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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

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**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.**


**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**

Digital Copies of this Installation & Assembly Instruction may be found on our website:


**Always observe posted safety guidelines when assembling this product. Always wear safety glasses.**
**Tools Required**

Supplied by the Contractor

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

**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**

<table>
<thead>
<tr>
<th>Photo</th>
<th>Part #</th>
<th>Description</th>
<th>Kit #</th>
<th>Qty</th>
</tr>
</thead>
<tbody>
<tr>
<td>![Image]</td>
<td>10708</td>
<td>5/16-18NC x 1” Carriage Bolt</td>
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</tr>
<tr>
<td>![Image]</td>
<td>10214</td>
<td>5/16-18NC x 1-1/4” S/S Hex Bolt</td>
<td>B,C,I</td>
<td>6,6,4</td>
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<tr>
<td>![Image]</td>
<td>10219</td>
<td>5/16-18NC x 3/4” S/S Hex Bolt</td>
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<td>10</td>
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<tr>
<td>![Image]</td>
<td>10222</td>
<td>5-16-12 x 1-1/4” Washer Head</td>
<td>B</td>
<td>14</td>
</tr>
<tr>
<td>![Image]</td>
<td>10217</td>
<td>1/4” S/S Tek Screw x 1-1/4”</td>
<td>A,C</td>
<td>8,6</td>
</tr>
<tr>
<td>![Image]</td>
<td>10211</td>
<td>3/8-16NC x 1-7/8” Concrete Lag</td>
<td>A,C</td>
<td>4,2</td>
</tr>
<tr>
<td>![Image]</td>
<td>10218</td>
<td>5/16” S/S Flat Washer</td>
<td>B,C</td>
<td>6,6</td>
</tr>
<tr>
<td>![Image]</td>
<td>10909</td>
<td>3/8” S/S Flat Washer</td>
<td>A,C</td>
<td>4,2</td>
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<tr>
<td>![Image]</td>
<td>10304</td>
<td>5/16-18NC S/S Flare Nut</td>
<td>B,C,I</td>
<td>10,8,4</td>
</tr>
<tr>
<td>![Image]</td>
<td>10221</td>
<td>5/16” Tinnerman Clip</td>
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<td>6</td>
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**Assembly Sequence**

- **A** Assemble, anchor and level the entire lower tier locker row.
- **B** Pre-Assemble Riser Blocks with nuts and bolts
- **C** Attach Riser Blocks
- **D** Pre-Assemble Major Components.
- **E** Install Leveling Plates to Riser Blocks
- **F** Install Major Components: End Panels, Frames, Partitions
- **G** Install Door Braces and square the Locker and Fit Top Panels and Doors
- **H** Adjust the Doors, Level the Locker & Attach to the Leveling Plates

**NOTE:**
Keep the assembly Square and Plumb during the assembly steps. Special effort must be taken to record the corresponding Key with Locker Door.

**Always observe posted safety guidelines when assembling this product. Always wear safety glasses**
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.

**Basic Components:**
1. Top Panel
2. Door
3. End Panel
4. Horizontal Frame
5. Vertical Frame
6. Partition
7. Door Braces

**Quick Steps:**
1. Lay out the Parts
2. Pre Assemble Blocks
3. Attach Riser Blocks to Lower-Tier
4. Prepare Doors
5. Assemble End Panels
6. Assemble Frames
7. Fit Top Panels
8. Hang Doors & Adjust

**Supplemental Components:** (shown in appendix)
1. Left, Right, Center Riser Blocks
2. Door Sill Plates
3. Horizontal Frame Filler(s)

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.
**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.

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

STARTER UNIT SHOWN w/ DIAGONAL DIVIDER
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.

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 Block & Door Braces Installation

Always observe posted safety guidelines when assembling this product. Always wear safety glasses.

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.**
Riser Blocks & Door Braces Installation

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WHEN ASSEMBLING THIS PRODUCT. ALWAYS WEAR SAFETY GLASSES

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.

Riser Blocks & Door Braces Installation

Always observe posted safety guidelines when assembling this product. Always wear safety glasses.

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.

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

NOTE: See Cover Page for Completed Locker Bank Assembly DV (M12) shown

Always observe posted safety guidelines when assembling this product. Always wear safety glasses.
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.

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

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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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ALWAYS OBSERVE POSTED SAFETY GUIDELINES
WHEN ASSEMBLING THIS PRODUCT. ALWAYS WEAR SAFETY GLASSES
ALWAYS OBSERVE POSTED SAFETY GUIDELINES WHEN ASSEMBLING THIS PRODUCT. ALWAYS WEAR SAFETY GLASSES
DOORS IN PLACE FOR REFERENCE PURPOSES ONLY

1. USE (BLUE) HOLES DIMENSIONS TO ALIGN (LOWER) & (UPPER) LOCKERS FOR MOUNTING
2. INSTALL (LOWER) LOCKERS WITH MOUNTING HARDWARE PER MOUNTING SURFACE REQUIREMENTS & DIMS
3. INSERT BOLTS IN FRONT HOLES OF BLOCKS & FASTEN IN PLACE WITH PROVIDED M6 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 & 1/4 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 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