

Cycle Maintenance

Why is this important?

Providing staff with bike maintenance sessions, repair information and tools on site can help to improve cycle safety and personal confidence. According to the National Travel Survey 2015, 42% of households own bikes, but only a small proportion use them regularly. Repair facilities will also help persuade staff with unused bikes to repair them and start cycling again safely, for work or for leisure.

What this Toolkit Offers

This toolkit offers step-by-step information on promoting cycle maintenance within the workplace including:

- 1) **What to Include**
- 2) **Picture guide**
- 3) **Promoting cycle maintenance at work**
- 4) **Template email**
- 5) **Local cycle shops**

1) What to include

We recommend that the following essential items are included and kept 'topped up'.

Track pump	£12 - £25
Puncture repair kits	£2 - £10
Tools – Allen key set and folding multi-tool	£5 - £10 (multi-tool with 9 attachments).
Bicycle oil/lube	£4 - £10
Disposable latex gloves	£5
Total (approximate)	£28

Additional items could include a front and rear lights set (from £3). This could help staff to get home safely (and legally) if their batteries run flat.

2) Picture guide

TIP – It might be necessary to submerge the inner tube in bowl of water to locate the puncture. Having a washing up bowl or bucket which can be used for this purpose is a useful addition to the kit.

TIP – Rather than buying new puncture repair kits when all the patches have been used, you can buy the patches separately for about the same price. The same is true of the glue, which might dry up over time, or you can buy self-adhesive patches.

Track pump: this is a stand-up pump with a pressure gauge. This type of pump is much more effective at achieving recommended tyre pressures than hand-held pumps.

This type of pump will typically have a dual head, to accommodate either 'Presta' or 'Schrader' valves (see graphic below)



Bike Oil / Lube keep chains running smoothly and reduce wear and tear on mechanical parts.



'Green' or ecologically sensitive bicycle oils are available.



Presta



Schrader

Puncture repair kits include as standard:

- Patches (various sizes and shapes)
- Glue
- Sandpaper (or similar to 'scuff' the rubber).
- Crayon / chalk (to mark the site of the puncture).
- Instructions



! Tyre levers may or may not be included



You will need a set of **Allen keys** in the kit for adjusting saddle height, brakes etc.

A cyclist's best friend is a 5mm Allen key!



There are different types of Allen keys available such as this **folding multi-tool**.

These are pocket sized and can be carried easily on a bike for a quick fix



Some bikes may have hex nuts rather than quick release.

This means they may require an appropriate spanner to remove the wheel and fix a puncture.

3) Promoting cycle maintenance at work

Now that you have assembled a cycle maintenance kit it's important to promote it to staff.

This could include:

- Download a template poster to advertise cycle maintenance classes at work.
- Send the template email below to staff.
- Organise a lunch time session to talk through the contents of the kit. This could include watching a 'how to' [video guide](#) for repairing a puncture.
- Providing information for staff such as [cycle maintenance picture guides](#).
- Organising maintenance skills sessions for those cycling to work. For information on local providers of cycle maintenance classes see [Everybody Sports and Recreation Trust](#) or [Cycling Training Ltd.](#)
- Speaking to local bike shops to see if they run cycle maintenance workshops and advertising these to staff.
- Download the [Bike Doctor App](#) on the go to access 20 step-by-step repairs.

4) Template email

Dear Colleague,

You can now cycle into work with the reassurance of being able to repair your bike if you have a problem.

A basic cycle maintenance kit is available to get you home in an emergency and help you to look after your bike.

The kit is kept [location]. Ask [Name] [Telephone number] to borrow it.

The kit contains:

- A pump
- Puncture repair kit
- Tools
- Links to 'how to' [videos](#) and [picture guides](#).
- Bicycle oil
- Disposable gloves
- Instructions

Don't be shy to ask for help, whether you need an extra pair of hands, or some additional know how.

5) Local Shops

Shop	Place	Phone	Website
Massey Cycles	Crewe	01270 216986	
Supreme Cycles		01270 585640	http://www.supremecycles.eu/
Williams Cycles		01270 255672	
Foundation BMX		01270 501010	http://www.foundationbmx.com/
Community Recycle Cycles		01270 583019	http://www.community-recycle-cycles.co.uk/

Halfords		01270 586652	http://www.halfords.com/stores/crewe
Sports Direct		0344 332 5203	https://www.sportsdirect.com/crewe-store-0203
Steve's Cycles	Nantwich	07866 534966	http://www.stevescyclesnantwich.co.uk/
A F Cycles		01270 628870	
Sideways Cycles	Alsager	01270 883785	
The Cycle Junction	Sandbach	01270 767115	http://www.thecyclejunction.com/
Cycle Centre	Congleton	01260 297837	https://www.cyclestore.co.uk/
Freewheeler Bikes- Mobile Bicycle Repairs		01260 271233 - 07887 393025	
Halfords		01260 285840	http://www.halfords.com/stores/congleton
Holmes Chapel Bikes	Holmes Chapel	01477 533074	http://www.holmeschapelbikes.co.uk/
Ride & Repair	Macclesfield	07757 940181	http://www.rideandrepair.co.uk/
Sports Direct		0343 777 1278	https://www.sportsdirect.com/macclesfield-store-1278
Halfords		01625 430328	http://www.halfords.com/stores/macclesfield
Bikes		01625 611375	
Evans Cycles		01625 210010	https://www.evanscycles.com/store/macclesfield
Peak Cyclesport		01625 426333	http://www.peakcyclesport.com/
Mac Cycles		01625 400141	http://www.maccycles.co.uk/
Soccer Bikes Ltd		01625 669507	
Velocity Mobile Bicycle Mechanic	Bollington	07810 510849	
ATS Cycles		07712 042278	http://www.atscycles.co.uk/
Royles	Wilmslow	01625 543422	
Rick Green Cycles		01625 532325	http://www.rickgreencycles.co.uk/rickgreencycles/Welcome Page.html
Bikes 'N' Gear	Knutsford	01565 750273	http://www.bikes-n-gear.com/