

SITE SURVEY REPORT

Bicycle Inspection

Prepared for	Riverside Council
Date	5 Oct 2026
Site	Riverside Council pool bikes
Prepared by	L. Morgan

FORM

Bicycle Inspection**1. Check**

Project	Riverside Council pool bikes: quarterly fleet check (completed example)
Client	Riverside Council
Site	Civic Centre and depot
Site address	Civic Centre, Bridge Street, Shrewsbury
Inspection date	5 Oct 2026
Time	08:30
Checked by	L. Morgan, fleet technician
Check	Scheduled fleet inspection

Cycling UK's M check is a quick way to check any bike is safe to ride: start at the rear tyre and follow the shape of the letter M, taking in the saddle and the brakes. If unsure about a repair, ask a qualified mechanic at a bike shop.

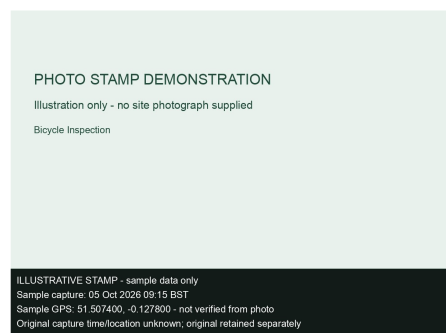
The Provision and Use of Work Equipment Regulations 1998 cover any machinery, appliance, apparatus, tool or installation for use at work. Regulation 5 requires employers to make sure work equipment is maintained in an efficient state, in efficient working order and in good repair.

2. Bikes**Bikes 1: PB-04**

Fleet number	PB-04
Type	Pedal bike
Location or stand	Civic Centre cycle shelter, stand 4
Tyres inflated, free from cuts, glass, thorns and nails	Defect
What is wrong?	Front tyre tread worn with a small cut in the sidewall
Wheels spin freely and straight, spokes not loose	OK
Axle nuts or quick releases tight, no side-to-side play in the hubs	OK

Brakes fitted securely and working (right lever front, left lever rear)	Defect
What is wrong?	Rear brake pads worn, lever pulls to the bar
Brake and gear cables sound and not obstructing the steering	OK
Gears fitted correctly and shifting smoothly	OK
Steering moves freely with no excessive play	OK
Frame free from rust damage and cracks	OK
Saddle secure and at the right angle, seat post clamp tight	OK
Pedals fitted correctly	OK
Chain clean and lubricated	Defect
What is wrong?	Light rust on the chain
Suspension moves freely	Not applicable
Lights: white front and red rear	OK
Reflectors: red rear and amber pedal reflectors	OK
Result	Out of use until repaired
Tagged out of use and removed from the stand?	Yes

Photos



Illustrative stamp: 5 Oct 2026 09:15 BST · sample GPS 51.5074, -0.1278. Original photo capture date/location unverified.

Bikes 2: PB-05

Fleet number	PB-05
--------------	-------

Type	Electric bike (EAPC)
Location or stand	Civic Centre cycle shelter, stand 5
Tyres inflated, free from cuts, glass, thorns and nails	OK
Wheels spin freely and straight, spokes not loose	OK
Axle nuts or quick releases tight, no side-to-side play in the hubs	OK
Brakes fitted securely and working (right lever front, left lever rear)	OK
Brake and gear cables sound and not obstructing the steering	OK
Gears fitted correctly and shifting smoothly	OK
Steering moves freely with no excessive play	OK
Frame free from rust damage and cracks	OK
Saddle secure and at the right angle, seat post clamp tight	OK
Pedals fitted correctly	OK
Chain clean and lubricated	OK
Suspension moves freely	Not applicable
Lights: white front and red rear	OK
Reflectors: red rear and amber pedal reflectors	Defect
What is wrong?	Left pedal reflector missing

Highway Code rule 60: at night a cycle must have white front and red rear lights lit, and a red rear reflector (and amber pedal reflectors, if made after 1 October 1985).

Result	Safe to use: minor fault noted
--------	--------------------------------

Bikes 3: PB-06

Fleet number	PB-06
Type	Folding bike
Location or stand	Depot office

Tyres inflated, free from cuts, glass, thorns and nails OK

Wheels spin freely and straight, spokes not loose OK

Axle nuts or quick releases tight, no side-to-side play in the hubs OK

Brakes fitted securely and working (right lever front, left lever rear) OK

Brake and gear cables sound and not obstructing the steering OK

Gears fitted correctly and shifting smoothly Not applicable

Steering moves freely with no excessive play OK

Frame free from rust damage and cracks OK

Saddle secure and at the right angle, seat post clamp tight OK

Pedals fitted correctly OK

Chain clean and lubricated OK

Suspension moves freely Not applicable

Lights: white front and red rear OK

Reflectors: red rear and amber pedal reflectors OK

Result Safe to use

Bikes checked 3

Safe to use 1

Bikes out of use 1

Bikes with a minor fault 1

3. Actions and sign-off

Are further actions needed? Yes

Further actions 1: Fit a new front tyre and rear brake pads to PB-04, clean and oil the chain, then recheck before return to use

What needs doing? Fit a new front tyre and rear brake pads to PB-04, clean and oil the chain, then recheck before return to use

Who will do it?	L. Morgan
-----------------	-----------

Due date	8 Oct 2026
----------	------------

Status	In progress
--------	-------------

Further actions 2: Fit a new left pedal reflector to PB-05

What needs doing?	Fit a new left pedal reflector to PB-05
-------------------	---

Who will do it?	L. Morgan
-----------------	-----------

Due date	8 Oct 2026
----------	------------

Status	Open
--------	------

Inspector name	L. Morgan
----------------	-----------

Position or company	Fleet technician, Riverside Council
---------------------	-------------------------------------

Inspector signature	
---------------------	--

L. Morgan

Signing records what was found on the day. It does not make unsafe equipment safe or replace a thorough examination, design check or service by a competent person.