

Bike

Bike	
Battery Size	
Frame No.	

Instruction	Description	Check
Unpack and inspect bike	Select bike and battery, check for mechanical damage, missing parts, paint chips/missing or damaged componentry.	
Fit & secure seat post, insert in stand	Grease Seat Tube, insert to minimum insertion marking, tighten collar clamp to recommended torque, put bike in stand by the seat post the correct way up.	
Fit handlebar and stem, secure cockpit	Fit handlebar and tighten all bolts to correct torque, tighten headset bolt and stem bolts (ensure no play in headset), tighten all controls (brake levers, gear shifters, electrical display).	
Electrical system check	Does system power on, switch modes, walk assist, lights.	
Check front and rear wheels	Ensure tyres are inflated to recommended pressure, ensure wheels are located centrally in dropouts, ensure no play in axles, ensure bolts/axles are tightened.	
Control cables	Ensure all housed cables and hoses are routed correctly and smoothly, all end caps fitted, all connectors connected.	
Fit pedals	Grease and fit/tighten pedals.	
Reflectors/bells	All bikes require front/rear wheel, pedal reflectors and bell.	
Brake operation	Ensure brakes operate smoothly and as intended, brake mounting bolts tightened.	
Bottom bracket/crank arms	Ensure left and right arms are sufficiently tight (20-40nm).	
Drivetrain check	Check chain tension is correct. chain not too long/short.	
Set up gear system	Stretch cables, torque rear mech, ensure hanger is straight, set higher and lower limits, fine tune gear tension, check through all gears and ensure smooth operation.	
Suspension check	Does the suspension work as intended.	
Battery box	Manual, keys, charger.	
Final check over	Check critical componentry, bars, headset, wheel secure, crank arms, seat post bolt, seat collar clamp.	
Update Software	Update software if necessary.	
Test ride	Test ride to ensure bike is working as expected.	
Ready for box/handover	Turn bars 90 Degrees and take to packaging area (if bars need to be removed, package sufficiently).	

If Re-boxing Bike	Check
Remove handlebars	Remove handlebars if necessary, secure to and package to avoid damage.
Remove pedals	Remove pedals if necessary, place in battery box.
Add packaging to bike	Protect frame, extremities (handlebar, stem, seat, rack), drivetrain with sufficient packaging.
Place bike and battery box into box	Secure bike with packaging to avoid excessive movement within box, seal box.

Name	
Signed/Date	