

## CLEARANCE OF BICYCLES IN PROPERTIES

### For property management companies and janitors

Thank you for your interest in a bike removal with Velafrica. We will be happy to collect any unused and abandoned bicycles on your property. However, we must avoid at all costs that bicycles that are still in use or belong to someone in the building are mistakenly removed. We therefore ask you to adhere to the following procedure (if the bicycles have already been collected and stored, you only need to follow steps 2 and 6).

**1. Information letter:**

Inform the tenants about the upcoming clearance by letter in every letterbox. In addition, put up notices in the entrance area / stairwell and (if available) in the bicycle cellar. The information letter should explain the reason, the procedure and the deadline for the bike clearance clearly and comprehensibly. If required, you can request templates for information letters and notices from Velafrica. The deadline for bike clearance must be communicated clearly in the information letter (and/or on the notices). Alternatively, the deadline can also be printed on the labels.

**2. Appointment:**

In consultation with the property management (or other clients), our logistics department will arrange an appointment with the janitor (or other contact person on site) to pick up the bikes.

**3. Stick on the labels:**

Attach a clearly visible Velafrica sticker to each bike:



**4. Removal of the labels:**

Give tenants enough time to remove the labels if they do not want to donate their bikes. We recommend at least 4 weeks to allow for any longer absences.

**5. Deadline:**

On the agreed and communicated deadline, check which bikes still have a label on them. **Only bikes with a sticker will be prepared for collection.**

(Option: We recommend storing the abandoned bikes in a lockable room for a further 1-2 months if possible. This can further minimize the likelihood of bicycles being removed by mistake).

**6. Collection day:**

A representative of the property management or the janitor must be on site on the collection date. The bicycles should (if possible) be made available in an organized manner.

Velafrica is a non-profit organization that repairs used bicycles in integration workshops and other social institutions and then exports them to various African countries ([www.velafrica.ch](http://www.velafrica.ch)). The co-operation with property management companies is based on a tried and tested model.

If you have any further questions, please contact the bicycle collection team at [velosammlung@velafrica.ch](mailto:velosammlung@velafrica.ch).