

No	Description	Daily	Weekly	Monthly	Quarterly	Annually
1	Wipe Machine Down	X				
2	Visual Check	X				
3	Check Security of Saddle	X				
4	Remove handlebar post & clean tube (Quick Release)		X			
5	Remove seat post & clean tube (Quick Release)		X			
6	Check pedals are screwed in		X			
7	Check brake adjustment			X		
8	Check toe straps for signs of wear				X	
9	Check crank arm bolts & re-tighten				X	
10	Check security of all knobs & release lever				X	
11	Check Belt Tension				X	
12	Check bottom bracket					X
13	Check flywheel bearings					X
14	Full Frame Inspection					X

## Guidance notes:

1. Use pledge polish on a soft cloth to wipe the machines down
4. Handle bar post removes easily using the quick release. Wipe the tube down with a cloth covered with WD40 or similar.
5. Seat post removes easily using the quick release. Wipe the tube down with a cloth covered with WD40 or similar.
6. Use a bike crank wrench or standard adjustable wrench, supplied with the bike.