



# CYCLE MAINTENANCE



## VOLUNTEER POLICY

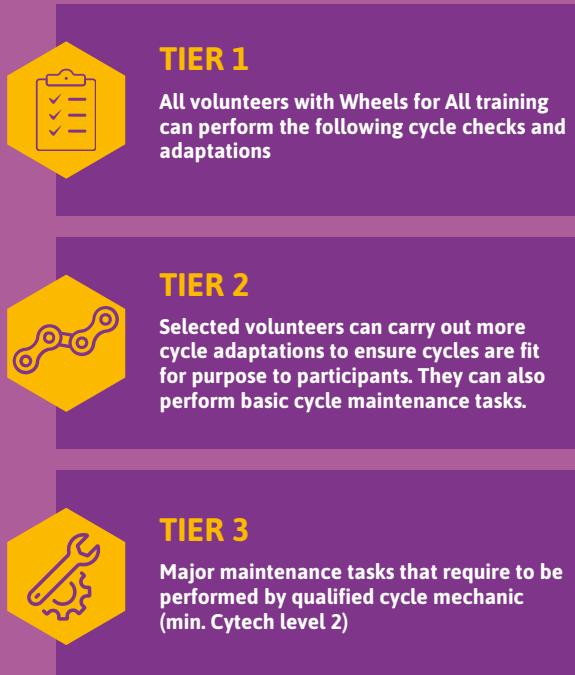


## OUR CYCLE MAINTENANCE FRAMEWORK

### THE PURPOSE:

Our new cycle maintenance framework aims to give our volunteers:

- Clarity on the cycle maintenance tasks you can perform
- A clear understanding the training required to carry out varying levels of cycle maintenance tasks





## Training

Attend Wheels for All training



Read Wheels for All delivery refresher online document

# MAINTENANCE GUIDANCE

## TIER 1



### Air

- ✓ Check tyres for damage (worn tread, cracks, constant flats and any holes/cuts)
- ✓ Pumping up tyres (30 - 40 PSI)



### Brakes

- ✓ Check brakes to ensure resistance can be felt
- ✓ Check that pulling both brakes brings the cycle to a full stop
- ✓ Tighten brakes using handlebar brake adjusters
- ✓ Cable tie the brake cables together to stop movement



### Chain/Circulation

- ✓ Ensure chain is not rusty
- ✓ Check the chain runs freely
- ✓ Ensure gears aren't skipping
- ✓ Lubricate chain with chain oil
- ✓ Fit and adjust pedal straps
- ✓ Check for play in the bottom bracket



### Direction

- ✓ Check for buckled wheels
- ✓ Set and adjust seat/saddle height/position
- ✓ Check and adjust seat/saddle direction
- ✓ Fit and move adaptations including active hands and any harnesses/straps
- ✓ Adjust pitch of handlebars (quick release only)



## Criteria

- Meet requirements of Tier 1
- minimum of 12 months as a volunteer
- Commitment to supporting 10 sessions within 12 months of training

## Training

- 2 day face to face training delivered by BikeRight
- Online resource with refresher videos/information

# MAINTENANCE GUIDANCE

## TIER 2



### Air

- ✓ Change inner tubes
- ✓ Replace tyres



### Brakes

- ✓ Tighten brake cables (barrel adjusters)
- ✓ Replace brake blocks (Rim brakes only)
- ✓ Crimp cable ends to remove any sharp edges



### Chain

- ✓ Cleaning of chains
- ✓ Checking for chain stretch
- ✓ Indexing of gears
- ✓ Changing of chain guards
- ✓ Swapping pedals or footplates



### Direction

- ✓ Adjust and tighten any loose seats/saddles
- ✓ Tighten any looseness in handlebars
- ✓ Adjust the pitch of handlebars
- ✓ Replacing bar ends and bar grips
- ✓ Fitting of bells



## Criteria

- Meet requirements of and have experience at Tier 2
- minimum of 12 months as a volunteer
- Commitment to supporting 10 sessions within 12 months of training

## Training

- Cytech or City & Guilds training
- Orientation for working on adapted cycles

# MAINTENANCE GUIDANCE

## TIER 3



### Air

- ✓ Wheel truing
- ✓ Spoke replacement
- ✓ Wheel replacement
- ✓ Hub servicing
- ✓ Bearing replacement
- ✓ Wheel building



### Brakes

- ✓ Brake servicing (including levers, cables, blocks, discs and hydraulics bleeding)
- ✓ Handbrakes on most adapted cycles
- ✓ Brake stays for back pedal brake hubs
- ✓ Double exit hydraulic braking systems
- ✓ Drum brake repairs



### Chain/Circulation

- ✓ Gear servicing (including shifters, cable, derailleurs and hub gear repairs)
- ✓ Crank replacements
- ✓ Adjusting, tightening and repairing bottom bracket
- ✓ Torquing



### Direction

- ✓ Fork replacement and headset repairs
- ✓ Carer control repairs
- ✓ Seat runner strip down and service
- ✓ Wheel tracking and steering rod repairs
- ✓ Self-centralisation mechanism repairs
- ✓ Sealed bearing replacements