

BICYCLE RENTAL CHECKLIST

Date: _____ **Time:** _____ **Bicycle Serial #:** _____

Employee(s): _____

DAILY/REGULARLY

- Tire pressure
- Tire treads
- Tires/wheels secure
- Tires/wheels not wobbling
- Handle bars secure
- Brakes working properly
- Seat secure
- Chain lubed
- Entire bicycle in good condition
- Clean as needed
- Maintenance logs kept/updated as necessary whenever repairs/complaints are made

WEEKLY/MONTHLY

- Inspect frame for cracks/wear
- Clean chain/cog(s) and lube
- Check wheels for loose spokes
- Test with wrench/appropriate tools the tightness of all parts
- Check break cables/brake pads for cracks/wear

ANNUALLY/BIANNUALLY

- Check all parts for wear according to manual

Disclaimer: The preceding sample checklist is provided as an example for informational purposes. We recommend you look over the checklist as you may need to add or delete items or the time frames depending on your operation and usage. Evergreen makes no charge of being experts in any field other than insurance. These documents are provided for informational purposes and we advise that you check with local, state or federal authorities regarding codes or ordinances in your area.