

REPAIR, RECYCLE, RIDE

A HOW-TO GUIDE FOR CREATING
COMMUNITY BIKE REPAIR SPACES



Ecology Action Centre



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Table of Contents

Introduction	2
What is a Community Bike Repair Space?	3
Why Cycling is Important?	3
Environmental Impacts	3
Health & Wellness	4
Gaining Support	4
Volunteer Recruitment & Management	5
Funding Opportunities	5
Space and Equipment Needs	7
Toolboxes	7
Shopping Resources	8
Repair Resources	9
Safe Cycling Education	10
Case Studies: Local Bike Repair Spaces	11
Case Study: Bike Again	11
Case study: Welcoming Wheels	11
Case Study: The Ecology Action Centre's Pop-Up Bike Hub	12
Case Study: The Ecology Action Centre's Pop-Up Bike Hub Mini	12
Conclusion	13
Appendix	14

Introduction

Welcome to “Repair, Recycle, Ride: A How-To Guide for Creating Community Bike Repair Spaces”. This guidebook is a resource for individuals and groups interested in establishing community bike repair spaces in Nova Scotia. Community bike repair spaces provide a welcoming and accessible environment for people to learn how to repair and maintain their bicycles, as well as connect with like-minded individuals who share a passion for active and sustainable transportation.

In this guidebook, we will provide you with the tools and resources needed to start a bike repair space in your community. We will explore the benefits of community bike

repair spaces and the positive impacts they have on health and wellness, the environment, and building community connections. Additionally, we will examine local case studies to showcase successful community bike repair initiatives and provide tips on gaining support, funding opportunities, volunteer management, and provide links to basic bike repair videos and resources.

Our goal is to inspire and encourage you to create a community bike repair space that will serve as a valuable resource for your community, and promote cycling as a sustainable, healthy, and fun mode of transportation. So, let’s start the process of repairing, recycling and, riding!





What is a Community Bike Repair Space?

A Community Bike Repair Space is a communal area where people can learn about bike repair and maintenance, and access tools and resources to fix their bikes. These spaces are typically run by volunteers who have a passion for cycling and want to share their knowledge and skills with others. The creation of these spaces can be inspired by the distance, lack of accessibility, and cost of bike shops and bike mechanics nearby. These spaces can be a much-needed resource that exists locally and provide access to these services for community members.

Community Bike Repair Spaces can take many forms, from a small room in a community center to a fully equipped workshop. As you'll see in the case study section, there are various ways to create spaces that are tailored to your community. The goal of these spaces is to provide an accessible and welcoming environ-

ment for people to learn about bike repair, maintenance, and safe cycling education. They often offer a range of services, from basic repairs and tune-ups to more advanced repairs. The range of services depends on the know-how of volunteers/personnel present. Overall, the spaces provide an opportunity to foster and maintain a culture of active and sustainable transportation.

In addition to bike repair services, Community Bike Repair Spaces often serve as a hub for individuals who cycle, providing a space to connect and share their experiences. These spaces can also be used for workshops, events, and other activities that support active and sustainable transportation.

Overall, a Community Bike Repair Space is a valuable resource for any community looking to promote cycling and support active and sustainable transportation. By providing access to bike repair tools, resources, and education, these spaces can help more people to choose cycling both recreationally and as a primary mode of transportation. ■



Why Cycling is Important?

Environmental Impacts

Transportation in Nova Scotia accounts for 30% of the province's Green House Gas (GHG) emissions¹. Encouraging more people to cycle, either as a primary mode of transportation or recreationally, can contribute to the goal of reducing GHG emissions from this sector and creating more resilient and sustainable communities. By increasing access to bike repair spaces and safe cycling education, we reduce barriers to cycling and encourage more people to choose cycling as an active and sustainable mode of transportation.

Health & Wellness

Cycling is a great way to integrate movement into your daily life. Nova Scotia's Let's Get Moving framework focuses on integrating active living into people's daily routines due to the rise of sedentary lifestyles within the province. Cycling for recreation or transportation is an accessible way to add daily movement and benefits both physical and mental health². It is a low-impact aerobic activity that is gentler on the body and reduces the risk of injury, increasing cardiovascular health. ■

¹ *Provincial and Territorial Energy Profiles, Nova Scotia, 2022*

² *Waygood, E.O.D., Friman, M., Olsson L.E., Taniguchi, A. (2017) 'Transport and child wellbeing: An integrative review', Travel Behaviour and Society, vol. 9, pp. 32-49*



Gaining Support

Engaging with the community is a crucial aspect of starting a community bike repair space. By having conversations with stakeholders, you can assess the resources your community already has and identify what is still needed³. Key conversations could include reaching out to bike shops, recreation centers, community-based organizations, and Mi'kmaq/Municipal Physical Activity Leaders (MPALs). These conversations can help determine whether this project is worth pursuing for your community and allow you to build the necessary networks and find support to succeed. By engaging with your community from the outset, you can ensure that your bike repair space meets the needs of the people it serves and becomes an integral part of the community's cycling culture.

Start off small! You can gauge the level of interest of such a space through

events like a bike training workshop, bike swap day, or yearly, monthly or weekly repair days. All this can help get the ball rolling and figure out what form of bike repair space would suit your community best.

Conducting a needs assessment is another valuable tool to identify the strengths and weaknesses of your community and determine the resources available to you. This analysis can help you develop new strategies and move forward with greater clarity and purpose. However, conducting a needs assessment may require significant time and resources from volunteers or staff and may not be feasible for all communities. If it is feasible for your community, a needs assessment can be a valuable step towards building a stronger and more successful bike repair space that meets the unique needs of your community.



Volunteer Recruitment & Management

Volunteer recruitment and retention is important for starting and maintaining a community bike repair space. The success of this space relies heavily on the time and contributions of volunteers. Volunteers bring their skills, knowledge, and enthusiasm to help others learn about bike repair and maintenance. Managing and recruiting volunteers is critical to ensuring that these initiatives can run effectively.

To start, it's important to identify the different roles that volunteers can play, such as bike repair technicians, greeters, educators, and event coordinators. Volunteers can also be recruited from a range of sources, such as schools, community groups, and local bike clubs. One effective way to recruit volunteers is to hold volunteer recruitment events or workshops, where potential volunteers can learn more about the program and the roles they can play. Social media, local community Facebook groups, and posters can also be used to spread the word and attract volunteers.

Once volunteers are recruited, it's important to provide them with adequate training

and support to ensure that they can effectively perform their roles. This includes training in simple bike repair and maintenance, safe cycling education, and safety procedures. Volunteers should also be provided with ongoing support, such as regular check-ins and learning sessions. The process may take a long time to establish. Another way to help get the space started is through dedicated personnel such as summer students, recreational centre program coordinators/managers, etc. Having dedicated personnel or support from staff such as summer students goes a long way in starting the space and allows you to build support for such a space in your community.

The transportation team at the Ecology Action Centre is happy to provide guidance and training to both personnel and volunteers.

Funding Opportunities

Starting a community bike repair space can seem like a daunting task, especially when it comes to finding the necessary funds. However, with careful planning and resourcefulness, it is possible to make your project a reality. Below are some tips to help you get started:



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- Identify the scale of your project and develop a budget. Knowing how much money you need is the first step towards finding it. Create a budget with all necessary expenses needed to get your project started, such as tools, equipment, rent etc.
- Find the money: Grants and donations are an important way to ensure the longevity of your project. Partnering with existing non-profits or other community-based organizations is a great way to help secure funding for your repair space.
- Cut costs and keep expenses to a minimum: There are many ways to save money, such as making your space volunteer-run, using second-hand tools, and using donated locations to host your repair space.
- Explore funding streams: There are many grants and funding streams available, at the municipal, provincial and national level. Here are a few to consider:

Grants to Consider

Active Communities Fund

Provides communities/municipalities opportunities to fund active transportation initiatives in Nova Scotia.

Community Transportation Grant

Supports communities with a portion of the operating costs of a community based, inclusive, transportation service.

Community Health Boards Grant Program

Supports initiatives that address population health or health-based approach to wellness in communities.

Recreation Community Development Grant

Supports community initiatives that promote recreation.

The Canadian Parks and Recreation Association grant - Reaching Each and Every One

Supports initiatives that are community-based interventions that seek to remove barriers to sport and recreation.

HRCE

Promotes various levels of programming in categories such as environmental and recreational initiatives.

Patagonia Grant

Supports projects working with underserved communities that focuses on programming and civic engagement.

Sport Fund - Equity, Diversity, and Inclusion

Supports projects that increase participating in community-based sport programming.

There are a variety of grants available to support funding for community bike repair spaces, ranging from recreation to health initiatives. While the list above is not exhaustive, it shows that funding is attainable for those interested in starting a repair space. Grants and donations can help cover equipment and supply costs, and even fund personnel such as summer students. ■



Space and Equipment Needs

Once you have identified your community's needs, you can best figure out what scale project will match your community's desired end goal. You will need adequate space and equipment to perform repairs and maintenance on bicycles. This may include a workshop space or a mobile repair station that can be set up in different locations.

Space

Identify your space needs based on the programming you plan to offer in your community. If the community repair space is only intended to provide access to tools, then your space needs are minimal. However, if your community space will also take in donated bikes (either for parts or to repair and gift), then you will

require a much bigger space and an organizational system. Donated bikes can accumulate fast and become overwhelming, so it's important to have a strategy for storage and culling. Additionally, you will need a strategy for dealing with waste such as scrap metal. Engaging a volunteer who enjoys organizing can be very helpful.

Once you have determined the size and structure of your repair space, finding a workspace that fits your needs and storage space that will hold your equipment is important. This can be done by working with a local Recreation Centre or community space. Most D.I.Y repair spaces start out small to gauge the need within the local community.

Equipment

Starting this program doesn't require a large budget or extensive equipment. Bike repairs can often be done with basic bike repair tools (e.g.: wrenches, allen keys, screwdrivers), as well as specialized tools (e.g.: pedal wrenches, chain whips). There are many ways to acquire equipment on a budget, such as through donations or partnerships with local businesses such as hardware stores and bike shops.

To cut costs, ask your local community for donations or purchase tools second-hand. Another great way to cut costs is to use recycled parts from



PHOTO BY NOUR MOHAMED

unused bikes or bikes that cannot be fixed due to structural damage. The most useful parts to recycle are tires, tubes, brake levers, brake pads, shifters, derailleur, bike seats, pedals to name a few. However, please ensure that these parts are in good working condition. YouTube is a great way to discern if parts are still usable or not.

Toolboxes

To get started, you'll need some essential tools and supplies. Below is a list of basic starter tools you'll need, as well as some more advanced ones for tackling complex repairs.

Shopping Resources

There are many different local shops that you can purchase the parts and tools from, such as:

Halifax Cycles (Halifax)
Cycle smith (Halifax)
Vally Stove & Cycle (Kentville)
Sport Wheels (Lower Sackville)
Long Alley Bikes (Halifax)
Manser's Bike Shop (Yarmouth)
Slopes and Cycles Bicycle Shop (Bridgetown)
Banks Bikes Inc (Wolfville)
Bike Monkey (Truro)
Sweet Ride Cycling (Mahone Bay)
Lunenburg bike
Cameron Bike Repair (Antigonish)
Bike and Bean (Tantallon)

The following websites are great when shopping for your toolboxes and supplies in bulk. It is important to check these websites for availability.

Cycle Babac
ProBikeKit Canada
Trek Bikes (CA)
Primeau Velo
Canada Bicycle Parts
City Grounds

Repair Resources

Keeping your bike in good working condition is essential for a safe and enjoyable ride. Regular maintenance can help prevent breakdowns and prolong the life of your bike. However, you don't need to be a professional mechanic to perform simple repairs and adjustments. In this section, we've compiled a list of helpful resources and step-by-step guides to help you tackle common bike repairs in the community repair space. A great way to start a repair space is by hosting bike repair clinics and going over the basics of bike repair and maintenance.

Get your bike back in top shape with our bike repair starter guide! We've compiled a list of helpful resources including videos and articles to guide you through the process of repairing and tuning up bikes. See the table in the appendix for more details. ■

Toolbox Supplies lists



- Phillips and Standard screwdrivers
- Flathead screwdriver
- Two tire levers
- Pedal wrench
- Wrench set – metric wrenches 6mm to 19mm
- 8/10 and 9/11mm cone wrenches
- Hex Key/Allen Key wrench set
- Bicycle pump – Schrader and Presta valve compatible



- One bike stand
 - Grease
 - Wd40
 - Chain lubricant
 - Rags
- ### Tools
- Patch kits and tubes
 - Tire levers
 - Phillip's head and flat
 - Metric wrenches 6mm – 19mm
 - Bike pump
 - Hex wrench
 - Allen keys
 - Cone wrench
 - Pliers
 - Cable cutters
 - Adjustable wrench
 - Pedal wrench



- Chain degreaser
- Tri-Flow lubricant
- Isopropyl alcohol
- Zip ties
- Cable ends
- Shifting cables
- Brake cables
- Cable housing
- Shifter housing

Tools

- Spoke wrench
- Wheel Truing stand
- Crank arm puller
- Cassette cog lock remover
- Free wheel remover
- Chain wear indicator
- Driver socket
- Bottom bracket lockring tool
- Crankset and bottom bracket tool
- Chain breaker



Safe Cycling Education

Providing safe cycling education and training is crucial to ensure that the newly repaired and maintained bikes are ridden safely, and that people feel confident while doing so. Here are some important rules to remember, along with some helpful resources:

Another great resource for safe cycling education resource is the Ecology Action Centre's Making Tracks program. Making Tracks provides leadership training to groups and individuals who are interested in becoming safe cycling champions. Below are a few resources that provide information on safe cycling education and best practices on how to disseminate this information:

Bike Safety

Education videos

Making Tracks Handbook-
the safety cycling course

Halifax Cycling Coalition
Handbook

Rules to Remember

- In Nova Scotia a person cycling must follow the same traffic laws as a person driving a motor vehicle
- It is the law to wear a helmet when cycling.
- Equip your cycle with front (white) and rear (red) lights.
- People cycling on the road must ride in the same direction as the traffic and in single file.
- People cycling must ride in a bike lane when they are present, when it is practicable (i.e., when it is free of debris/snow etc.)
- When not in a bike lane ride as far to the right as is practicable unless: making a vehicular left turn; in a round about; passing a vehicle on the left; encountering an obstacle or hazard in the roadway.
- A driver of a motor vehicle shall not pass a bicycle riding in the same direction unless there is sufficient space to do so safely and a minimum of 1 metre of open space is kept between the bicycle and the motor vehicle.
- A driver of a motor vehicle may cross a painted line to pass a bicycle if the driver can do so safely.

Source: The Motor Vehicle Act
Chapter 293 & 171B



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Case Studies

Local bike repair spaces

In this section, we'll review some local bike repair spaces in Nova Scotia to see how they've successfully implemented community repair initiatives. These case studies highlight the challenges, strategies, and successes of various community bike repair programs, and provide valuable insights for those looking to establish similar initiatives in their own communities. By examining these case studies, we hope to inspire and inform readers on the power of community bike repair and its positive impact on promoting cycling, sustainability, and healthy living.

Case Study

Bike Again

Catalyst Bike Again (BA) was developed in 2000 due to the lack of affordable bike repair spaces in the community to make cycling inclusive and accessible to everyone. The ever-increasing prices of bicycles, parts, tools and tune-ups in recent years make the community D.I.Y. space even more essential.

Solution BA has adapted over the past 23 years to become what it is today. The success of Bike Again is mainly due to the dedication of core volunteers who are passionate about cycling. The volunteers have successfully shared their bike mechanic skills to new and recurring

volunteers, maintained a welcoming space with tools and parts needed for the bike repairs and provided affordable bicycles and parts to patrons in the community.

Impact BA has helped foster a better bike culture in Halifax. This space now offers many repair sessions that are targeted to different audiences. They also sell bikes at low prices, in order to reduce financial barriers to cycling.

Conclusion BA has offered the community with a welcoming space where people can learn about repairs, volunteer and access affordable bicycles and tools.



Case Study

Welcoming Wheels

Catalyst Welcoming Wheels was created in 2015 in response to the Syrian refugee crisis and the resulting influx of refugees in Halifax. Originally set up in a donated area of a community recreation center, with borrowed tools, it now shares space and tools with Bike Again. The first call out for bikes donations was an enormous success with the local community showing their support with 200 bikes. A group of volunteers started to repair these bikes on a weekly basis with the aim to reduce transportation barriers for newcomers.

Solution Important partnerships with the Immigrant Services Association of Nova Scotia (ISANS) and the Halifax Refugee Clinic (HRC) were created to reach the newcomer community. Newcomers receive a refurbished bicycle with safety accessories (helmet, lights and lock). Additionally, newcomers are provided safe cycling course, community cycling events and volunteer opportunities to connect with other individuals who cycle.

Impact To date, this program has repaired over 590 bikes that have been gifted to newcomers

of all ages. It has also provided a space for newcomers to learn new skills, volunteer and socialize. The program has started other cycling initiatives, such as the Bike Buddy Program, which is a bike mentorship for newcomers to Halifax.

Conclusion Overall this program is a great way to overcome some of the many barriers to cycling as a newcomer to Canada. Programs like this enable people to have access to working bikes, safe cycling training and can create cycling champions within communities.



Case Study

The Ecology Action Centre's Pop-Up Bike Hub

Catalyst Following the success of the Welcoming Wheels program, participants reported that they had difficulty maintaining and repairing their bikes due to a lack of access to tools and parts and a shortage of bike mechanics in their neighborhoods. Simple repairs like a flat tire, rubbing brakes, or a broken part often prevented people from riding their bikes.

Solution The EAC created the Pop-Up Bike Hub (PUBH), a mobile high-impact program that sought to provide people

with access to bike tools, affordable second-hand bikes, and safe cycling education. The Pop-Up Bike Hub is a traveling bike repair space that provides the necessary resources for communities across Nova Scotia to maintain and repair their bikes.

Impact The PUBH was piloted in March 2020 and was embraced by communities. Since then, the trailer has collaborated with 29 communities across Nova Scotia, helping over 1,200 bikes get safely rolling. The PUBH not only provides access to the

necessary resources for people to maintain and repair their bikes, but it also promotes safe cycling and expands access to safe cycling resources such as helmets, lights and locks.

Conclusion The PUBH is an innovative solution that addresses a critical need identified by communities in Nova Scotia. By providing access to bike tools, free bike repairs, and safe cycling education programs, the PUBH is helping people to get back on their bikes and promoting cycling as a more equitable and resilient mode of transportation.



Case Study

The Ecology Action Centre's Pop-Up Bike Hub Mini

Catalyst The Pop-Up Bike Hub mini was inspired by the success of the community partnerships developed with the Pop-Up Bike Hub (PUBH) trailer. To improve the accessibility and reach of the program, the PUBH mini was created as a solution to overcome the trailer's size and capacity restraints. Instead of a cargo trailer, the PUBH mini is an electric cargo bike loaded with the tools and supplies needed to provide cycling repair resources and opportunities. The PUBH mini program collaborates with communities in the Halifax Regional Municipality (HRM) to provide similar resources as the PUBH trailer. The 'mini' produces

far fewer GHG emissions and has increased the program's accessibility to urban neighborhoods within a 45-minute ride from the EAC office.

Impact The program is building long-term partnerships and relationships with communities in the HRM to increase equitable access to cycling. By providing free and convenient access to bike repair knowledge and safe cycling education, the program aims to foster a culture of active transportation via a mode of transportation that is active and sustainable. The mini currently has 3 successful partnerships with local neighbourhoods in the HRM.

Conclusion Since its pilot launch in 2022, the PUBH mini has been an enormous success. Moving forward, it will have a full schedule with weekly drop-in sessions at five different locations, as well as school camps and special events. The bright yellow cargo bike seen zipping around the city, showcases what is possible by bike, keeping one more car off the road, and assisting hundreds of others to keep their bikes in working order. The Pop-Up Bike Hub mini is a shining example of how community bike repair hubs can be effective in promoting active transportation and building resilient communities. ■

Conclusion

Cycling is an important mode of transportation that can have significant impacts on the environment, health and wellness, and community resilience. By choosing to cycle, individuals can help reduce greenhouse gas emissions, improve their physical and mental health, and contribute to a more connected and sustainable community.

Access to bike repair spaces and safe cycling education are critical in encouraging more

people to choose cycling as an active and sustainable mode of transportation. In the case studies, we have shown just how many ways you can create spaces that increase access to bike repair and engage with people looking to cycle.

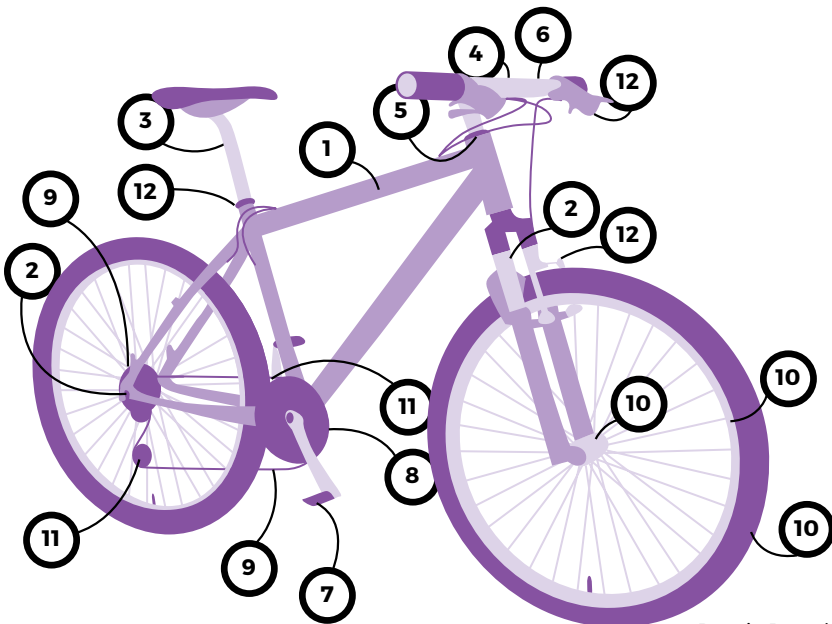
The transportation team at the Ecology Action Centre is always ready to help and provide guidance, training, and support for communities interested in starting their own bike repair programs.

Whether it's helping with volunteer management, providing bike repair support, or offering training for safe cycling education, the EAC is here to help.

We hope that this guidebook has provided you with valuable information and resources to help you make more informed decisions about cycling and active transportation. Together, we can build a more sustainable and resilient future for our communities.

PHOTO BY NOUR MOHAMED

BIKE REPAIR RESOURCE GUIDE





Appendix

Repair Checklist- All the aspects to run through when repairing a bike. The checklist provides a comprehensive review of all aspects of a bike tune up or repair. Feel free to use the worksheet

to guide you through simple repairs. The Table 1 has been designed to follow the flow of the worksheet. Use the table and links provided to assist you in the various aspects of bike repair/tune ups.

Bike Section	#	Purpose of Repair/Assessment	Link
Frame	1	To assess whether the frame of bike is compromised or unsafe to ride.	Checking Bike Frame Alignment Checking frame component failure
Fork and Hanger alignment	2	To ensure that hanger and fork are straight and in line with the bike. Front wheel should be equal distance from both sides of fork. Assessing rear hanger ensures whether you will be able to shift properly due to the position of the rear derailleur.	Bent derailleur hanger How to straighten bent derailleur failure
Seat post	3	You want to be able to move the seat post up and down and prevent rust and seizing.	Bike seat post maintenance
Stem	4	Weakened stem can cause accidents, check stem for rust and pitting.	Adjusting bike stem
Handle Bar	5	Check handlebars for rust and cracks.	Adjusting handlebars
Head Set	6	To assess the rotation and tightness of bicycle for. You want it to be smooth and have no vertical or lateral play.	Troubleshooting the Headset Servicing a Bike Headset
Pedals	7	Assess the conditions of the pedals, if they are cracked or bent, replace them. Tighten if loose and add grease to prevent rusting/seizing.	How to remove pedals How to grease pedals
Bottom Bracket	8	Looking for smooth rotation of bottom bracket; If there's side to side movement or grittiness, then you need to adjust or replace. Impacts your ability to pedal bike.	What Type of Bottom Bracket do I Have? – Adjusting bottom bracket

Bike Section	#	Purpose of Repair/Assessment	Link
Drive Train	9	<p>Chains Looking to assess the level of chain wear, if it's over 75% your chain needs replacing. If it's not replaced, it could cause wear of chain rings, chain will slip off often, or cause issues with shifting gears.</p> <p>Chain rings If the teeth are pointed and sharp, needs replacing. This can cause issues with chain wear and shifting.</p>	<p>How To Know When To Change Your Chain, Cassette And Chainrings</p> <p>When and how to replace chain rings</p> <p>Crank replacement</p> <p>How to replace bike chain</p>
Hubs, Wheels and Tires	10	<p>Hubs Want smooth rotation, if not, may need adjusting and greasing of bearings</p> <p>Wheels: Check if wheels rotating in perfect circle or "true". If the wheel rotates side to side or up and down, wheel needs to be "trued" so you can ride in straight line.</p> <p>Tires Check for cracks, rips or significant wear on tread pattern.</p> <p>Tube Make sure it holds enough air, if not, pump air into tire.</p>	<p>Replace a tube</p> <p>Pump up tires</p> <p>Repairing wobbly wheel hub</p> <p>How To True A Bicycle Wheel</p>
Shifter and Derailleurs	11	<p>Housing and cables Housing should not have cracks, kinks, worn sheath, mangled ends. Replace or slightly adjust. Cables should be replaced if bent or very old.</p> <p>Rear derailleur Ensure derailleur isn't bent or moving laterally. A damaged derailleur can impact shifting gears, can get caught in spokes, and cause accidents. May need to be adjusted or replaced.</p>	<p>Fixing SRAM Grip Shift Shifter That Won't Click/Stay In Gear</p> <p>How to Adjust a Front Derailleur</p> <p>How to adjust rear derailleur</p> <p>Rear Derailleur - Advanced Troubleshooting</p>
Levers and Brakes	12	<p>Housing and cables Housing should not have cracks, kinks, worn sheath, mangled ends. Replace or slightly adjust. Cables should be replaced if bent or very old. Shifter</p> <p>Front Brakes Should be attached to brake arm, pads need be secure, should be square with rim, and the entire brake pad should be in contact with rim.</p>	<p>Adjusting Brake Cable Tension</p> <p>When to replace Brake cables and Housing</p> <p>How to replace Brake Pads on rims</p>
Links to helpful channels		Great resource for comprehensive overview of bike maintenance and repair.	<p>GCN Tech - YouTube</p> <p>Park Tool - YouTube</p>

Bicycle Repair/Maintenance Worksheet

Date				
Make	S/T : T/T Length		Sell \$	
Model			Serial #	
Inspection Area	Action	Notes	Initial	QC
G = Good A = Adjust R = Replace				
Frame & Fork	Assessed			
Frame Alignment	GOOD / BAD (Strip)			
Cracks / Dents / Paint Ripple	Y / N			
Fork or Hanger Alignment	Front: G / R Rear: G / BAD (strip)			
Seat Post	Assessed			
Remove & grease seat post	Greased / Seized			
Stem & Handlebar	Assessed			
Remove & grease stem	Greased / Seized			
Inspect handlebar	G / A / R			
Headset	Assessed			
Rotation & tightness	G / A / Overhaul / R			
Pedals	Assessed			
Remove & grease threads	L: G / R / Seized	R: G / R / Seized		
Bottom Bracket	Assessed			
Rotation & Tightness	G / A / Overhaul / R			
Drive train	Assessed			
Inspect Chain Wear	Wear % = (G / Clean+oil / R)			
Inspect Front Chainrings	G / Clean / A / R			
Inspect Rear Cassette	G / Clean / A / R			
Inspect Cranks	L: G / A / R	R: G / A / R		

Inspection Area	Action		Notes	Initial	QC
	G = Good A = Adjust R = Replace				
Hubs, Wheel & Tires	Front Assessed	Rear Assessed			
Check axle movement/hub	G / Clean+repack / R	G / Clean+repack / R			
Inspect axle & cones	G / A / R	G / A / R			
Check spoke tension	G / A / R	G / A / R			
True wheels	G / True / R	G / True / R			
Check tire	G / R	G / R			
Check tube	G / Inflate / R	G / Inflate / R			
Shifters & Derailleurs	Front Assessed	Rear Assessed			
Inspect cables	G / A / R	G / A / R			
Inspect housing	G / A / R	G / A / R			
Align hanger	G / A / R	G / A / R			
Inspect derailleur	G / A / R	G / A / R			
Levers & brakes	Front Assessed	Rear Assessed			
Inspect cables	G / A / R	G / A / R			
Inspect housing	G / A / R	G / A / R			
Brake pads	G / A / R	G / A / R			
Brake alignment	G / A / R	G / A / R			
Check brake action	G / A / R	G / A / R			
Final bolt					
Check					
Complete					
Test ride					
Complete					

