

eFOLDi Lite - SERVICING CHECKLIST



Date Received	
Serial No.	
Customer Name	

1	Open box and inspect contents (scooter/charger/packing material) and note any missing items below.	
2	Initial check on scooter frame for scratches/damage/UIN note any damage on arrival below.	
3	Pump up rear tyres to 30 PSI.	
4	Check rear wheels quick release mechanism, repeat 3 times for each wheel, listening for the definite "click" when engaged. Check ball bearing retainers are present and correct. Check Axle nut security.	
5	Lift suitcase handle, the action should be smooth and then "click" into the upright position - repeat 3 times, checking the alignment of the magnet at the base of the steerer column.	
6	Check all components of the cockpit, they should all be tight and undamaged.	
7	Release the steering column latch and pull the black knob to unfold the scooter. It should unfold smoothly and easily - repeat 3 times, fully closing and opening each time. Adjust mechanism as needed. Adjust main catches if needed to ensure reliable locking and unlocking.	
8	Pull up seat back checking for smoothness and alignment - repeat 3 times.	
9	Insert battery - repeat 3 times. There should be a definite "click" when engaged properly. It should feel easy and not fiddly.	
10	Turn the scooter on. Check throttle operates smoothly – open/close 3 times (lift front wheel to allow it to run freely on the spot).	
11	Check Drive and Reverse switch. Engage throttle in both positions, listening to the noise of the motor. Engine noise should be less than 65 decibels. No abnormal sounds present. Reversing warning is audible.	
12	Check the horn button and operation, paying close attention to the sounder tone/volume.	
13	Check function of electric magnetic brake - run the scooter forwards and backwards ensuring that it stops automatically. Braking distance should be less than 1 metre / 1 scooter length.	
14	Flick the front wheel brake lever to ensure the scooter can freewheel, flick it back and check that it no longer moves. Check the motor will not work when the warning noise sounds.	

15	Check the exposed cabling around the forks, it should be unbroken, neat and tidy.	
16	Check all external nuts and bolts are tight - including the seat bolts.	
17	MO94 all moving parts, ensure seat guide lugs are suitably lubricated to reduce any squeaks.	
18	Clean and wipe down frame.	
19	Road Test scooter	
20	Clean and wipe down tyres. Check tyre condition for wear and/or cracking. Replace any missing dust-caps.	
21	Return scooter to packaging check that any accessories that arrived with the scooter are repacked	

Notes and observations

Your eFOLDi was serviced today _____ (date) by _____ (Technician)
