✓
The bicycle racks are robust and have a long service life.	✓	✓	✓	✓	✓	✓	✓	✓
The layout of the racks can be adjusted in response to changing use in the future.	✓	✓	✓	✓	✓	✓	✓	✓
The racks are manufactured in a circular (sustainable) way.	✓	✓	✓	✓	✓	✓	✓	✓
Existing metal and concrete structures are reused.	✓	✓	✓	✓	✓	✓	✓	✓
Furniture is circularly manufactured or reused.	✓	✓	✓	✓	✓	✓	✓	✓
Only LED lighting sources are used.	✓	✓	✓	✓	✓	✓	✓	✓
The lights are equipped with motion detection so that lighting dims after a period, except at the entrance.	✓	✓	✓	✓	✓	✓	✓	✓
Waste bins have multiple compartments, enabling separate collection of waste.	✓	✓	✓	✓	✓	✓	✓	✓
Cleaning products and processes are environmentally certified.	✓	✓	✓	✓	✓	✓	✓	✓

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Colophon

Checklist indoor bicycle parking –
Accompanying note

expenditure
CROW, Ede

item number
REC31

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