

# Medline Transport Wheelchairs Checklist

## MAINTENANCE

### SAFETY INSPECTION CHECKLIST

ITEM	INITIALLY	INSPECT / ADJUST WEEKLY	INSPECT / ADJUST MONTHLY	INSPECT / ADJUST PERIODICALLY
<b>GENERAL</b> Chair rolls straight. (no excessive pull to one side)	X			X
<b>CLEANING</b> Wipe chrome parts with clean, soft cloth. Auto wax / similar product on metal parts. Clean upholstery with mild soap solution. Use only <b>water</b> on hand grips. Dry chair immediately when wet.		X  X X		
<b>FRAME &amp; CROSS BRACES</b> Inspect for loose or missing hardware. Inspect for bent frame or cross braces.	X X			X X
<b>SEAT AND BACK UPHOLSTERY</b> Inspect for rips or sagging. Inspect for loose or broken hardware.	X X		X	X
<b>RECLINER</b> Inspect reclining mechanism to ensure they are clean and work freely. Ensure stabilizer bar engages securely.	X X			X X
<b>FRONT CASTERS AND REAR WHEELS</b> Inspect wheel / fork assembly for proper tension by lifting the chair and spinning the caster. It should come to a gradual stop. Loosen locknut if wheel wobbles / tighten locknut if wheel binds to a stop. Ensure wheel bearings are clean and free of moisture.	X X X	X X	X	
<b>REAR WHEELS</b> No excessive side movement or binding when chair is lifted and wheels are spun.	X		X	
<b>FRONT AND REAR TYRES</b> Inspect for flat spots and wear.	X	X		
<b>HAND GRIP WHEEL LOCKS</b> (If equipped) Test in both complete and intermittent lock positions. Ensure the chair does not move when the locks are engaged.	X		X	
<b>WHEEL LOCKS</b> Do not interfere with tires when rolling. Pivot points free of wear and looseness. Wheel locks are easy to engage.	X X X		X X X	
<b>LAP BELT</b> Inspect for secure attachment. Inspect for worn or frayed belt.	X X	X X		

**Take the wheelchair to a qualified dealer annually for a thorough inspection and maintenance or repair services.**