



303 Second Street

Bicycle and Scooter Policy

1. Bicycles and scooters are prohibited from being used within the building. Employees must walk their bicycle or scooter into and out of the building through the loading dock during business hours.
2. Please do not ride bicycles or scooters up or down the North and South Tower loading dock ramps. There are many blind spots as well as pedestrian traffic. Please abide by the posted signage at these locations.
3. Bicycles can be stored in the Bike Room which is located in the South Tower Parking Garage (Harrison Street side). This is a secured room that will require fob key access. If you have an employee that would like access to the bike room, please request fob access via the tenant website at <https://303second.kilroyrealty.com/>.
4. When accessing the bike room, please do not let others in behind you if they do not badge in as well. Tailgating into the bike room is not allowed for any reason.
5. Should your tenant suite have a designated bike storage area, employees can bring their bicycle or scooter to the tenant floor. The freight elevator must be utilized at all times when transporting bicycles or scooters up to tenant floors and when descending to the ground floor. Security is available to assist 24/7, should employees need assistance gaining access to the freight elevator. If you have an employee that would like freight access on their fob key, please request access via the tenant website at <https://303second.kilroyrealty.com/>.
6. All bicycles and scooters that are stored on tenant floors must be free and clear of the path of egress and stored in a designated area.
7. Please do not park and/or lock bicycles or scooters to railings, patio furniture, benches, trashcans, trees, or any other fixed building property. The onsite Security and Engineering staff will remove any locked bicycles or scooters if found.

Should you have any questions, please contact the Building Management Office at (415) 778-5650 or by email at 303secondstreet@kilroyrealty.com.