

# Bike Intake Form

Date: \_\_\_\_\_  
\_\_\_\_\_

Volunteer: \_\_\_\_\_  
\_\_\_\_\_

Serial No: \_\_\_\_\_  
\_\_\_\_\_

Colour: \_\_\_\_\_  
\_\_\_\_\_

Initial Assesement		
Assess for quality and check frame for signs of damage		
Repair	OR	<input type="checkbox"/>
Breakdown for Parts		<input type="checkbox"/>
Keep Frame		
Y / N		

## Tune Up

Tick first box if ok, second if repair is needed, third when repair has been completed. If in doubt please consult a core mechanic.

### Seatpost

Correct Size/Moves easily

### Stem

Secure/Aligned Correctly

Not above maximum height

### Headset

Moves Freely/No play

Locknut secure

### Handlebars

Positioned correctly

Check for damage

### Bottom Bracket

Cup +locking secure/No play

### Rear Wheel

Replace wheel

Y/N

Rim true/not worn

No broken spokes

Tire not worn or cracked

Hubs adjusted & greased

### Front Wheel

Replace wheel

Y/N

Rim true/not worn

No broken spokes

Tire not worn or cracked

Hubs adjusted & greased

### Brakes

Check cable +housing, brake pads, secure + adjusted

Front

Back

### Rear Derailleur

Check condition inc straightness

Replace if necessary

Check/replace cable

Check adjustment

### Front Derailleur

Check condition inc straightness

Replace if necessary

Check/replace cable

Check adjustment

### Cogs + Chain

Check cogs for wear

Check chain for wear + tension

### Pedals + Chainrings

Check rings for wear + secure

## Ready for Sale

Date

Price

Description

Core Mech Sig 1

Checked OK  Needs Repair  Fixed