Charity Bicycles Service Worksheet

W.O.#/Destination: _____ **Tech(s):** _____ **Date:** _____

Brand/Model/ Color/Wheel Size: _____

Initial Concerns: _____

Performance & Safety Checks: **Notate defects on steps 1 through 12** *before* **proceeding with repairs.** (Only write your initials in the *Pass* section upon completion of Step 1 thru 12.)

<u>Pass</u> <u>Fail</u>

1. ___ ___ Remove seat post, clean, lightly grease & reinstall. Evaluate saddle, align and torque.
2. ___ ___ Steer tube runout → Loose or binding? _____
3. ___ ___ Frame condition → Bent, rusty? _____
4. ___ ___ Inspect tires: Worn/Dry rot? Bead seated? Inflate to spec.: _____ psi.
5. ___ ___ Front and rear wheel hub → Loose or binding?_____
6. ___ ___ Bottom bracket → Loose or binding? _____
7. ___ ___ Pedals → Condition? Loose or binding? _____
8. ___ ___ Gear cassette(s) condition: _____
9. ___ ___ Freewheel function → Minimal resistance while backpedaling.
10. ___ ___ Wheels & Spokes: Missing, loose, broken? Trueness: < ±1.5mm lateral runout? _____
11. ___ ___ Derailleur(s) alignment → Straighten bent rear derailleur with DAG tool.
12. ___ ___ Chain condition and stretch → If <0.5% good. If >0.75% replace.
    If > 0.5% <0.75% call customer to inquire if they ride >500 miles per year.
13. ___ Clean chain with Park Tool washers. *See instructions in the box of cleaning supplies.*
14. ___ Clean bike frame, saddle, derailleurs, crank, wheel rims, etc.
15. ___ Air still in tires? Replace tube(s) if losing air. _____
16. ___ Wheels centered in frame.
17. ___ Hub skewers or nuts → Proper function & torque.
18. ___ Check cables and housings for binding and deterioration. _____
19. ___ Lube cables, brake bushings, derailleur(s) pivots and kick stand with TriFlow.
20. ___ Brakes: Pad alignment and adjust for proper function → **Clean rims with alcohol first.**
21. ___ Derailleur(s) and shifter(s) function. Adjust as necessary. _____
22. ___ Kickstand → Align and torque. Install one if not already in place. _____
23. ___ Reflectors installed → On front, rear and spokes. _____
24. ___ Stem riser and handlebar → Align and torque while on ground. _____
25. ___ Brake levers → On same plane and positioned for ease of use. _____
26. ___ Test ride bicycle. _____
27. ___ When completed, fill in the *Completed By* and *Date* section below **and…**
    *Use **green** Sharpie to initial back of Traveler Tag **and…***
    Place this form with clipboard onto the bike handle and clip yellow ribbon onto bike.

Part Name, Part Number, Price & Quantity: _____

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