

# 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.			X	
Use only water on hand grips. Dry chair immediately when wet. Do not use abrasive cleansers or cloths.			X	
<b>FRAME &amp; CROSS BRACES</b> Inspect for loose or missing hardware.	X			X
Inspect for bent frame or cross braces.	X			X
<b>SEAT AND BACK UPHOLSTERY</b> Inspect for rips or sagging.	X			X
Inspect for loose or broken hardware.	X		X	
<b>RECLINER</b> Inspect reclining mechanism to ensure they are clean and work freely.	X			X
Ensure stabilizer bar engages securely.	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.	X	X		
Loosen locknut if wheel wobbles / tighten locknut if wheel binds to a stop.	X	X		
Ensure wheel bearings are clean and free of moisture.	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 TIRES</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.	X		X	
Pivot points free of wear and looseness.	X		X	
Wheel locks are easy to engage.	X		X	
<b>LAP BELT</b> Inspect for secure attachment.	X	X		
Inspect for worn or frayed belt.	X	X		

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