

## Pre-Use Checklist

User: \_\_\_\_\_ Bike ID: \_\_\_\_\_ Date: \_\_\_\_\_

Orientation Performed By: \_\_\_\_\_

Task	Initials	Acceptable – Not Acceptable (Y/N) Circle
Tires have air		
Check brakes for proper use		
Check wheels for damage		
Check spokes for damage		
Adjust seat for comfort		
Scan bike for damages		
Review locking mechanisms		
Show personal helmet to Fitness Center staff		

A Service Central ticket will be entered for the REDSCAP team to repair the bike. Bikes taken out of service will be stored in the Fitness Center Spin room, which is currently not in use.

Contact Service Central at [servicecentral@nyit.edu](mailto:servicecentral@nyit.edu) or call 516.686.1400. If you choose to reach Service Central via email, please include a callback number where you can be reached and the best time to reach you.

Staff is available Monday through Friday from 8 a.m. to 7 p.m.