



EARN - A - BIKE Checklist

Name: _____

Beginning Date: _____

Completion Date: _____

Date	Checked By:
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Shop Introduction

Registration & Signatures		
Pretest		
Shop Rules & Expectations		

Safety

Safety Equipment		
Tool uses & locations		
Basic Bike Check – ABC Spin		
Rules of the Road		

Bike Skills

Fixing A Flat – What kind of wheel do you have? What size tube do you need?		
Adjusting Your Brakes – What kind of brake do you have? Does it stop quick enough?		
Changing Gears – What do you do when your chain comes off? How do you stop your chain from making noise?		

Customer Service

Phones & Shop Greeting		
Bike Advertising		

At the shop, I will be a leader in: _____

My shop project is to: _____

Completed: _____ Check by: _____
date

I completed 25 Hours in the Shop! _____ Checked by: _____
date

My Bike *(can be started only everything above is checked off)*

Bike #: _____ It's old name: _____
Brand Model

It's new name: _____ Why I like it: _____

Earn-A-Bike Overhaul

Bike # _____ Style: _____ Color: _____

Brand: _____ Model: _____

Best Features: _____

	Date of Overhaul	Replace?	Checked
Brakes Remove, reinstall & adjust the brakes, pads & levers? What kind of cable and 'housing' do you use? What are the different types of brakes?			
Pedals Remove & reinstall the pedals. How can you do it fast?			
Crank Remove & reinstall the cranks. Are they tight? Is the bottom bracket loose?			
Chain, Cogs & Chain Ring Remove, clean and reinstall the cogs and chain ring. Does your bike have a cassette or freewheel? Do you have the right size chain? Be sure to lube the chain!			
Shifters How are the shifters positioned? What kind of cable & housing do you need?			
Derailleurs Remove & reinstall the front and rear derailleur. Don't tighten them too much! Does the chain make noise or fall off? Can you get to each gear?			
Wheels Take off the tire & rebuild the hub. How many bearings are inside? What size tire goes with this style bike?			
Seat, Stem & Handlebars Remove & reinstall the stem & handlebars, & seat. Where should they be placed for a comfortable ride?			
Safety Check Go through each part one last time.			
Prepare for Sale Clean 'er up & create a sale tag. Why makes this bike great?			