

Preparation

- Mark seat height location on seatpost before adjusting for installation in repair stand

Step 1 : Wheels

- | | |
|--------------------------|---|
| F | R |
| <input type="checkbox"/> | <input type="checkbox"/> Tube / tire removed (if replacing) |
| <input type="checkbox"/> | <input type="checkbox"/> Freewheel / cassette removed (if replacing) |
| <input type="checkbox"/> | <input type="checkbox"/> Freewheel / cassette cleaned (if not replacing) |
| <input type="checkbox"/> | <input type="checkbox"/> Axle checked for bends, damaged threads |
| <input type="checkbox"/> | <input type="checkbox"/> Axle, locknuts, rubber seals, and hub body cleaned of grime |
| <input type="checkbox"/> | <input type="checkbox"/> Distance between locknuts matches dropout spacing (within 4 mm) |
| <input type="checkbox"/> | <input type="checkbox"/> Cones adjusted until smooth. Very slight play left in QR axle (Test by removing QR springs and clamping into truing stand or on one side of fork. Check for play or tightness. Readjust as necessary.) |
| <input type="checkbox"/> | <input type="checkbox"/> Dings in rim pulled back into line |
| <input type="checkbox"/> | <input type="checkbox"/> All spoke-to-rim interfaces lubricated |
| <input type="checkbox"/> | <input type="checkbox"/> Rim trued laterally and radially |
| <input type="checkbox"/> | <input type="checkbox"/> Wheel dished |
| <input type="checkbox"/> | <input type="checkbox"/> All spokes and rim cleaned |
| <input type="checkbox"/> | <input type="checkbox"/> Disc rotor bolts tightened |
| <input type="checkbox"/> | <input type="checkbox"/> Braking surface (rim/rotor) cleaned with alcohol |
| <input type="checkbox"/> | <input type="checkbox"/> Rim strip in good condition |
| <input type="checkbox"/> | <input type="checkbox"/> New tube and tire installed in correct direction with logo centered over valve, tire seated evenly |
| <input type="checkbox"/> | <input type="checkbox"/> Freewheel / cassette tightened firmly onto hub |
| <input type="checkbox"/> | <input type="checkbox"/> Quick release cam oiled |
| <input type="checkbox"/> | <input type="checkbox"/> Tire inflated to recommended pressure |

Step 2 : Frame

- Chain removed (if replacing)
- Frame thoroughly cleaned
- Derailleur pulleys scrubbed
- All components wiped down

Step 3 : Drivetrain

- Drive side bottom bracket cup is tight against the shell
- Bottom bracket adjusted for smooth operation with minimal play
- Bottom bracket replaced
- Crank bolts tightened
- Chainring bolts tightened
- Chainrings checked for bends / damage
- Pedals tightened
- New chain installed (sized by largest chainring & sprocket)
- Kept old chain. Ran through chain scrubber. Used clean rag and air compressor to remove moisture. Re-lubricated with Tri Flow.

Step 4 : Headset

- Fork and headset inspected for damage
- Headset adjusted for smooth operation with minimal play
- Quill stem inserted past minimum insertion line
- Stem bolts and handlebar clamp tightened

Notes:

Step 5 : Brakes

- Brake mounting bolts tightened
- Brake lever at comfortable angle & clamp bolts tightened
- All brake pivot points lubricated
- Barrel adjusters lubricated
- Brake arms checked for play or tightness. Adjusted accordingly
- Brake lever checked for damage, play, or tightness.
Replaced or adjusted accordingly.
- Frayed, rusty, or damaged cable replaced
- Damaged or rusty housing replaced
- All non-replaced housing lubricated
- Brake pads replaced
- Brake pads centered on rim & gap even on both sides
- Cable tension adjusted
- Brake lever squeezed hard several times
- Cable tension readjusted
- Cable tips crimped onto cable ends

Step 6 : Shifting

- Derailleur mounting bolts tightened
- Shifter clamp bolts tightened
- Derailleur pivot points lubricated
- Barrel adjusters and limit screws lubricated
- Rear derailleur pulleys lubricated
- Frayed, rusty, or damaged cables replaced
- Damaged or rusty housing replaced, new housing & ferrules firmly seated
- Non-replaced housing lubricated
- Rear derailleur hanger aligned
- Rear derailleur limits set
- Rear derailleur B screw adjusted
- Rear derailleur cable tension adjusted for accurate shifting
- Front derailleur vertical height set to 1-3 mm above large chainring
- Front derailleur cage set parallel to large chainring
- Front derailleur limits set
- Front derailleur cable tension adjusted for accurate shifting:

Step 7 : Accessories

- All rack, basket, fender, kickstand, reflector, and bottle cage bolts tightened
- All loose cable housing secured
- Saddle returned to original height
- Seatpost inserted past minimum insertion point
- Seatpost clamp tightened
- Saddle clamp tightened

Step 8 : Test Ride

- Stem aligned with front wheel
- Brakes checked for stopping power and squeal
- Bicycle checked for tracking problems
- Derailleurs checked for crisp shifting
- Drivetrain checked for skipping under load
- Wheels maintain true after test ride
- Checked by 2nd mechanic

These problems could not be repaired and/or are in need of further attention:

Notes:

Mechanic's Signature: _____ Date: _____

Customer Called Left VM Total Price: _____