



Ride for Runaways

For the Kids Since 1979

Mechanical Checklist

Dear Shop Manager,

Your customer, _____, will be participating in this year's annual Ride for Runaways, a week long, 500-mile road ride that endures all kinds of weather and terrains.

We recommend that each bike undergo not just a tune-up but rather a complete and thorough overhaul so that it will be prepared for the rigors of the Ride.

If you or your staff could give this bike extra consideration, it would be greatly appreciated.

Below is a checklist to help ensure that all details are covered.

We thank you in advance for your help in ensuring a smooth ride this year.

Sincerely,

The Ride for Runaways Bike Committee

Bike Manufacturer and Model: _____

Mechanic Signoff: _____

This is an e-bike

Frame

Inspect for excessive wear or damage (Please note any major blemishes)

Welds - inspect for cracks

Carbon fiber - inspect for cracks

Drivetrain

- Disassemble, clean, inspect cranks for excessive wear or damage
- New chainrings installed (if needed)
- New cassette installed (if needed)
- New chain installed (if needed)
- Chain - lube
- Chain length - check
- Final adjustments - make as necessary
- Drivetrain - test

Bottom Bracket

- New bottom bracket or new bearing - install (if needed)
- Final adjustments - make as necessary
- Bottom bracket - test

Headset

- Inspect for excessive wear or damage
- Bearing - replace and pack with grease (if needed)
- Handlebars tighten (bolts - lube and torque)
- Final adjustments - make as necessary
- Headset system - test

Front Derailleur

- Inspect for excessive wear or damage
- All pivot points - lube
- New cable (highly recommended)
- New cable housing (highly recommended)
- Cables - pre-stretch
- Final adjustments - make as necessary
- Shifting system - test

Rear Derailleur

- Disassemble, clean, inspect for excessive wear or damage
- All pivot points - lube
- Pulleys - inspect for wear and lube
- New cable (highly recommended)
- New cable housing (highly recommended)
- Cables - pre-stretch
- Final adjustments - make as necessary
- Shifting system

Shift Levers

- Inspect for excessive wear or damage
- All pivot points - lube
- Shifter levers - test

Wheels

- Rims - clean and inspect for cracks, excessive wear or damage
- Nipples - inspect for wear
- Spoke tension - test
- Trued
- Dished
- Hubs - bearings - replace and pack with grease (recommended)
- Quick Release levers - inspect and lube
- Final adjustments - make as necessary
- Wheel system - test

Computer

- Bracket and wiring inspect for loose, exposed, or frayed wires
- Replace battery (recommended)
- Computer system - test

Brake System

- Clean and inspect for excessive wear or damage
- New brake pads (recommended)
- New cables (highly recommended)
- New cable housing (highly recommended)
- Pivot points - lube
- Final adjustments - make as necessary
- Brake system - test

Pedals

- Clean and inspect for excessive wear or damage
- Pivot points - lube
- Check cleats for excessive wear
- Pedal system - test

Saddle

- Saddle height - mark before removing
- Seat post - lube
- Binder bolt - lube
- Seat bolt - lube
- Final adjustments - make as necessary
- Saddle - test

Following manufacturer specifications, please use a torque wrench on the following:

- Crank bolts
- Chainring bolts
- Pedals
- Seat post bolts
- Stem and handlebar bolts
- Brake fixing bolts
- Derailleur fixing bolts

Comments:
