



CYCLE MAINTENANCE



VOLUNTEER POLICY



**Wheels
for All**



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



TIER 1

All volunteers with Wheels for All training can perform the following cycle checks and adaptations



TIER 2

Selected volunteers can carry out more cycle adaptations to ensure cycles are fit for purpose to participants. They can also perform basic cycle maintenance tasks.



TIER 3

Major maintenance tasks that require to be performed by qualified cycle mechanic (min. Cytech level 2)



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