Bike Edmonton Repair Checklist

Bike Brand_____ **Model** _____ **Colour**_____

Serial #_____ **Bike Index #**_____ **Estimated Start $**_____

Bike Builder / Volunteer - name & date bike worked on:

Preliminary Notes - special instructions / warnings, if applicable:

See '*Detailed Repair Checklist Methods*' document for detailed explanations of the following repairs.

Pre-Build Inspection - bike must be thoroughly checked to avoid unforeseen problems — initial

A1	seatpost correct diameter & not seized; seat tube round & not damaged; post greased	
A2	stem & handlebars not seized / bent; stem clamp size matches handlebar diameter	
A3	frame & fork alignment – check dropouts, stays, fork arms, etc.	
A4	no joint cracks/bulges; no serious rust/dents/abrasions; check for suspicious missing paint	
A5	required missing parts are available	

Wheels & Tires - wheels must be removed for inspection — initial

B1	hub & axle width matches frame & fork dropouts; QR axles don't protrude beyond dropouts	
B2	hubs adjusted correctly - turn smoothly; not loose / binding; repack if necessary	
B3	wheels laterally & radially true; dished evenly	
B4	no missing/damaged spokes or nipples; spokes tensioned correctly; rim & liner serviceable	
B5	tires serviceable & suitable for bike; seated & inflated correctly; valve 90° to rim & capped	
B6	wheels centred in frame & fork; wheel nuts / QR levers securely fastened	

Drivetrain & Shifting — initial

C1	Bottom bracket adjusted correctly - not loose / binding; repack / replace if necessary	
C2	Crank fits bike; chainrings serviceable & secured; crank secured to bottom bracket	
C3	Rear cogs serviceable; match hub, shifters & derailleur; suitable for bike & secured	
C4	Front & rear derailleurs suitable for bike; aligned correctly & secured	
C5	Chain serviceable - 12 link pairs < 12 1/16"; correct size & length; no kinks/bends; lubricated	
C6	High, low & body limit screws adjusted correctly	
C7	Shifters compatible with range & type of gearing; positioned correctly & secured	
C8	Shifter cables & housing OK; do not bind / bunch up; routed correctly; secured & capped	
C9	Shifting is responsive & accurate; chain does not rub in valid gear combinations	

Brakes - All bikes require 2 working brakes (fixed gear cog, coaster hub, etc. = 1 brake) — initial

rim	D1	Brake pads OK; centred on rim, positioned correctly & toed-in if necessary; secured	
rim	D2	Calipers secure & centred; pads contact rim at same time	
rim	D3	Related hardware (boots, noodles, straddle cables, etc.) OK & secured	
disc	D4	Disc brake pads OK; match calipers & rotor type; secured	
disc	D5	Calipers positioned correctly & secured	
disc	D6	Discs true & clean; secured to hub; correct size for caliper	
hub	D7	Other brake types (coaster, drum, roller, etc.) suitable, functioning correctly & secured	
	D8	Lever pull compatible with brake type; positioned correctly & secured	

Brakes - continued

		initial
D9	Brake cables & housing OK; do not bind / bunch up; routed correctly; secured & capped	
D10	Braking is responsive & even between left & right levers; brakes do not squeal / pulse	

Other

		initial
E1	Headset not loose / binding / indexed; repack / replace if necessary	
E2	Handlebars & stem aligned & secured; handlebars turn smoothly; all bolts torqued correctly	
E3	Pedals bearings not loose / binding; threads greased & secured to cranks	
E4	Seatpost & saddle positioned correctly (about bar height); post secured to saddle & frame	
E5	Saddle suitable for bike; positioned flat & spaced midway front to back	
E6	Accessories (fenders, rack, kickstand, etc.) functional; positioned correctly & secured	
E7	Bar grips / tape suitable for bike; in good condition	

Test Ride - this is an essential step

		initial
F1	Gears shift well under power; chain does not ‘skip’ / ‘autoshift’ / fall off	
F2	Brakes responsive & don’t squeel / rub (perform several panic stops)	
F3	Steering smooth; bike tracks straight (perform puddle test / no-hands test)	
F4	Bars, shifter & brake levers positioned & tensioned comfortably (consider likely buyer size)	
F5	No loose parts / rattly noises	

Concluding Notes - list any unresolved challenges / problems found during repair

Parts Used - list all new & NOS (new old stock) parts & significant used parts (wheels, cranks, etc.)

Part Description	Price Per Unit	Quantity	Entered In Square?

Keep checklist with bike until build is finished & double-checked.

Finished By: _____ Date: _____

Double-checked by: _____ Date: _____

Estimated Finished Price: _____

Builder Feedback - please be objective, constructive & clear; attach extra paper for longer feedback

Name & Date	Feedback