



Building a Bike Shed: A Project Management Checklist

Stage 1 – Initial Research

- ? Undertake Hands Up surveys to get accurate student travel data
- ? Decide whether to build a new bike shed or re-use an existing space
- ? Determine how many bikes it will hold – aim for at least 10% of student pop.
- ? Determine shed dimensions - use our plans for a 24, 48, 72 or 96.
- ? Consider fenced or unfenced - is security an issue?
- ? Find a location - close to the gate but with passive surveillance.
- ? Choose a flooring surface - concrete slab, recycled envirocrete or crushed rock?
- ? Find a builder and get a quote – try Shed Bonanza
- ? Get a quote for the bike rails - Bicycle Victoria are 'The Bicycle Parking Experts'
- ? Find some funding – options include Seeding Grants, Investing In Our Schools and school fundraising.

Stage 2 - Going ahead

- ? Planning Permit - ask council if you need one. Get the answer in writing!
- ? Building Permit - the builder's surveyor will get this but you'll need:
 - Dept of Education's written permission if you're a Government School.
 - Catholic and Independent schools need Parish or School Council permission.
 - Title documents and sub-divisional plans from the Government Titles Office.
 - Site Plan of the school with site of proposed shed marked
- ? Get a Site Inspection by the builder - find hidden issues like drainage and siting.
- ? Raise and send a purchase order to initiate a date for construction.
- ? Raise and send a purchase order to get the parking rails delivered and installed.

Stage 3 – It's Up

- ? Submit a site plan of the school with new shed to Department of Education for their Assets Register if you're a government school
- ? Send us a photo and story of your new bike shed for our website
- ? Continue with regular Hands Up surveys to monitor changes in student travel.

This checklist has been developed for free use by schools and remains the property of the Ride2School Program, Bicycle Victoria, Level 10/446 Collins St, Melbourne, Victoria, ph: (03) 8636 8888
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