

Start Date: _____

NAME _____

Class _____



Bike Build Sheet for Build-A-Bike and Earn-A-Bike

Legend:

✓ Task Completed
 OH Overhauled
 AD Adjusted

OK! Inspected – no service required
 R-N Part replaced with NEW part
 R-U Part replaced with USED part

1. Frame and Fork

Inspect for damage (cracks, dents, bending) _____
 Wipe Clean _____

Front **Rear**

HUB: Check for smoothness + play _____
 adjust/Overhaul as necessary _____

2. Seat Post

Remove, clean, and grease _____
 Reinstall @ min. Insertion point _____
 Tighten clamp bolt or QR _____

RIM: Wipe clean of dirt/grease _____
 Lubricate nipples + Adjust spoke tension/
 true as good as poss. _____

3. Stem

Remove, clean, and grease _____
 Reinstall @ min. Insertion point _____
 Straighten and tighten stem bolt _____

9. Brakes

Front **Rear**

Check, clean, lubricate calipers _____
 Check, clean, lubricate levers _____
 Check, adjust/replace pads _____
 Check, adjust/replace cables+housing _____

4. Bottom Bracket

Clean + grease/Repack as necessary _____
 Test for smoothness + play _____
 Adjust + Lock lockring _____

10. Drivetrain

Clean and assess:
 - **gears** (damaged/worn out cogs) _____
 - **derailleurs** (springs/missing parts) _____
 - **chain** – check for wear/damage
 proper length + lubricate. _____
 Check and adjust limit screws _____

5. Cranks

Clean + assess cranks (damaged/worn teeth) _____

6. Headset

Clean + grease/Repack as necessary _____
 Test for smoothness + play _____
 Adjust + Lock locknut _____

11. Shifters and Cables

Check shifters for function and
 compatibility _____
 Check, adjust/replace cables+housing _____

7. Tires and Tubes

Inspect Tires for damage + wear _____
 Inspect tubes and rim tape for damage _____
 Inflate to & note recommended pressure _____

12. Check and replace ergonomic parts:

Saddle – check for rips, bent rails, etc. _____
 Pedals – check for damage + smoothness/play _____
 grips/bar tape – check for rips, wear _____

8. Wheels

Front **Rear**

Check rim for cracks/dents/wear _____
 Check for damaged/broken spokes _____

13. Install Bell! _____

14. Safety Checks:

ABC + D Check

Air in Tires _____
Brake Check _____
Chain _____
Drop Check _____

Bolt Check _____

Ensure all nuts and bolts affixing parts to the bike are TIGHTENED
(axle nuts, stem bolt, seatpost bolt, brake bolts, brake lever clamps, etc.)

15. Adjust Bike Fit and tighten clamping bolts:

Seatpost height _____
Saddle position _____

Stem Height _____
Handlebar Position _____

Safety Check Completed by Mechanic Date _____ Initials _____ (Instructor/Lead Mechanic)
Handling skills + group Ride Completed Date _____ Initials _____ (Instructor/Ride Coordinator)

Received Helmet, Lights and Lock _____

Complete 2-V-1 Helmet lesson and fit check with instructor _____