

**Edmonton Bicycle Commuters' Society**  
**BikeWorks Coordinator January 2012 Report**  
**Alex Hindle**

**BikeWorks Monthly Statistics to be added in February to cover entire month of January.**

**Please note I will be away from Monday January 30 to Tuesday April 7.**

**BikeWorks North**

I spent a large amount of time in January securing the lease of the new space. After finding and taking a preliminary look at the location I suggested it as an option to our need for a north side space. The board indicated their interest in the 9305-111 Ave location and I negotiated a viable lease with the Realtor. We now have possession of the space. The landlord has already made a good start on installing the main floor washroom. The goal is to have it open to the public and potentially begin offering the Spoke by April, with renovations and construction of necessary hardware taking place over February and March. This is a practical timeline; opening the shop prior to April would be not likely possible. I have organized a meeting on February 9<sup>th</sup> at the new space for any current and future volunteers who want to help with the upgrades to the space. We will be relying primarily on volunteers to perform renovations, upgrades, etc. As we are required by the terms of the lease to paint the space, fix the mezzanine floor and add a mezzanine railing, these will be our initial priorities. Please see below for a rough outline of work needing to be done.

**North Shop Setup Plan**

**Phase One - Cleanout/Renovation Prep Work**

Removal of superfluous material, including unnecessary wall mounted objects.  
Replace light bulbs and ballasts as needed.  
Prep walls and floor for painting  
Fix locking mechanism on overhead door LANDLORD?

**Phase Two - Renovation Work**

Paint or seal concrete floor  
Paint walls  
Fix mezzanine floor  
Install mezzanine pony wall  
Install mezzanine 'old factory foreman's office windows'  
Install main floor bathroom LANDLORD TO DO

**Phase Three - Hardware Construction/Installation**

Construct & install work benches as needed  
Construct and install storage shelving  
Construct & install wheel/tire/bike storage  
Construct ramp to entrance door

**Phase Four - Supply/Tool/Equipment Installation and Organization**

Organize tools into appropriate areas  
Ensure sufficient keys  
Organize new and used parts and bicycles

Install tool/parts and related signage  
 Internet hook up  
 Cash drawer installation  
 Install display cabinets  
 Computer setup  
 Install bike repair stands  
 Phone hook up

**Phase Five - Signage**

install outdoor EBC sign  
 install BikeWorks signage in and out

**Future Projects**

Create fenced in area in parking lot  
 Install bike racks in parking stall  
 Install bike washing area

I am also soliciting donations of tools (quite a few offers so far), equipment and supplies to help offset shop costs. We already have all the bike specific tools, of course, but we will require a number of other items, some of which are covered under the Stollery grant. Other items will have to be purchased as necessary. See below:

Setup Materials & Permanent Fixtures	Tools & Equipment
aprons bicycles bike/wheel hanging hooks brush, mop, brooms carpetting or similar floor covering chain chainlink or other fencing chairs computer and monitor cutlery, plates, etc. door signage drywall fluorescent work lights garbage and recycling cans lumber microwave milk crates or similar storage containers nails old windows outdoor sign padlocks parts display cabinet parts washer pegboard pegboard hooks plywood printer	adjustable wrenches air compressor air accessories air compressor hose angle grinder ball pein hammers bench grinder calipers cordless drill die grinder dremel tool drill bits files hacksaws hex key sets mallets metric wrenches parts washer punches tall ladder tubing cutters utility knives vices

rags router safe screws shelving small fridge stereo and speakers table/desks tool chest(s) wheel hangers	
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There will be a number of policy decisions to be made regarding the new space. Things such as what route to take with door locks, how to offer services to low-income people, who shall have access, budget for renovations, what type and quantity of new parts to offer, etc. all must be decided. I believe the BikeWorks Committee can provide a good level of oversight on many of these areas but would encourage the board to become involved with these decisions as well. To ensure efficiency and avoid mistakes, I will be acting as project manager on the setup of the north shop. This isn't to say that I expect to make all decisions but I do expect to oversee all work done and be aware of all decisions. I have learned a lot over the years at BikeWorks as I improved the space and I think this experience will make the setup of a functional and attractive new shop much easier.

### **BikeWorks Keys**

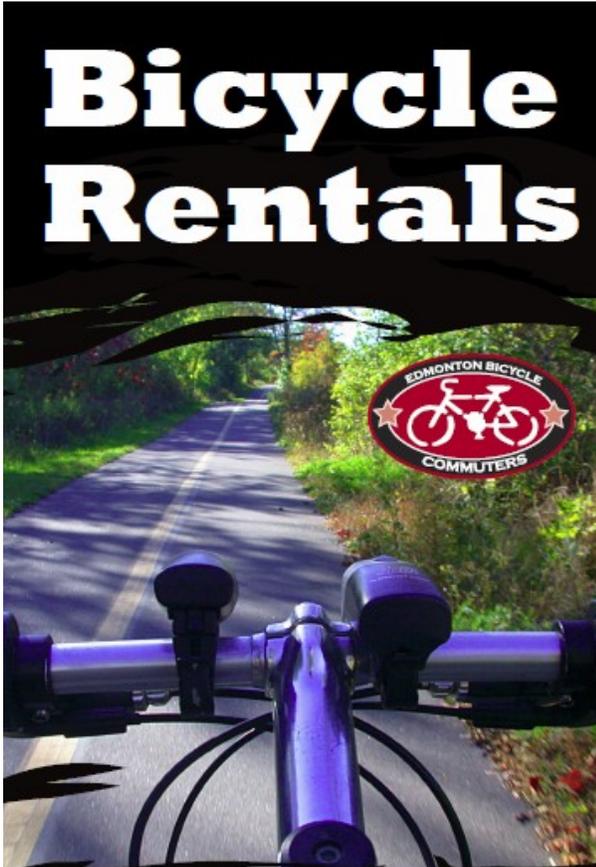
I've attempted to get an accurate picture of how many BikeWorks keys are in circulation. 41 people volunteered that they had a key. Of these, 24 are regular volunteers, staff or board members. The remainder are past volunteers no longer expected to be involved, or more likely, people who've volunteered recently and are expected to volunteer again in the spring but who are not currently volunteering. Of course, there are others out there with keys; those who are not on the BikeWorks mailing list or who did not respond. Lots of keys; is this a problem? Several years ago we relaxed the requirements for being a key holder on the grounds that having more people at the shop throughout the day would be better for security than limiting the keys to a small number of people. We haven't experienced any obvious problems with wide access and would like to maintain a similar policy at the new space. However, we will require people to sign up for a key and leave a deposit. I will be attempting to get keys back from people who are not likely to volunteer again.

### **Comprehensive Mechanics' Training**

John Collier has graciously agreed to offer a seven week comprehensive training course for BikeWorks volunteers (and those planning to volunteer). The classes will begin Wednesday the 8<sup>th</sup> of February and continue for seven weeks. These courses have been offered before and are an excellent way to dramatically improve the skill level of volunteers. This round of classes is already full, however, I would like to offer another round in late March/April at the second location aimed at new volunteers for that location.

## Bike Rental Promotional Brochure

To bolster the expenses we can submit to MEC, I have created and ordered printing of a 4"x9" promotional brochure/flyer for the Bike Rental Program. This pamphlet is intended for distribution to hotels, tourist attractions, etc. and covers the very basics of the program. See below:



# Bicycle Rentals



- mountain, road, hybrid and tandem
- touring and utility trailers
- daily, weekly or monthly rates
- all accessories included

**For more information call 780-433-2453 or visit [www.edmontonbikes.ca](http://www.edmontonbikes.ca)**



# Get Riding!

Whether you're looking to rent for a day or a month, our affordable and well maintained rental bikes are a great way to get around town or explore the river valley!

**Rental rates:**  
\$15 a day - \$50 a week - \$100 a month  
A deposit is required for each bike rented.  
Rentals available at:

<b>BikeWorks South</b> 10047-80 Ave	<b>BikeWorks North</b> 9905-111 Ave
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The Edmonton Bicycle Commuters' Society (EBC), offers many services to support cyclists. For more information about EBC visit our website at [www.edmontonbikes.ca](http://www.edmontonbikes.ca)

**BikeWorks Visitor Bike Parking**

With the help of Malcolm Roberts, I have installed a patron/volunteer bike parking rack adjacent to the main BikeWorks door. This should partially address the perennial issue of visitors and volunteers bringing their rides into the shop and cluttering things up. It only has a five bike capacity, but this could be expanded to seven in the future. Locking hardware is to be installed shortly.

### **Volunteer Management Plan**

Securing the new space took priority for my time over the last few weeks and I have not yet completed this project. However, the certain knowledge of a second shop will have a big impact on the management plan so this may be for the better. I see this plan as essential if we are to operate two shops and will be making it absolute top priority, alongside the new shop preparations. Soon, my pretties.