

Phoenix Bikes
SOME UNSPOKEN RULES



Respect the shop and all people in it.



Any form of physical or verbal assault will not be tolerated. Any and all forms of discrimination – racism, sexism, homophobia, etc. – will not be tolerated.



Sign in and check the ‘shop priorities’ when you arrive.



This is not a free bike mechanics class – feel free to ask questions, but the best way to learn is by watching others. If you are a beginner, start by stripping bikes and paying attention to how parts go together. Shadow a more experienced mechanic, then begin on repairs that you feel comfortable with.



Personal projects must wait until after 9 – sometimes there will be time for these, sometimes we’ll be heading home.



If there are parts you would like to take home, talk to staff or volunteer manager about purchasing or working it off. Unless you are willing to take on parts organization en masse, please do not spend shop improvement time ‘cherry picking’ the parts bins.

Parts

- do not use new parts on the shelves against the back wall in the office
- if you are stripping a bike – or sorting through parts – match up parts that go together (a pair of brake levers, the nuts & bolts of a brake, two grips, a shifter and derailleur); rubber band or put them in a plastic bag and then into the correct bin.
- If a bike is donated, take off all accessories and put in the accessories shelf
- Try to use used parts wherever possible. Check the bins. If you put on new parts, check to make sure they are being kept for something else or are meant to be sold
- When in doubt, use new brake cable (since brakes are important)
- If a used cable is in good shape and reasonably long, wrap it in a circle and hang it on the pegboard – when you need a cable, check here first
- If used cable housing is in good shape, put it in the cable housing cooler – check here first when you need housing

Tools

- Put tools back in the appropriate place when you are finished with a project – even if you are about to start another
- If you don’t know where a tool goes, ask somebody
- Don’t be afraid to ask – what a tool does, what a tool is called, if you have the right tool for a job, etc.

Closing the Shop

1. Tools put away
2. Projects finished, or labeled with spare parts attached to bike

3. Counters clean
4. Shop swept
5. Garbage taken out – no food around
6. Banner, tarp, sign, etc. inside
7. Bikes & cable inside (alternate directions to fit tightly)
8. Lights out & Lock
9. THANKS!

Some Things you can DO

- Build bikes for sale
- Strip bikes
- Organize used parts – sort good & bad, match pairs, etc.
- Sort nuts, bolts, etc.
- Build storage areas – ie wheel rack, fork rail, helmet hooks, etc.
- Make signs for shop – how to, rules, policies, etc.
- Input shop data
- Take pictures of bikes (or parts) & write advertisements for web