

MECHANIC'S BIKE REPAIR CHECKLIST

freewheelshouston

- ✓ Review safety procedures before beginning repairs
- ✓ Bikes will not be cleared for distribution until checked by authorized senior mechanic
- ✓ Find torque specs in *Park Tool Big Blue Book of Bicycle Repair*

FW BAR CODE NUMBER:
DATE IN:
DATE OUT:

Checklist revised 01/09/2020

INSPECTION/REPAIR ITEM RECOMMENDED SEQUENCE	Initial/date		Repair notes	Final OK
Clean and visually inspect bike including frame, fork and bottom bracket				
Seatpost: Check for minimum insertion; torque binder bolt to spec				
Saddle: Check for alignment using seat level; clamp bolts torqued to spec				
Suspension fork and rear shock sliders: wipe clean and lubricate				
Headset: Inspect externally for bearing condition, loose cups/races; adjust bearings properly				
Handlebars: Inspect for damage and proper alignment				
Stem: Inspect for proper alignment; all bolts torqued to spec				
Quill stem: Inspect for proper insertion depth; correct if necessary				
Adjustable-angle stem pivot and fixing bolts; torque to spec				
Racks, fenders and other accessories: Check for security and alignment				
WHEELS	Front	Rear	Repair notes	Final OK
Tires: Inspect for dry rot, tread wear, damage, proper mounting, inflation				
Wheels: Inspect for overall condition; spokes/nipples/rims inspected for damage or corrosion				
Hubs: Inspect for bearing or axle damage; adjust hub bearings properly				
Disc brakes: Inspect pads and rotors for wear, damage and contamination				
Wheels: True laterally to 0.5 mm				
Wheels: Install properly, centered in dropouts and secured				
SHIFTING	Initial/date		Repair notes	Final OK
Inspect rear derailleur and hanger for wear, damage, bent hanger and to ensure they are properly secured				
Inspect front derailleur for wear and damage and to ensure it is properly secured.				
Derailleur cables/housing: Inspect for wear, corrosion, kinks, damage				
Rear derailleur hanger: Aligned properly				
Rear derailleur: Installed properly with mounting bolt secured				
Rear derailleur: Pivots, springs, pulleys and adjusters lubricated				
Front derailleur: Properly installed (height and rotation), mounting bolt secured				
Front derailleur: Pivots, springs lubricated				
Shift lever system: Check to ensure system is properly secured and lubricated as necessary				
Cables: Lubricated wherever they contact housing or guides				
Adjust derailleur limit screws				
Adjust derailleur indexing and secure cable pinch bolts				
Properly finish and cap cables and housing				

DRIVETRAIN	Initial/date		Repair notes	Final OK
Inspect freewheel/cassette for wear or damage				
Inspect chain for correct length, wear, damage and stiff links; clean and lubricate properly				
Inspect crank arms and chain rings for wear or damage and torque properly				
Inspect bottom bracket for bearing damage, wear and symptoms of loose cups; adjust if necessary				
Inspect to ensure pedals are properly installed and tightened				
Ensure freewheel/cassette is properly installed				
RIM BRAKES	Front	Rear	Repair notes	Final OK
Inspect brake calipers for damage, worn or binding arm pivots and proper return spring function				
Inspect brake pads for wear				
Inspect brake cables and housing for wear, corrosion, kinks or damage				
Brake caliper mounting hardware tightened				
Brake arm pivots lubricated				
Brake arm pivots adjusted to eliminate play or binding; pivot hardware secured				
Brake levers aligned, mounting hardware tightened				
Cables lubricated wherever they contact housing or guides				
Brake pads aligned to rim				
Calipers centered to rim				
Cables adjusted/pad clearances set, cable pinch bolts secured				
Cables and housing properly finished and capped				
DISC BRAKES	Front	Rear	Repair notes	Final OK
Brake cables/housing inspected for wear, corrosion, kinks, damage				
Disc brake rotor mounting hardware torqued to spec				
Disc brake rotors trued if necessary				
Calipers properly aligned, mounting hardware torqued to spec				
Cables lubricated wherever they contact housing or guides				
Cables adjusted/pad clearances set, cable pinch bolts secured				
Cables and housing properly finished and capped				
COMMENTS				
Every repair job will be followed by a complete test ride.				
ENHANCEMENTS (after final inspection)				
Install lights or reflectors				
Apply Freewheels Houston sticker				
Prepare bag with lock, pump, flat kit				