



SP0155 Final Report

Please answer the following questions and return the completed form to the [SPF Staff](#) via e-mail.

Project Title: Spin Bike Gardens

Final Report prepared by: Louise Lockhart

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Actual Project Start Date: [Click here to enter a date.](#) **Actual Project End Date:** [Click here to enter a date.](#)

1. Please summarize the project and its key accomplishments in 1-2 sentences.

(400 characters maximum)

We have designed and installed Spin Bike Gardens in 4 buildings across McGill campus as a mental health tool since cardio has been shown to be very good for the brain and mental health. The spaces are designed to be enticing, reduce barriers to exercise breaks, and will hopefully enable better mental wellness for the community.

2. Your team listed the following goal in your application:

Quiet spin bikes, surrounded by plants and meditative art, with a view of the outdoors, all over the McGill campuses, in order to provide enticing and enjoyable mental and physical breaks for students and staff.

Did your team achieve your project's goal? In your answer, please describe the impact your project had on McGill's structures, processes, and/or systems. Also, please specify how this positively transformed people's behaviors/perspectives/habits on McGill campus(es).

(Unlimited characters, suggested minimum ½ page or approximately 250 words)

Yes. We have installed 4 Spin Bike Gardens in 4 different buildings on the downtown campus, a 5th is ready to be set up. This step alone has visually highlighted the importance of health in those spaces.

We have money secured from Student Services to care for each space, and maintain, and promote them over the next year. Each Building has an involved building director who is participating as well. Cleaners have agreed to collect recycling from our covered bins and also clean the floor although this will need to be reinforced as we move forwards. Over the next year it is the job of student services and the project lead, Louise Lockhart, to get upkeep and maintenance of the Spin Bike Gardens integrated into either Student Services or individual buildings or a combination of, before April so that this initiative can be put into budgets for future years to come.

Counselors and health practitioners now have another suggestion for when they want to encourage students to "blow off some steam" or try to get some more physical activity into their busy days.

We have four caretakers currently checking on each space for one hour each week. This includes collecting data on spin bike usage as well as how much care each space takes to upkeep. They fill out an online survey that will record the data on all of this. The caretakers will also clean the spaces, including wiping down the bikes, trimming the plants, changing signage, and responding to comments left by users. Having someone to look in on the space on a very regular basis is important to maintain the quality of these spaces and leave the perception that they are an important living space. In our manual we describe the spaces as needing to be kept very clean similar to how a clean bathroom is really nice to use and an unclean one makes you think that the whole building is uncared for. Again, it is the job of the project lead to get the upkeep permanently embedded into the systems of McGill over the next 3 months and before budgets are allocated

for next year. It is a small amount of money (3000\$) for something that makes the school and specific departments look very good.

Although the data on when and how often the bikes are being used, is still being collected, we most certainly have added more plants to four buildings and have gotten people talking about mental health and exercise. Building directors have asked about how to "get a spin bike garden" from 4 different buildings including two that have future renovations planned. Choosing the right space remains a limiting factor. Collectively, the bike have probably been ridden about 150 hours between September and mid-November, according to preliminary data collected.

Equipment and extra supplies are currently being kept in a filing cabinet in Health Services in the Brown building. There are also other supplies being stored in the basement of the Brown building. We have both male and female deodorant samples for free to hand out at the spaces.

Each space is self-containing in that it has its own storage for supplies, with extras being stored in the Brown Building. Keys for all the storage bench modules are the same and each space has an extra key.

Buildings and HR, have each been given a media package that they can draw from to advertise their own space, as they wish, online or through social media, while maintaining similar messaging to our original intentions.

A video is almost finished to both promote the space and also show people HOW to use the bikes so that everyone can feel like an expert.

3. Please describe the key successes and challenges of your project. (Minimum of two examples for each)

(Unlimited characters, suggested minimum ½ page or approximately 250 words)

One key success was enabling the wiliness of McGill community to address mental health in research proven yet, innovative and untired ways. We are taking what we know to be very healthy, making it more convenient, while also challenging the assumption of where and how exercise should be done. This is essentially a large scale social experiment to see how the community will react, and it hopefully spark cultural change around exercise as a tool for mental wellness. Having people who oversee the use of limited space at the school be champions of this project has demonstrated the eagerness from diverse departments to support students. The outcome of the Spin Bike Gardens is a very visual symbol and reminder of the importance of wellness, as people will walk by the installations. We are really the only place in North America to create such holistic small spaces to address mental wellness, using the proven tools of cardio, plants, natural light and more, right in the places that we work and study. At conferences, people from across North America are very impressed with this obvious yet novel idea.

Another key success is that we have created a working system of these spaces. We have looked into the best plants, bikes, fan paper towel dispensers, etc., for the spaces to meet the unique needs of the users. These little details took time to figure out but we have got as many things figured out as we can. From here we can only make positive changes and suggestions. We have written all of this information down in a manual, and have a recorded history of our whole process on a ONE DRIVE folder. (see attached appendices for link).

One challenge with the project is coordinating so many diverse aspects of the project with so many different and diverse groups of individuals. It would have been great to have another dedicated collaborator or department staff to assist. It is just a lot of work to figure out how the university works and implement something that includes many more details than meets the eye.

Another challenge was finding the time to push the project forward, since it was view as a "side" project from Health Services instead of a priority one that was worth investing personnel resources into. I believe that this is an institutional culture issue.

One other key success was the involvement of software engineering students (firstly though an engineering challenge). One student Muhammad Sumbal persisted with the creation of a data collection device that is embedded into 4 of the bikes. Now there are two class projects that are being done on improving the device and also creating a website to

hopefully show live updates of bike usage and as a way to see which bikes are currently in use across campus. Success is not guaranteed, but learning certainly is.

4. What key points of advice or *lessons learned* would you give to other SPF teams either regarding your experience managing your project or the project itself?

(Unlimited characters, suggested minimum ½ page or approximately 250 words)

Now that things are wrapping up I would work harder at getting a few more founding partners involved; people who will oversee the completion of the whole project from the beginning and who are personally invested in its success. Throughout, we have kept a small and nimble team of people involved, to keep decision-making quick while also doing consultations. I would perhaps get an entire department involved, along with a core teammate, so that a project could be part of the department's mandate so that we could double up on its resources. For example, we have someone in health services who can send in expense reports but not for this project, so we had to learn from scratch and do something ourselves which was less efficient. I also regretfully did a lot of this project off the side of my desk. Supervisors are pleased with it but are happy to see it accomplished most, if it does not impinge on other goals of my job. I have learned that if I am to supervise people and I want to support them in doing a project I will have the leadership to ask them how I can help, or ask them what it is that they need.

Do get everything in writing; especially with regards to money.

Volunteers DO take time to coordinate. Students get busy and volunteering will take a back seat, understandably.

Be flexible with your time lines. If you are asking for assistance or help on a project from another department or person, expect them not to be able to deliver right away.

There will always be things that you did not know that you needed to purchase. For us it was things like extension cords, hiring movers, renting rooms, and decals, which we had no idea we would need to purchase along the way. Make some flexibility in your budget, if possible, and ask for more rather than less.

Ask lots of questions regarding hiring people and also how to make purchases. Find someone in McGill who knows how all the systems work before you start your project. Not all the processes here are common sense, so do ask to get a sense of how to go about many details of your project. For example, you cannot purchase food from any one, due to McGill Procurement rules. Show your project plan to people who have done projects before and they can let you know if they have any advice.

Lastly pair with people who have strengths in your area of weakness.

Don't skip the consultation process. People need to feel consulted about what changes you will make to their environment, in order for them to embrace it. They will also give you invaluable advice and insights about what to expect.

5. What recommendations do you have for the future of this project to be continued and are there any opportunities for complementary projects? Who will take responsibility for the project's future and how can interested persons be in touch? The SPF team will also be in touch with this contact for updates on the project's progress in coming years, if ongoing.

(Unlimited characters, suggested minimum 1 paragraph)

We are innovatively addressing the most pressing needs of students in a research-based, norms-challenging way. This readily contributes to the wellness strategy that is being created for the university and also assists with the mission of the University to educate students as exercise assists with learning. If successful, this project could be a catalyst for culture change surrounding health solutions, mental health, space design and university services. We are using

behavioral insights to try to make it easier for people to take active breaks. If they do, we will ultimately have a healthier community.

The school looks very progressive with this project. I recommend that a project management position be created with 6 hours a week dedicated to the spin bike gardens for upkeep, communications, data collection and analysis, with additional caretakers for each space.

Louise Lockhart who has coordinated the project thus far will be the contact person in the coming year, with understanding of the project being slowly handed off to others over the next year.

For the first semester, only paid employees assisted with the project, plus a small handful of committed volunteers. This will allow us to see what happens organically with the SBG's and the community. We record all comments in an online database and listen to advice from the caretakers about how the spaces should be promoted in the future.

Research from the Kinesiology Department, under Dr. Lindsay Duncan, has been carried out through student honors work. Two honors theses have been written to date, on the spin bike gardens, by different students who are gaining research experience. Nothing published yet.

Assessment services of Student Services has come on board to help assess the value and usage of the spaces as well, from a more practical perspective rather than publishable research perspective.

The Communications Director of Student Services has also pitched in to assist with communications. In the long run having this project reside under the responsibility of Healthy McGill, and the Communications Director, for maintenance and upkeep sounds like a good fit. Any extra student research can happen as people want.

I recommend having an open data policy as the default for anonymous data on this project. The more that we can give people to utilize their data analysis skills that they are learning and measure the impact of this initiative, throughout a behavioural insights lens, the better.

I recommend a much more robust communication campaign university-wide directed at both staff and students. We are in a good position to talk about the importance of exercise for mental health, even in short bursts, since we have already provided infrastructure to facilitate this behaviour adoption.

If future spaces are to be put up by other buildings, I recommend that they maintain some similar branding and minimum standards of space design to instill reliability for users as to what to expect from spaces. This should include a nice view to the outdoors, some privacy, and a fan.

6. Would you or your project team member(s) be willing to serve as a mentor to SPF project teams? Please choose one. If yes, SPF Staff will contact you with more information. (800 characters maximum)

Yes No

7. In your application, you listed the following sources of funding: We have had an initial meeting with the Deputy Provost regarding The Innovation Fund, and several McGill Student Services are willing to allocate small portions of their budgets. The Mary Brown Innovation Fund is also being considered as a potential source of funding. In addition, sponsors of individual bikes or stations such as by clubs or faculties could be encouraged.

Please confirm if you received this funding in the space below. In your response, please list the actual amount (in dollars) that you received. Note: If you received funding from a McGill Department or Unit, please attach a letter from its Financial/Budget Officer confirming the actual amount of support.

(1,800 characters maximum)

From the Student Services Innovation fund, which has since been disbanded (I had thought) we received 20262\$. We went over that budget by about 1000\$.

For the inaugural year, from Student Services, we have received a budget to used of 4000\$. This will cover one caretaker for one hour for each space for the first year. Money for additional media and also last minute moving and other supplies if there are things that come up that we did not think of.

8. Did you purchase equipment or make an installation on campus? Yes No

If yes, please briefly describe how these items will be maintained and used in the future.

(1,800 characters maximum)

We have set up 4 spin bike gardens

Brown Building 4th floor - one total body trainer which is good for folks with lower body injuries (small SBG space)

Trottier 5th floor computer lab - two spin bikes

McIntyre 3rd floor outside Osler library - Two spin bikes and stretching area with yoga mat

Redpath Library 1st floor group study area - Two spin bikes

Each building has a building director OR an employee who is in contact with the Spin Bike Garden team coordinator. Each building will advertise it on their own website or faculty page with a media package that has been given to them. Supplies for restocking the cleaning equipment is being kept in the Brown building for the moment and will be accessed by the care takers during caretaker meetings. Each space has a bench that contains the needed equipment for space upkeep.

Cleaning staff in each building will have to be reminded to vacuum around the bikes and coordinated with from time to time to have bikes moved before vacuuming. Cleaners in all buildings are responsible for cleaning the floors.

For now the Caretakers and all the spin bike caretakers will be managed centrally through student services with Louise Lockhart doing most of the coordination for this for the first year with STRONG push to have this project to be supported by either student services or another department as of May 2018. Discussions as to how to get this to be accomplished have begun and Student Services, is so far proud to be a stakeholder. Faculties of OT/PT, Nursing, Kinesiology, Medicine, and also the WELL office are all informed of the project and are supportive in theory, but they may be another area to approach in the coming months to secure long term support, should Student Services not be willing to continue its involvement.

9. The following Key Success Indicators were indicated in your project application and selected for tracking. Please indicate the actual results that you have achieved in the “Actual” column.

Selected Key Success Indicators	Target	Actual
Between January and April 2017, at least 90 individuals (staff or students; 5 individuals x 18 weeks) use each of the five sites, for a minimum of 450 users over the semester for all sites. (Provide your recording methodology in appendix)	450	?
10 new cardio tools in place for use, all surrounded by calming plants. (Attach pictures of the five sites in an appendix.)	10	7
One manual created for long-term maintenance of sites, including details about policy, procedures, and maintenance training, as well as three responsible employees for the next five years. (Attach manual as an appendix).	1	1

If there is a significant difference in the target numbers and the actual numbers achieved, please explain. If you have any additional information to share about these success indicators, please also include it below.

(1,800 characters maximum)

10. Please report on your results for the standard SPF Key Success Indicators in the “Actual” column.

Standard SPF Key Success Indicators	Actual #
# of volunteers directly or indirectly engaged in the project	50
# of people (student, staff, or other) trained in the context of the project	13
\$ raised for project activities subsequent to SPF funding	\$24,000
# of partnerships or collaborations developed between the project team and other McGill administrative units, student groups, community groups, other universities, and/or other groups/organizations.	8

Regarding the last Key Success Indicator, please list the groups and/or organizations that you counted.

(Unlimited characters; point form acceptable.)

Partnership with 5 different buildings, plus kinesiology department for research, facilities (notably the SE sector who did carpentry and lots of problem solving for this), and Student Services.

If you have any additional information to share about the Standard SPF Key Success Indicators, please include it below. (1,800 characters maximum)

11. Please indicate the McGill stakeholder groups that were involved with your project as a team member or collaborator/partner. Choose all that apply.

- Undergraduate
 Postgraduate
 Administrative Staff
 Academic Staff
 Alumni

12. Please rate your project team’s overall satisfaction with the support provided by the SPF Staff. Choose only one response.

- Very Dissatisfied
 Dissatisfied
 Neither Satisfied Nor Dissatisfied
 Satisfied
 Very Satisfied

13. Please provide any feedback or recommendations regarding your team’s experience with the SPF.

(Unlimited characters, suggested minimum 1 paragraph)

I appreciated when the SPF administrator let us know what support they could provide ahead of time so that we knew that we could lean on them for that.

An occasional letter to leaders of the department that are working on the project to offer external validation might assist with fostering more pride from leaders who are not directly involved with the project but who influence the resource allocation with regards to a project.

We had a check in meeting with two people from SPF and the MOOS office one day and they checked in on how the project lead was doing personally with the workload of the project. That was a very impressive thing to do and exemplary of keeping wellness at the forefront of sustainability. That, I find is a very rarely done thing at our institution, except by the wisest of leaders.

14. If there is additional information you would like to share about your project, please use the field below.

(Unlimited characters)

I have learned an incredible amount doing this project, be it from a general idea of how things change at an institutional level, to how to use excel better and how to write a proper job description. The project took much longer than expected as it was a secondary responsibility to regular work, but McGill has been an excellent place for this learning experience. No one was harmed by things taking longer than anticipated.

15. Has involvement in this SPF project positively impacted your team in the area of professional growth?

Please choose one. If you would like to elaborate, please use the field below. (800 characters maximum)

- Yes No Prefer Not to Share

All those involved with the project have worked in an interdisciplinary way and that has been an excellent experience for all; nurses, and occupation therapists, with carpenters, with designers, with researchers, with building directors, etc. We have all had the chance to aquire practical skills as well, be it better user experience thinking, or learning to use our email better and coordinate meetings and excellent record keeping.

16. Has involvement in this SPF project positively impacted your team in the area of personal growth?

Please choose one. If you would like to elaborate, please use the field below. (800 characters maximum)

- Yes No Prefer Not to Share

I have learned more about what my skills and weaknesses are and thus can pair with people appropriately in the future to complement my strengths.

17. Which of the following skills or attributes has your team improved through involvement in your SPF project? Choose all that apply.

- | | | |
|--|--|--|
| <input checked="" type="checkbox"/> Budgeting | <input checked="" type="checkbox"/> Networking | <input checked="" type="checkbox"/> Systems Thinking |
| <input checked="" type="checkbox"/> Communications | <input checked="" type="checkbox"/> Planning | <input type="checkbox"/> Teamwork |
| <input type="checkbox"/> Conflict Resolution | <input checked="" type="checkbox"/> Problem Solving | <input checked="" type="checkbox"/> Technology |
| <input type="checkbox"/> Leadership | <input checked="" type="checkbox"/> Project Management | <input checked="" type="checkbox"/> Time Management |
| <input type="checkbox"/> Listening | <input type="checkbox"/> Public Speaking | <input type="checkbox"/> Writing |
| <input type="checkbox"/> Mentoring | <input checked="" type="checkbox"/> Stakeholder Engagement | <input type="checkbox"/> Other (Please specify in the field below) |
| <input checked="" type="checkbox"/> Negotiating | <input checked="" type="checkbox"/> Stakeholder Identification | |



Other: I think that we could still improve a lot in the negotiating and stakeholder engagement categories.

18. Since starting your SPF project, has your team improved its knowledge of sustainability?

Please choose one. If you would like to elaborate, please use the field below. (800 characters maximum)

Yes No Prefer Not to Share

Every single decision that we have made in this project we look at through a lens of sustainability. The one exception that I would do a much better job at is sustainability of work loads. I would have ideally gotten more employees from my department involved to assist with moving the project forward.

19. (Optional) If applicable, please list the total number of team members voluntarily self-identifying as members of marginalized communities: 9 of the 13 people most familiar with the project.

Please identify the represented communities below. (e.g. women, Indigenous people, people of colour, LGBTTTQI, student parents, members of ethnic minorities, immigrants, people with disabilities)
 (1,800 characters maximum)

Women, people of colour, LGBTTTQI, student parents, members of ethnic minorities, immigrants.

Thank you for completing your Final Report!

Please e-mail your report to the [SPF Staff](#) attaching any additional information that you would like to share about your project (e.g. other reports, research, documents, photos, etc.). Please note that this Final Report will be shared publicly on your SPF project's webpage.

Appendix: Photos of locations 2018

Note: some details of the spaces have been improved, or adjusted.

Trottier:



Redpath Library



McIntyre:



Brown Building:

