

***CycleSafe, Inc.***

**PROPARK OUTDOOR BICYCLE LOCKER SYSTEM  
INSTALLATION & ASSEMBLY INSTRUCTIONS  
UPPER-TIER LOCKER MOUNTING**



[www.cyclesafe.com](http://www.cyclesafe.com)

[info@cyclesafe.com](mailto:info@cyclesafe.com)

PH: 616.954.9977

TF: 888.950.6531

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The ProPark Locker Assembly may have **OPTIONAL** items included. These items will have a separate Installation and Assembly Instructions included with the shipment.

Comments in **BLACK** are  
Instructions

Comments in **BLUE** are Helpful  
Suggestions

Comments in **RED** are warnings  
or Important Notes

**ALWAYS OBSERVE POSTED SAFETY GUIDELINES  
WHEN ASSEMBLING THIS PRODUCT. ALWAYS WEAR SAFETY GLASSES**

## INTRODUCTION



This ProPark Series Installation & Assembly Instruction will detail the tools required, fasteners and components furnished, assembly steps, and optional features, to successfully install the Upper Tier Cycle Safe ProPark Bicycle Locker System. **WARNING:** Exterior storage on the ground under tarps do not adequately protect the locker components. The packaging is not intended for extended storage in exterior locations. Product assembled at a later date needs to be stored indoors or under cover in a

### ***PLEASE READ THE INSTRUCTIONS COMPLETELY BEFORE BEGINNING.***

Identify & inventory all parts using the packing list furnished with the shipment and the parts list in this Installation Instruction. Some components may be found in the "Options" section. Be sure to keep the hardware bags & contents separate from each other.

### ***THE LOCKER SITE MUST BE PREPARED AND READY FOR ASSEMBLY BEFORE BEGINNING.***

Reference the ProPark System Planning Manual (WI4.9.028) for Site Preparation and the Propark Assembly Guide WI4.9.002 for Planning recommendations.  
[www.cyclesafe.com/home/bike-community-resources/ProPark System Planning Manual \(WI4.9.028\)](http://www.cyclesafe.com/home/bike-community-resources/ProPark%20System%20Planning%20Manual%20(WI4.9.028))

### ***CARPENTRY OR ASSEMBLY SKILLS ARE STRONGLY SUGGESTED***

You will need skills at using powered hand tools, climbing ladders, and squaring the assembled components. The recommended time budget for each 2-Door Locker is 1 to 2 man-hours.

**NOTE:** The heaviest part is 70lbs (31.8kg).

If you have difficulties or require further installation discussion, please contact our Customer Service Experts

**CALL - 616.954.9977**  
**TOLL FREE - 888.950.6531**  
**E-MAIL: [INFO@CYCLESAFE.COM](mailto:INFO@CYCLESAFE.COM)**

Digital Copies of this Installation & Assembly Instruction may be found on our website:  
[www.cyclesafe.com/bike-lockers/propark/WI4.9.002 ProPark Assembly Guide](http://www.cyclesafe.com/bike-lockers/propark/WI4.9.002%20ProPark%20Assembly%20Guide)

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## TOOLS REQUIRED

Supplied by the Contractor

Power Drill Motor w/ Clutch	Chalk Line	Flat & Philips Screwdriver	5/16" Twist Drill Bit
Hammer Drill Motor	Small Dia Drift Pin	Slip-joint Plier Set	3/8" Concrete Drill Bit
Tape Measure	Hex Drive Set	3/8" Drill Motor Adapter	Contractor's Adhesive
Carpenter's pencil	T-40 Star Drive Bit	3/8" Ratchet & Extension	Portable Electric Generator
Carpenter's Square	Small Hand Brush	3/8" Drive Deep Well Sockets	Electrical Extension Cords
Carpenter's Level	Shop Vacuum	3/8" Drill Motor Adapter	
Short 10" or 12" Level			


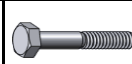






**Kit A = End Panel & Anchor Bolts**

**Kit B = Door, Top & Center Panels**

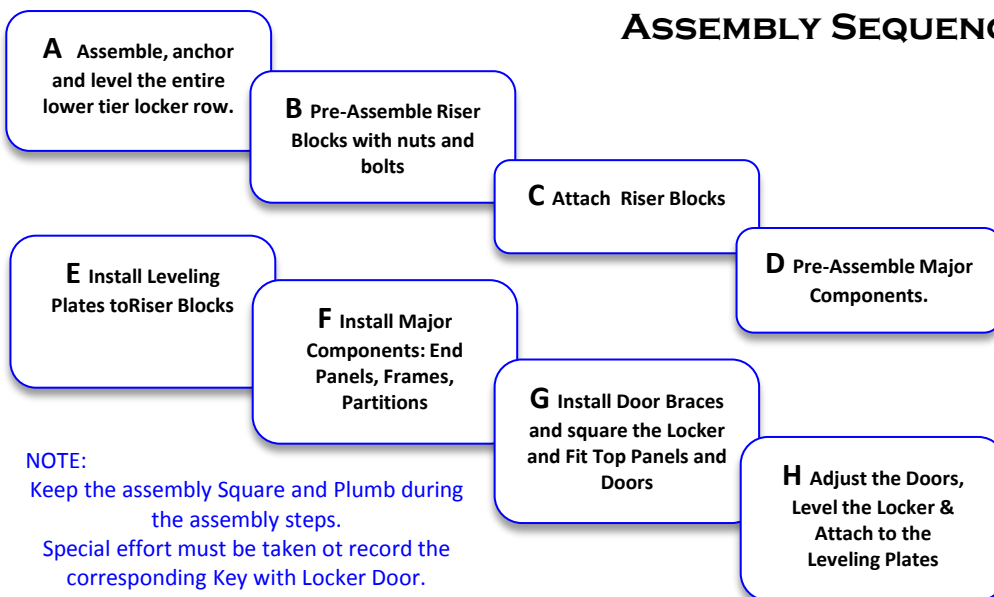
**Kit C = Vertical, Horizontal Frames & Dividers**

**Kit I = Interior Door Brace Assembly**

## FASTENERS REQUIRED

Photo	Part #	Description	Kit #	Qty
	10708	5/16-18NC x 1" Carriage Bolt	C	8
	10214	5/16-18NC x 1-1/4" S/S Hex Bolt	B,C,I	6,6,4
	10219	5/16-18NC x 3/4" S/s Hex Bolt	B	10
	10222	5-16-12 x 1-1/4" Washer Head	B	14
	10217	1/4" S/S Tek Screw x 1-1/4"	A,C	8,6
	10211	3/8-16NC x 1-7/8" Concrete Lag	A,C	4,2
	10218	5/16" S/S Flat Washer	B,C	6,6
	10909	3/8" S/S Flat Washer	A,C	4,2
	10304	5/16-18NC S/S Flare Nut	B,C,I	10,8,4
	10221	5/16" Tinnerman Clip	B	6

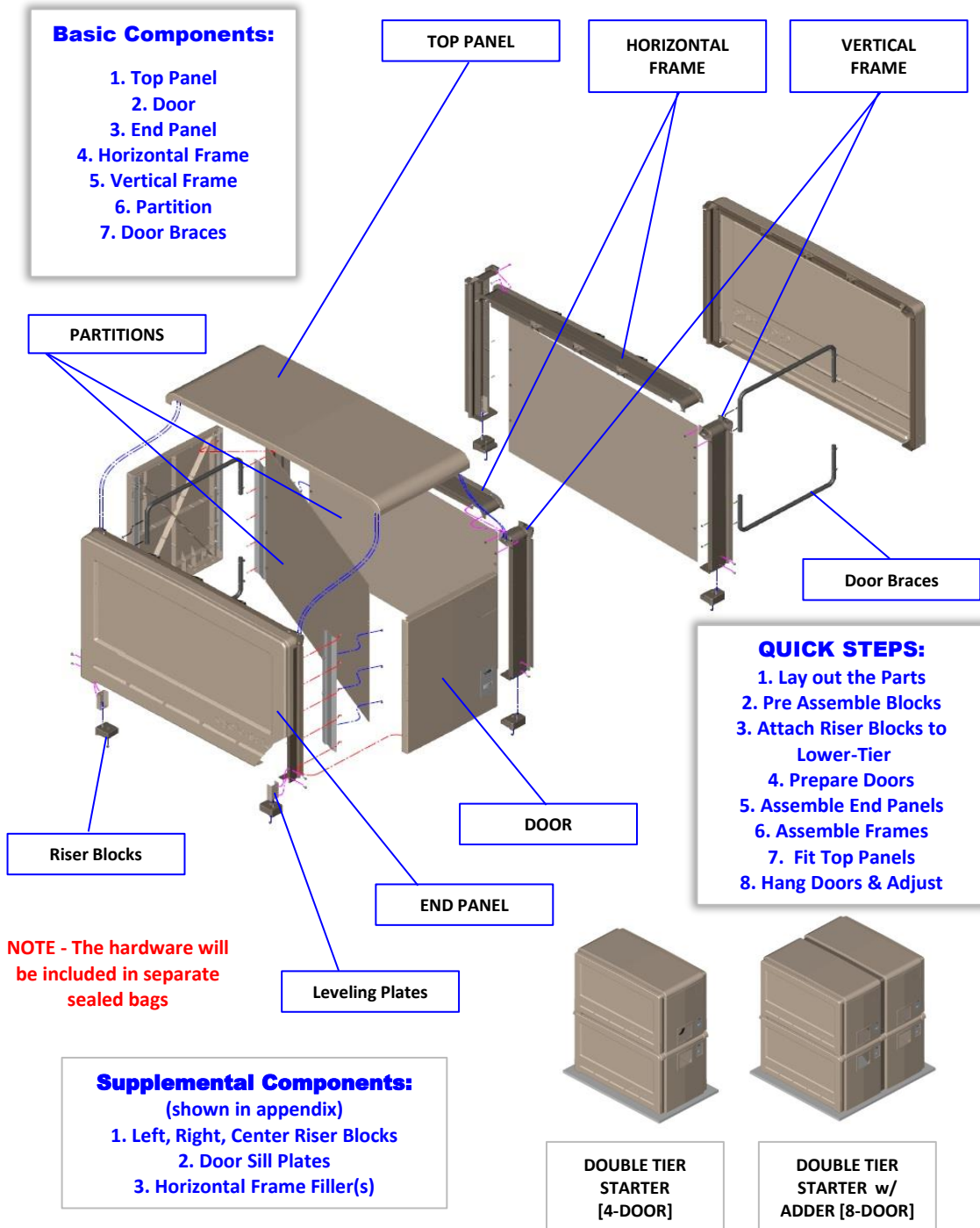
## ASSEMBLY SEQUENCE



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## COMPONENTS

Many of the items found in this Installation Instruction are common to the ProPark Series Starter and Adder Lockers. Some items may be reduced or deleted depending on options.



Lockers may be located individually, joined side by side, top and bottom, or both to create banks of parking. The Lockers may be accessible by one or two doors.

## SINGLE LOCKER PARTS LIST

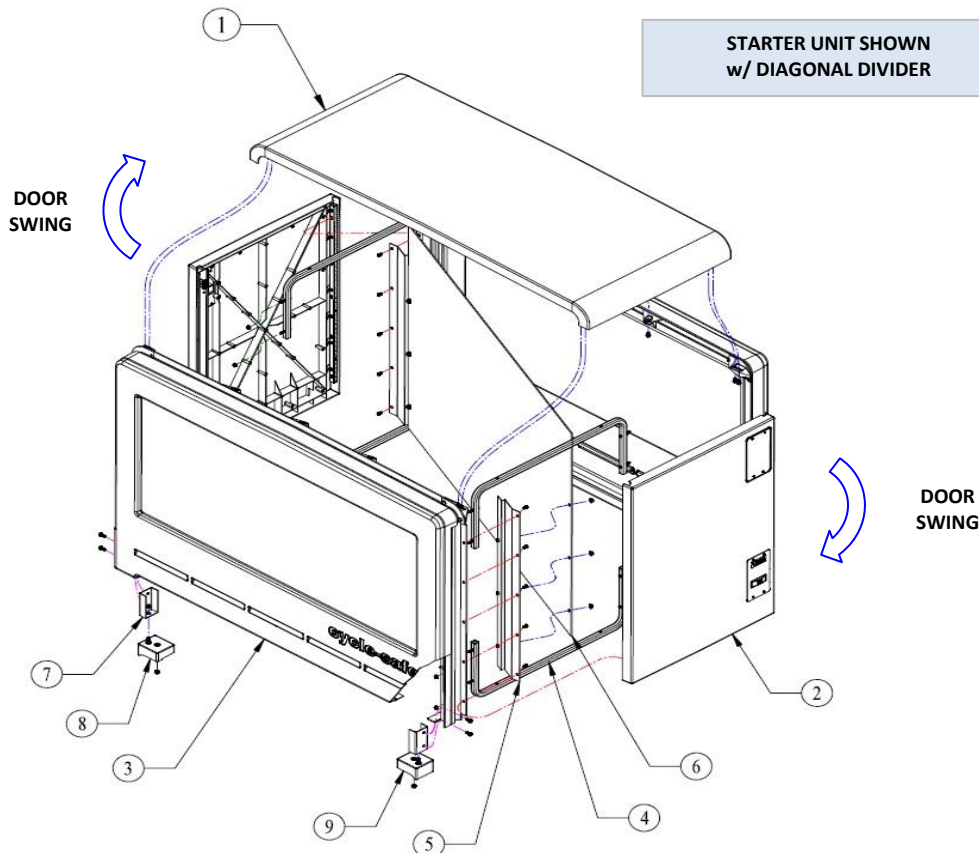


***PLEASE READ THE INSTRUCTIONS COMPLETELY BEFORE BEGINNING.***

- The Locker Components may be pre-assembled prior to attachment.
- Care should be taken that the components are mounted straight & square.
- Excessive handling may impair the finish of the components.
- Lockers can be combined in multiple configurations.

This Parts List is for a **2-Door Starter Assembly** Locker. Multiple Door Assemblies are detailed in following pages.

Item	Qty	Description	Part Number
1	1	TOP PANEL	####
2	2	DOOR ASSEMBLY	REFERENCE P/O
3	2	END PANEL	####
4	2	DOOR BRACE	####
5	2	DIVIDER FLANGE	####
6	1	DIVIDER PANEL	####
7	4	LEVELING PLATE	####
8	2	RISER BLOCK {RIGHT}	####
9	2	RISER BLOCK ASSEMBLY {LEFT}	####

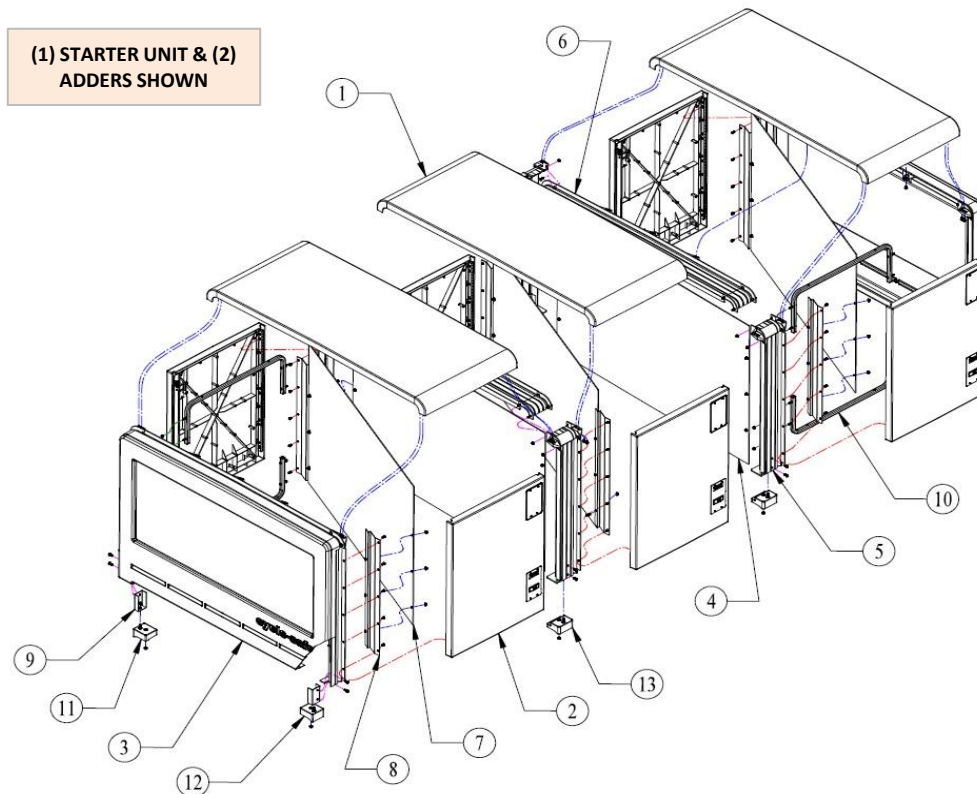


## MULTIPLE LOCKER PARTS LIST



This Parts List is for a 6-Door Locker Assembly and the assembly instructions will illustrate a **6-Door Starter/Adder Assembly Locker**. Additional Assemblies can also be combined, for other door configurations, using this Assembly Instruction.

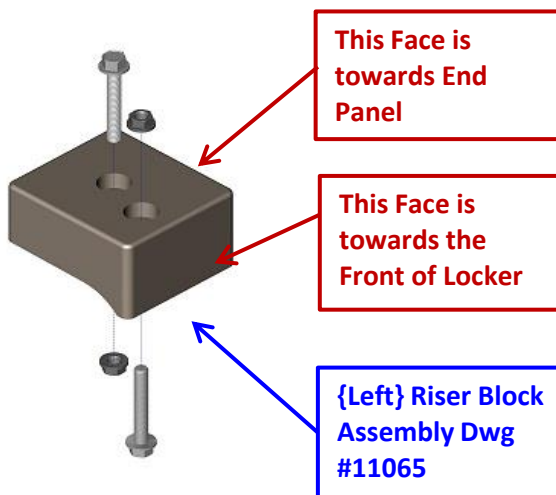
Item	Qty	Description	Part Number
1	3	TOP PANEL	10301
2	6	DOOR ASSEMBLY	REFERENCE P/O
3	2	END PANEL	10960
4	2	SIDE PANEL	10101
5	4	VERTICAL FRAME	10201
6	2	HORIZONTAL FRAME	10202
7	3	DIVIDER PANEL	10101
8	6	DIVIDER FLANGE	10207
9	8	LEVELING PLATE	10216
10	4	DOOR BRACE	10755
11	2	RISER BLOCK ASSEMBLY {RIGHT}	11067
12	2	RISER BLOCK ASSEMBLY {LEFT}	11067
13	4	RISER BLOCK ASSEMBLY {CENTER}	11066



One Starter and Multiple Adders may be combined to create banks of lockers, regardless of Double or Single door access, or Upper Tier Assembly.

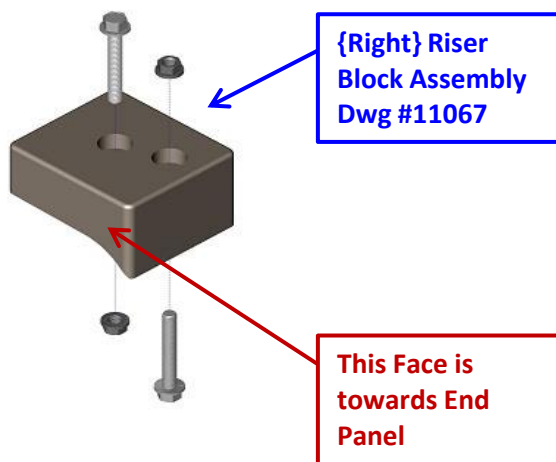


## RISER BLOCKS & DOOR BRACES INSTALLION



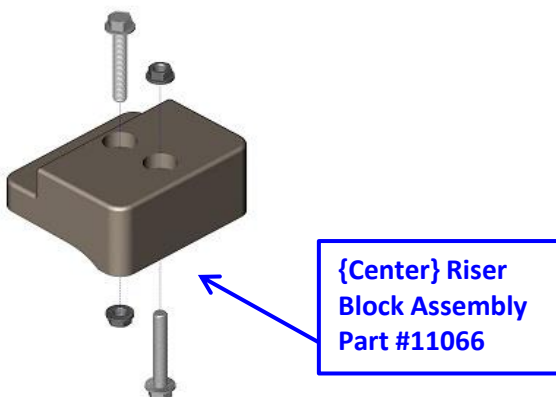
**Riser Block Installation** - Complete Assembly of Lower- Tier Lockers, including final squaring and adjusting. Lockers must be level.

Pre-assemble 3/8-16 x 2 1/2" Flanged Hex Bolt & 3/8" Flange Nut included in Hardware Kits D & E into front hole of each Riser Block (Left, Right & Center). The bolt head fits into Counter-Sunk location on the underside of the block.



Place Right Riser Block on front-right corner End Panel. The ridge on the underside of the block rests against the matching ridge on the End Panel. Refer to View-B on Drawing #10074 (attached) for placement. **Note - Blue dimension lines of drawing will show proper placement.** Repeat with remaining right and left riser blocks.

**Note - There will be a slight gap between the block & edge of Top Panel when positioned correctly.**

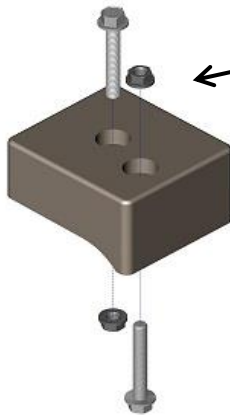


Place Center Block(s) with pre-assembled bolt on the horizontal frame. Follow blue dimensional hole pattern from Drawing #10074. **Note - There will be a slight gap between the sides of the block and the Top Panels.**

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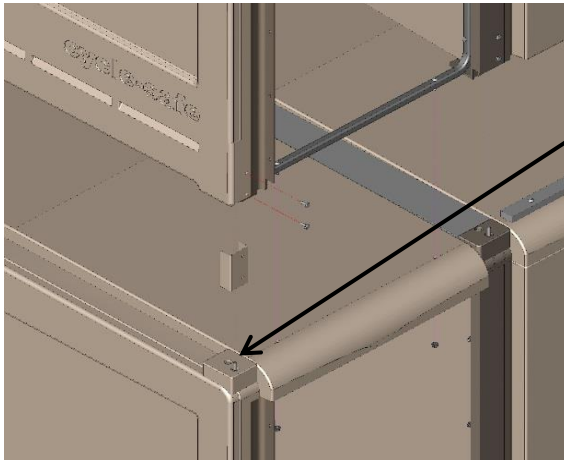


## RISER BLOCKS & DOOR BRACES INSTALLION

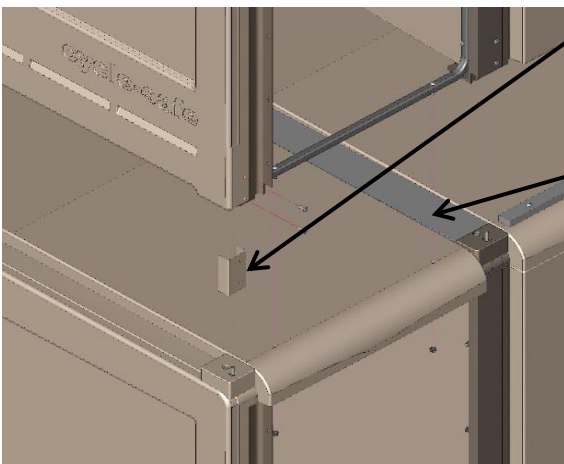


Using the back hole in the block as a drill guide, drill a hole into the End Panel for the left and right blocks and drill a hole into the Horizontal Frame for the center block using a 7/16" drill bit.

Secure the block(s) to the End Panel (right and left) or Horizontal Frame (Center Block) using a 3/8 x 2 1/2" hex bolt and nut from Kits D or E. **Check dimensions before tightening.**



Place Leveling Plates on top of protruding bolt and secure in place with 3/8" washer and 3/8" flange nut. Tighten in place. Repeat for all blocks.

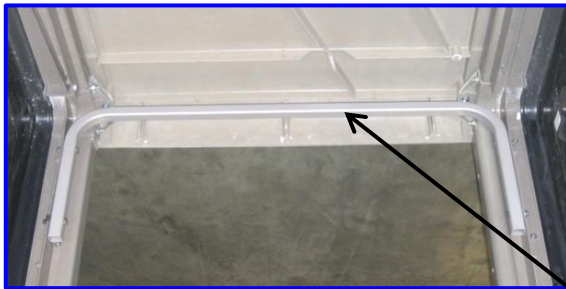


Lay Horizontal Frame filler between center blocks. Component lays flat. No hardware required. Refer to [View-B Page #2 of Drawing #10074](#) for placement.

Assemble remaining Upper-Tier locker components except for the doors. Follow the assembly process outlined in the [Propark Owners Manual Page #16](#).

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## RISER BLOCKS & DOOR BRACES INSTALLION



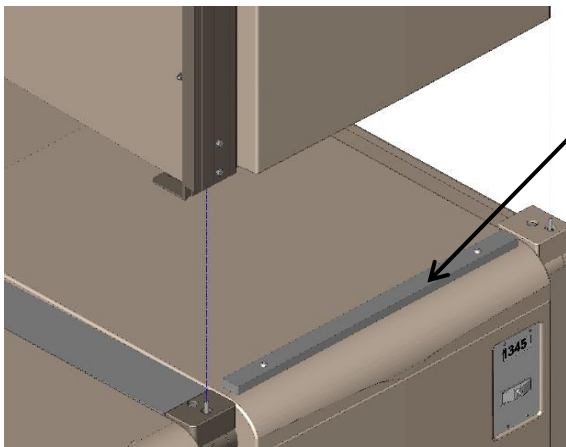
Upper Door Brace is Shown

**Interior Door Brace Assembly** - The Door Braces are installed on the far left unit next to the end panel when facing the locker. If there are multiple lockers in the row, the same principal applies to the back side of the lockers. The interior door brace would go in the left locker. (Refer to Drawing #10074 Page #2).

**Note: The Upper-Tier Locker has a brace placed at the bottom and top of the door opening.**



Hardware Kit #10756 is used for Door Brace Assembly. One kit per each door brace. If needed. (Refer to WI4.9.026) **Supplemental Door Brace Assembly Instructions.** **NOTE - Hardware is not included to secure the Door Brace to the Top Panel. Only to the Frames and**



Attach door Sill Plates to Top Panel. Follow **blue dimension** hole pattern laid out on **Drawing #10074 Page #2** and use sill plate as a guide. Secure with (2) 5/16-18 x 2" screws and nuts. **Note: A sill plate is not needed with the doors that have the Interior Door Brace.**

**NOTE: See Cover Page for Completed Locker Bank Assembly DV {M12} shown**

Finish assembly by aligning and attaching the doors per **Propark Installation Guide WI4.9.002**. Make sure doors are adjusted and level for proper

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### **CYCLE SAFE, INC PRODUCT WARRANTY** **ProPark® Bicycle Locker System**

Product durability and extended product life are the hallmarks of our bike parking products. CYCLE SAFE, INC. is confident that your complete satisfaction will be met with our products and customer service, as we stand by our engineered quality and durable manufacturing with a reputation that has withstood the test of time.

CYCLE SAFE, INC. warrants that all of its Propark bicycle locker products are guaranteed against defective material or poor workmanship for a period of 5 years from date of receipt of goods, original invoice must be submitted with warranty claim. This warranty excludes the Abloy Executive Locking Cylinder, which is covered under the Abloy lock warranty for a period of two years. CYCLE SAFE, Inc's liability under this warranty shall be discharged by furnishing without charge FOB Holland, MI any goods or part thereof, which shall appear to the company upon inspection to be of defective material or not of good workmanship, provided that claim shall be made in writing to the company within 30 days after receipt of product or warranty claim. Where claims for defects are made, the defective part or parts shall be photographed, submitted and delivered to the company, prepaid, at Holland, MI for inspection. CYCLE SAFE, INC. shall not be liable for the cost of repairs, alterations, or replacements, or for any expense connected therewith made by the owner or his agents, except upon written authority from the CYCLE SAFE, INC., Grand Rapids office.

These warranties do not cover normal wear and tear such as scratched, nicks or dents or damage caused by negligence from lack of maintenance or improper installation. Damage due to accidents, vandalism or defects caused by products that are tampered with, altered, modified or repaired are not covered by this warranty.

This warranty stated above is only valid if product is installed according to layout and installation instructions supplied by CYCLE SAFE, Inc. Any damage in shipping must be made at the time of receipt of product and is the responsibility of the customer to sign the bill of lading to carrier that the shipment is in good condition upon arrival. Once a shipment leaves our warehouse, we are no longer responsible for damage loss of shortage of materials during shipment.

ALL WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE ARE EXCLUDED. CYCLE-SAFE, INC. shall not be liable for indirect, incidental or consequential damages or lost profits during and after the warranty period. Buyer agrees to indemnify CYCLE-SAFE, INC. from any loss due to theft of locker contents, any other use, misuse, or any failure to provide a locker renter/user an agreement informing renter/user that access is at his or her own risk. CYCLE-SAFE, INC. makes no warrantee for site work, pads or assembly and alignments of components at locker installation performed by buyer or his agents.

### **Quality Mission Statement**

**CycleSafe, Inc.** is dedicated to providing 100% on time delivery of a product that will leave the customer not just satisfied, but delighted.

We use a quality model that is patterned after the Automotive Industry Action Group (AIAG) that provides for **Continuous Improvement**, **Defect Prevention**, and the **Reduction of Waste** in the supply chain. Simply stated, this means that we not only closely document our processes, but also strive to reveal where improvements may be made throughout the way we conduct our business, including our supplier network.

CycleSafe is also dedicated to providing an extended life product using environmentally sustainable manufacturing practices that meet or exceed ISO 14000 environmental standards.

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## WARRANTY AND QUALITY



### **ABLOY SECURITY, INC.**

**Irving, TX 75063**

**Phone: 800.367.4598**

**ABLOY Security, Inc. (ABLOY) warrants original ABLOY manufactured Products for a period of two (2) years from date of original purchase. If a Product fails to function due to defects in material or workmanship, ABLOY will, at its option, repair or replace the Product. The warranty does not include repair or replacement necessitated due to damage caused by use of a non-ABLOY key, damage by physical attack, modifications to the Product, improper maintenance, or misuse of the Product in unintended application. This warranty also does not cover normal key wear. Any repair or replacement outside the scope of this warranty shall be at ABLOY's rates and terms then in effect.**

This warranty is valid only on Products supplied by ABLOY Security, Inc., Irving, TX. If this Product fails to function properly as warranted above, your sole and exclusive remedy shall be repair or replacement as provided above. In no event will ABLOY or its parent company be liable to customer or any third party for any damages in excess of the purchase price of the Product. ABLOY's liability is limited to the free repair or replacement of defective Products or parts thereof in accordance with the provisions of this clause, and except as provided herein all conditions, warranties, terms or representations, whether express or implied, statutory or otherwise, and all other obligations or fitness for a particular purpose of the Products are hereby excluded. ABLOY will not be liable for personal injury or incidental or consequential damages, arising out of or in connection with the Products or the use, delivery, or performance thereof.

In the unlikely event warranty service is required: Call ABLOY at the above number to receive a Return Goods Authorization (RGA) number. Then mail or ship Product, with the correct operating key to ABLOY. Product must be packaged properly and insured, with all inbound shipping charges prepaid. ABLOY is not responsible for uninsured Product lost or damaged in transit.

### ***Buy American Statement***

**CycleSafe, Inc. is dedicated to supporting the Buy American Act by purchasing and specifying U.S. made components on all of our parking products.**

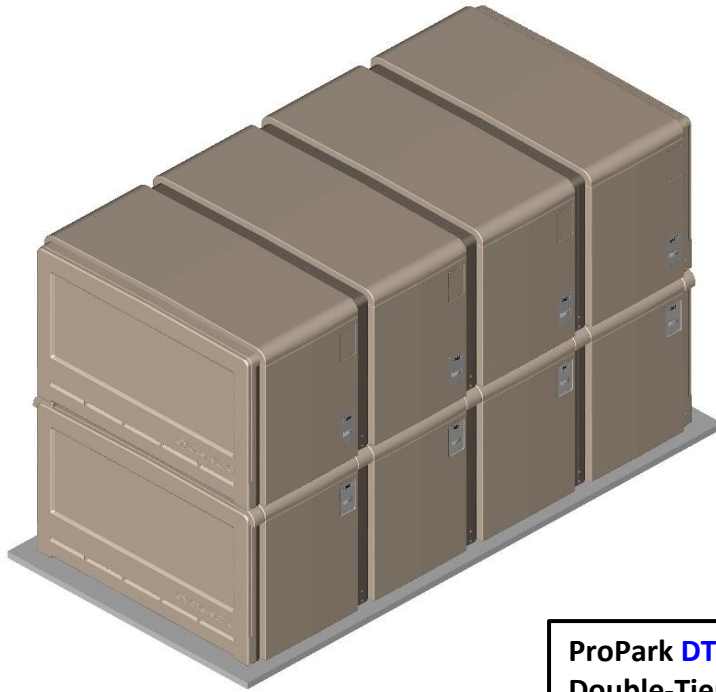
Our parking products (Bicycle Lockers, Bike Shelters and Racks) meet the definition of American made products as a domestic-made product being manufactured in the United States and meets the standards and conformance to the Buy American Act.

All of our raw materials including steel components are sourced in the Midwestern region of the United States and are processed and finished in the state of Michigan.

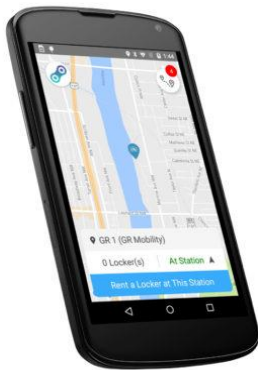


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## CONTACT INFORMATION

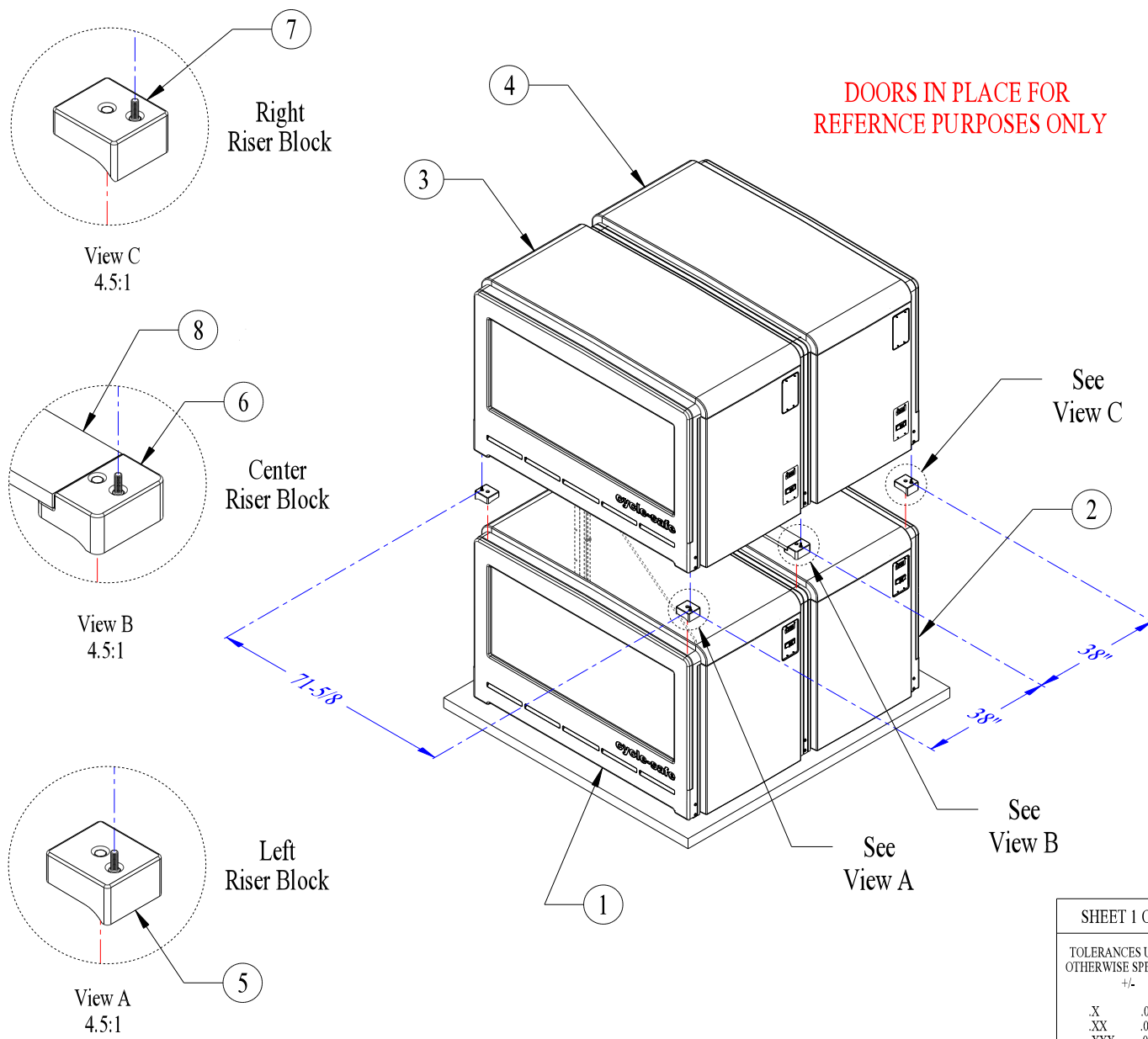


ProPark **DT/SM {M16}**  
Double-Tier **{16-Bike}**  
Locker Bank Assembly



CycleSafe, Inc.  
5211 Cascade Road – Suite 210  
Grand Rapids, Michigan 49546  
[Website: www.cyclesafe.com](http://www.cyclesafe.com)  
Phone: (616) 954-9977  
Fax #: (616) 954-0290

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DOORS IN PLACE FOR  
REFERENCE PURPOSES ONLY

ITEM	QTY	DESCRIPTION	PART NO.
1	1	SM (M02) STARTER (LOWER) LOCKER	10001
2	1	SM (M02) ADDER (LOWER) LOCKER	12500
3	1	SM (M02) STARTER (UPPER) LOCKER	10002
4	1	SM (M02) ADDER (UPPER) LOCKER	10051
5	2	{LEFT} RISER BLOCK ASSEMBLY	11065
6	2	{CENTER} RISER BLOCK ASSEMBLY	11066
7	2	{RIGHT} RISER BLOCK ASSEMBLY	11067
8	1	HORIZONTAL {FILLER} BOARD	11030

NOTES:

1. USE {BLUE} HOLE DIMENSIONS TO ALIGN {LOWER} & {UPPER} LOCKERS FOR MOUNTING
2. INSTALL {LOWER} LOCKERS WITH MOUNTING HARDWARE PER MOUNTING SURFACE REQUIREMENTS & DIM'S
3. INSERT BOLTS IN FRONT HOLES OF BLOCKS & FASTEN IN PLACE WITH PROVIDED 3/8" Ø FLANGE NUTS & TIGHTEN
4. ALIGN RISER BLOCKS & END PANEL PER THE SAME {BLUE} MOUNTING DIMENSIONS FOR ATTACHING {UPPER} LOCKERS
5. CHECK DIMENSIONS AND DRILL WITH 7/16" BIT THRU BACK HOLES IN RISER BLOCKS INTO THE END PANEL
6. ATTACH THESE BLOCKS WITH PROVIDED BOLTS & NUTS & CHECK DIMENSIONS BEFORE TIGHTENING
7. MOUNT {UPPER} LOCKER MOUNTING FEET TO PROTRUDING BOLTS WITH WASHER & 3/8" Ø FLANGE NUT & TIGHTEN
8. ASSEMBLE REMAINING {UPPER} LOCKERS EXCEPT {DOORS}
9. CHECK THAT LOCKERS ARE LEVEL & SQUARE THEN TIGHTEN REMAINING BOLTS & NUTS
10. GO TO PAGE 2 OF 2 OF THIS DOCUMENT TO COMPLETE LOCKER INSTALLATION

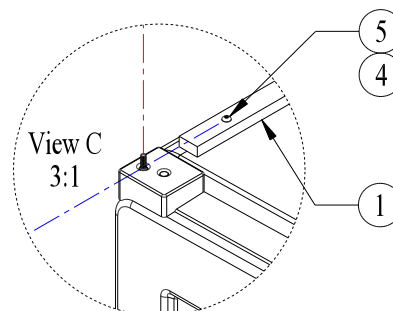
PROPARK (2) DOOR LOCKERS  
WORK INSTRUCTIONS:

WI 4.9.002 MANUAL FOR  
{LOWER} TIER ASSEMBLY

WI 4.9.059 MANUAL FOR  
{UPPER} TIER ASSEMBLY

SHEET 1 OF 2	A	RELEASE FOR REFERENCE		05/24/16
	REV	DESCRIPTION		DATE
TOLERANCES UNLESS OTHERWISE SPECIFIED:  +/-  .X .030 .XX .010 .XXX .005 ANGLE 1/2"	PROPARK DT-SM {M08} DOUBLE-TIER ASSEMBLY			
			<b>Cycle Safe</b>  5211 CASCADE ROAD - SUITE 210 GRAND RAPIDS, MI 49546 <a href="http://www.cycleSAFE.com">www.cycleSAFE.com</a>	
	BOB SLYH	05/24/16		
	CHECKED	DATE		
	APPROVED	DATE		
SIZE D	RISER BLOCK LOCATIONS		10074	REV A





SHEET 2 OF 2	A	RELEASE FOR REFERENCE	05/26/16
	REV	DESCRIPTION	DATE
TOLERANCES UNLESS OTHERWISE SPECIFIED: +/-	PROPARK DT-SM {M08} DOUBLE-TIER ASSEMBLY		
			<b>Cycle Safe</b> 5211 CASCADE ROAD - SUITE 210 GRAND RAPIDS, MI 49546 <a href="http://www.cycleSAFE.com">www.cycleSAFE.com</a>
	BOB SLYH	05/26/16	
	CHECKED	DATE	
	APPROVED	DATE	
.X .030 .XX .010 .XXX .005 ANGLE 1/2°	W D	FILLERS & BRACES	10074