



OCLS Book Bike Checklist: Pre & Post Ride

Pre-Ride Checklist	
	Initials/Date
<p>Pre- Ride Bike Inspection:</p> <ul style="list-style-type: none"> ✓ Remove umbrella from bike. ✓ Battery is charged, attached, & locked on bike. ✓ Bottom tube quick release hinge is closed in its fully operational position and the quick release lever is completely and securely fastened. (see Folding) ✓ Tires are properly inflated (recommend 60 PSI) ✓ Secure seat so it is not wobbling/easily moved. ✓ Check tire tread for cuts, exposed casing cord, worn patches of rubber. ✓ Wheels are trued (spinning evenly and freely without visible warps or damage to the spokes or rim. Wheel should not touch brake pad). ✓ Front & back lights are operational. ✓ Helmet lights are operational. ✓ Check brakes and e-assist before ride. ✓ Chain moves freely. ✓ Bell is operational. ✓ Breaks are unlocked. ✓ Cargo hinges are working. <p>Do not overload the bike-the suggested approximate engineered weight capacity is 350 pounds, including both cargo & rider. Loads should be distributed evenly throughout the cargo area.</p>	
<p>Bike Bag Supplies: attached to rear wheel rack.</p> <ul style="list-style-type: none"> ✓ U-lock, cable, & key ✓ Helmet ✓ Reflective vest ✓ First aid kit ✓ Hand pump ✓ Bike toolkit ✓ TravelWD40 	
<p>Personal Items:</p> <ul style="list-style-type: none"> ✓ Cell phone ✓ Water ✓ ID/Driver's License ✓ Sunscreen 	

<ul style="list-style-type: none"> ✓ Sunglasses/Eyewear ✓ Bright colored clothes ✓ Comfortable shoes 	
<p>Library Supplies for outreach:</p> <ul style="list-style-type: none"> ✓ Material for checkout- distribute load evenly for riding (do not load if transporting in van) ✓ Laptop with hotspot ✓ Laptop charger ✓ Library Card Applications ✓ Books & Beyond ✓ Cloud Library flier/QR code ✓ Promotional fliers ✓ Promotional goodies 	
Post-Ride Checklist	
	Initials/Date
<p>Returning Bike:</p> <ul style="list-style-type: none"> ✓ Empty cargo & bike bag and store items. ✓ Store safety reflective vest & helmet. ✓ Unlock & remove battery pack, leave battery & key with coordinator/manager to be charged (NOTE: LEAVING THE BATTERY ON THE CHARGER WILL DAMAGE THE BATTERY). ✓ Store bike in designated area. 	
<p>Post-Ride Bike Inspection:</p> <ul style="list-style-type: none"> ✓ Bottom tube quick release hinge is closed in its fully operational position and the quick release lever is completely and securely fastened. (see Folding) ✓ Tires are properly inflated (recommend 60 PSI) ✓ Check tire for cuts, exposed casing cord, worn patches of rubber. ✓ Wheels are trued (spinning evenly and freely without visible warps or damage to the spokes or rim. Wheel should not touch brake pad). ✓ Front & back lights are operational. ✓ Chain moves freely. ✓ Bell is operational. ✓ Breaks are locked. ✓ Cargo hinges are working. 	

***If you find that anything in the checklist is missing or not working properly, please report the issue to a coordinator or manager.**