

# Bicycle Repair Checklist

Number

Make \_\_\_\_\_ Model \_\_\_\_\_ Type \_\_\_\_\_ Color \_\_\_\_\_

Serial Numbers \_\_\_\_\_ Date \_\_\_\_\_

Inspected by \_\_\_\_\_ Bike Mechanic \_\_\_\_\_



## Frame & Fork

Frame: Dents - Cracks - Bends - Bulges - Blistered paint - Rust - Derailleur hanger - Split chainstays  
Fork: Twisted blades - Bent tube - Bends - Blistered paint - Expanded dropouts  
Seat post: immoveable



## Bottom Bracket, Cranks, & Pedals

BB: Bearing play - Missing lock ring -- Missing keyed washer - Bearing retainer reversed - Worn cups  
Worn bearings - Worn cones - Dirty or sticky or no grease  
Crankarms / Chainring: Crankarms bolts loose - Chainring teeth bend  
Pedals: Cross threaded - Securely fastened - R/L interchanged



## Front Hub

Locknut missing - Locknut loose - Bearing play - Bent Axle - Axle threads mashed  
Axle cut - Axle nut wrong thread pitch - Worn cups  
Worn bearings - Worn cones - Dirty, sticky or no grease



## Rear Hub

Locknut missing - Locknut loose - Bearing play - Bent Axle - Axle threads mashed  
Axle cut - Axle nut wrong thread pitch - Worn cups  
Worn bearings - Worn cones - Dirty, sticky or no grease



## Freewheel or Cassette

Pawls inoperable - Worn, bent or snapped teeth - Loose cogs - Dirty



## Headset

Worn cups - Worn bearings - Worn cones - Dirty, sticky or no grease - Bearing play  
Bearing retainer reversed - Bearing pressed into cup - Lockring loose



## Front Rim & Tire

Tire / Tube: Underinflated - Valve stem angled - Bead unseated - Valve cap - Rotted tire -  
Tire backwards - Worn tire - Schrader valve stem core loose  
Rim: Worn, bent or cracked - Bent, loose, missing or cut spokes - Lateral tru - Vertical tru  
Wheel: Wheel off center - Safety catch washer missing - Quick release open or loose - Axle nuts loose



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## Front Brakes

Pads: Worn - Glazed - Hard - Off center - Spring tension - Toe-in - Missing or misplaced washers  
Cables /Housing: Cable cap - Rusted - Cracked or bent housing - Wrong housing (gear) - cable length  
Lever position



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## Chain

Lubricate - Clean - Rusted - Tight links - Worn - Cracked links - Twisted - Wrong chain - Length



## Front Derailleur & Cable

Limit screw settings - Loose cable - Frayed cable - Corroded cable - Bent cable / housing  
Ferrules - Cable caps - Barrel adjustment - Worn blades



## Rear Derailleur & Cable

Limit screw settings - Loose cable - Frayed cable - Corroded cable - Bent cable / housing  
Ferrules - Cable caps - Barrel adjustment - Broken or worn jockey wheels



## Handlebars, Stem, Grips, & Levers

Bar end plugs - Loose grips - Loose stem (quill) - Stem height - Levers secure



## Seat & Seat Post

Post: Safe height - lubricated                      Seat: Intact cover - Secure



## Reflectors

Silver front - red rear - front wheel - rear wheel

**Disclaimer and Release – Condition of Bicycle**

*Community Bicycle Center*

By signing below, the recipient (“Recipient”) acknowledges the receipt of a bicycle (“Bicycle”) from the Community Bicycle Center (“CBC”) or City of Biddeford (“City”) and hereby also acknowledges that the Bicycle is accepted in an “as is” condition with no warranties, expressed or implied, regarding the condition of the Bicycle. Recipient acknowledges that the CBC or City acquired the Bicycle from an unknown source, and that, although reasonable efforts have been used to ensure the Bicycle is in working order, no guarantees, representations, or warranties have been given to recipient regarding the safety or other condition of the Bicycle. Recipient further acknowledges that no guarantees, representations or warranties have been given to Recipient with regard to the existence or adequacy of any features on the Bicycle that would render the Bicycle fit for night riding. Recipient hereby fully and forever waives any and all claims against the CBC and City, its agents, employees, representatives, officials, and insurers from any and all liability that exists or may arise in connection with the use, safety instruction received, or operation of the Bicycle. By signing below, the signatory certifies that he/she has the capacity and/or authority to sign the document.

**Bicycle Safety Helmet**

**Owns Helmet Y N    Offered Helmet Y N    Accepted Helmet Y N**

- ( ) The recipient has shown you that he/she knows how to properly put the helmet on.
- ( ) The helmet fits comfortably, snugly, and properly on the recipient’s head.
- ( ) The recipient has been seen putting on, latching, and unlatching the helmet without help.

Size: \_\_\_\_\_ Color: \_\_\_\_\_ Brand: \_\_\_\_\_ Manufactured Date: \_\_\_\_\_

Recipient Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Age: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Parent/Guardian: \_\_\_\_\_ Signature: \_\_\_\_\_

**Please ride your bike SAFELY AND PREDICTABLY – always wear a helmet, wear your helmet properly, keep your bike maintained in safe working condition, wear safe cycling clothing, and ride your bike according to the Rules of the Road.**