

Bike Storage Room Safety Protocols

Date: [Insert Date]

Dear [Insert Recipient Name],

We are committed to maintaining a safe and secure environment in our bike storage room. Please adhere to the following safety protocols:

- **Lock Your Bike:** Always use a high-quality lock to secure your bicycle.
- **Report Damage:** Notify facility management of any damage or hazards immediately.
- **Keep Aisles Clear:** Do not block walkways to ensure easy access for all users.
- **No Unattended Items:** Do not leave personal belongings unattended in the storage area.
- **Emergency Exits:** Familiarize yourself with emergency exit locations.

Thank you for helping us keep the bike storage room safe for everyone. If you have any questions or concerns, please feel free to contact us at [Insert Contact Information].

Sincerely,

[Your Name]

[Your Position]

[Organization Name]