

# Maintenance Expectations & Etiquette



## **“Self-Service” means exactly that.**

The staff may offer advice within their training and assist your efforts as-needed but for liability reasons are actively discouraged from doing the work for you. Please feel free to ask for advice when needed but keep in mind that the experience & skill level of each staff member or volunteer may vary heavily. Instructional manuals & online tutorials are available, as needed.

## **Tools & Space are available on a first-come, first served basis.**

Please be patient & respect the time of those that arrived before you. Bike Shop staff & volunteers reserve the right to use the tools & space as needed.

## **Sign-in before leaving.**

This is best done after you have completed work for the day since we would like to know what work you completed. The Bike Shop collects basic data in order to track trends & demonstrate that what we do is a worthwhile investment of University resources.

## **A variety of parts may be available for your use/ purchase.**

Used parts are reserved first for the rental fleet bikes. If there is an abundance of a used part in stock, it may be offered free of charge. The Bike Shop makes no warranties regarding the quality of a used part or usefulness for a specific purpose. A small selection of new parts may be available for purchase. In either case, please ask the staff for assistance.

## **Clean up after yourself.**

When finished, please return your tools to their proper place & separate your garbage into the appropriate trash or recycling bins.

## **Unfinished bikes may not be left at the shop.**

The Bike Shop does not have the capacity to store everyone's bike nor desire the responsibility for watching over it until you are able to return. Even if not ride-able, we ask that you take your bike with you when you leave.

---

[www.gvsu.edu/outdooradventures](http://www.gvsu.edu/outdooradventures)

---