



AGO Staff Bike Pool

The Bike Pool Manager is Leon Arundell, extension 1471

Before you go...

- **Warm up** with gentle stretching – especially hamstrings, quadriceps and hip flexors
- **Check clothing and personal equipment:**
 - loose shoelaces tucked into shoes
 - trouser legs tucked into socks, secured with clips, or folded up
 - loose skirts tucked up
 - wear the reflective safety vest that is stored in the saddlebag, especially if the weather is dull
 - money and/or mobile phone packed into the panniers
 - bulky items secured on the rack
- Check that the bike has its full complement of **standard equipment** (see list below)
- Check **tyre pressures**
 - Tyres should feel very firm to the touch. You can use the basement bike pump to check and adjust the tyre pressure. The correct pressure is written on the side wall of each tyre
- Check your correct **saddle** height; seat post inserted at least 5cm and tight in the frame
- If you are using the **electric bike**, unplug it from the charger and check the charge level
- **Check safe operation of wheels, brakes and gears** (see lower right)
- Enjoy your ride!

When you return...

- Return the bike to the **designated bike rack**
- If you have used the **electric bike**, plug it in to recharge
- **Warm down** with gentle stretching – especially hamstrings, quadriceps and hip flexors
- Check that you leave the bike with its set of **standard equipment** (see list at lower left)
- Report any **missing items** or **bike problems** to the Bike Pool Coordinator
- Return the **water bottle, helmet** and **access pass** for your bike to the registration desk in Community Partnerships Team

Standard bike equipment

- Front and rear lights
- Frame-mounted mini pump
- Combination cable lock
- Cycle computer
- Water bottle holder
- Pannier rack and pannier bags (i.e. saddlebags) containing:
 - Spares bag with tyre levers, patch kit and spare tube
 - Reflective safety vest
 - Street directory
 - Cycle Path Map
 - First Aid kit including Cabcharge voucher for use in the event of a bike problem

How to check safe operation of wheels, brakes and gears

Front wheel and front brake:

- Lift the handlebars; spin the front wheel
 - Wheel is properly secured in forks; quick-release lever secure
 - Wheel rotates freely without rubbing on the brakes
- With the front wheel still off the ground, use the right hand brake lever to apply the front brake
 - Brakes operate smoothly and directly

Rear wheel, gears and rear brake:

- Lift the seat and turn the pedals forward to spin the rear wheel
 - Wheel is properly secured in forks; quick-release levers secure
 - Wheel rotates freely without rubbing on the brakes
- With the rear wheel still off the ground, move each gear lever while turning the pedals forward
 - Gears operate smoothly and directly
- With the rear wheel still off the ground, use the left hand brake lever to apply the rear brake
 - brakes operate smoothly and directly