OHIO CITY BICYCLE CO-OP

Safe & Reliable Derailer bikes **STOP-CHECK** for mechanics and apprentices

Done by: _____ **Checked by:** _____

Date: 2020/ /

Make: _____

Model: _____

S/N: _____

ST: cm **Standover** (at forward crankarm) **. inches**
TT: cm

Wheel size: _____ BSD: _____

Tag # _____

S&R bikes *should not* need components replaced, or need frame/fork work, but be alert for things missed in triage, esp. any "fatal" problems (e.g. bent rear derailer hanger). **Replacement tubes, reflectors, grips, seat, pedals etc needed are noted below for parts supplied.**

Bike Prep

□ Install seat and pedals, if provided
□ Check Prep done (seat/steerer tubes lubed, S/N etc. correct), chain passes .75 test, seat post at min. insert
□ Lube and tighten seat binder bolt or quick release
□ Ensure seat mounted securely & at proper angle
□ Clamp bike in stand by seatpost

Bottom Bracket

□ Remove wheels from bike
□ Drop chain off rings to rest on bottom bracket shell
□ Check bottom bracket turns smoothly, no excess play
□ Lube with oil on spindle; adjust if necessary
□ Check torque on crank bolts, BB lockring or nut, chain ring bolts, pedals

Stop for Bottom Bracket Check
(tend to wheels while waiting)

BB adj./Locknut/Pedals/Cranks Rings tight-true
Staff Initial:

Notes, form edits:

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_____
_____
_____

Wheels

□ Check rim for cracks, rust, burrs, protruding spokes
□ Check rimstrips, tubes & tires (**do not inflate yet**)
□ Check axle cones for play. Adjust if needed.
□ True wheels (Lube spoke nipples if needed)
□ Clean rims

Stop for Wheel & Rimstrip Check
(clean bike frame while waiting)

Cones adj./Locknuts tight/Spoke tension/Nipple condition/Rims true, clean, smooth/Rimstrip sound, seated
Staff Initial:

Clean and lube bike with wheels out

□ Clean and lube all parts (except chain, to do later)
□ Remove unneeded accessories: old mounts, etc.
□ Install grips/plugs if provided.

Check & Lube Brake Cables

□ "Snap" test brake levers for smooth movement
□ If hard to operate, look for obvious problems, e.g. kinks, rust or fraying: **stop work if replacement is needed.**
□ Pull brake cables out of cable stops to release tension
□ Check barrel adjusters move freely, set all the way in
□ Add drops of oil into cable housings
□ Check brake levers are secure, set at correct angle
□ Calipers mounted securely without excess play
□ Lube brake levers and calipers
□ Put all cables back into place
□ "Snap" test for smooth movement
□ Reset quick releases and/or re-tension brake cables
□ File pads to clean or replace if worn or contaminated

Stop for brake cable/pad check
(tend to tires and tubes while waiting)

Brake cables operate smoothly; sound and long enough Brake levers, calipers secure. Pads clean or replaced.
Staff Initial:

Notes, form edits:

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Replace wheels & Clunk Test

□ Inflate tires: valves straight, tires seated, chevrons fwd.
□ Replace wheels fully in both dropouts: ("walk-up" nutted axles to ensure both wheels seated correctly)
□ Remove bike from stand for "clunk test" (Q/R axles)
Stop for "clunk test" Check

Tires seated, directional, inflation; Wheels seated, secure. Single speed chain tension.
Staff Initial:

Adjust Brake pads

□ Put bike back in stand
□ Correct pad alignment: hits rim flat with correct toe-in angle; **no part extends above or below rim**
□ Ensure pads secure: can;t be twisted by hand counter
□ If cantilever, that arms are vertical with brakes applied
□ Brake pad posts are horizontal with brakes applied
□ Both arms move equally and both pads hit rim together
□ If disk, rotor true; piston hits disk first.
□ Pads are centered, not rubbing rim or disk
□ Adjust cable length at anchor so levers travel ~ ½ of range, but do not touch grips when squeezed hard
Stop for brake adjustment check

Pads secure, aligned, centered, toed in. Arms vertical. Levers do not touch grips.
Staff Initial:

Check & Lube Shift Cables

□ Test shift levers for smooth movement
□ If hard to operate look for cable problems, e.g. routing, kinks, rust or fraying.
□ Pull der. cables out of cable stops to release tension
□ Add drops of oil into cable housings
□ Put all cables back into place
□ Test for smooth movement

Chain & Derailleurs

□ Check front and rear derailleur alignment
□ Tighten derailleur mounting bolts
□ Oil chain. Check chain for wear or replace if provided
□ Check for correct operation of each derailleur
□ Check that limit screws are set correctly. Double check rear low limit.
Stop for Shifter/Derailleur Check

Der. alignment, cables, mounts, limits, index
Chain clean and lubed, not too worn
Staff Initial:

Headset

□ Remove bike from stand
□ Check that headset turns freely with no excess play
□ Lube with oil in races: adjust headset if necessary
□ Tighten headset locknut
□ Tighten handlebar stem
□ Check handlebars and levers are secure, at correct angle
□ Install and tighten reflectors
□ Check seat and post are secure
Stop for Floor Check

Headset adj, locknut, bars (clamp gap), stem, grips, reflectors, pedals, seat,
Staff Initial:

Test ride, checking:

derailleur limits and indexing with pedal load
brake power, no squeal
drivetrain wear: pedal hard in the most-used gears
fork alignment: ride no-hands
feel for bent pedals

PARTS USED (new) and/or DISCLOSURES:

□ Tube (new) _____
□ reflectors F R
□ grips □ plugs
□ seat
□ pedals
□ Tire _____
cables (new) _____
□ Rim strip □ Velox (new)
□ Brake pads _____
□_____
□_____
□ Acceptable bearing wear on _____
□ frozen spoke nipples (x on rim)
□ non-critical frame damage _____
□ Chain fails .5 test Other_____

Notes:

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