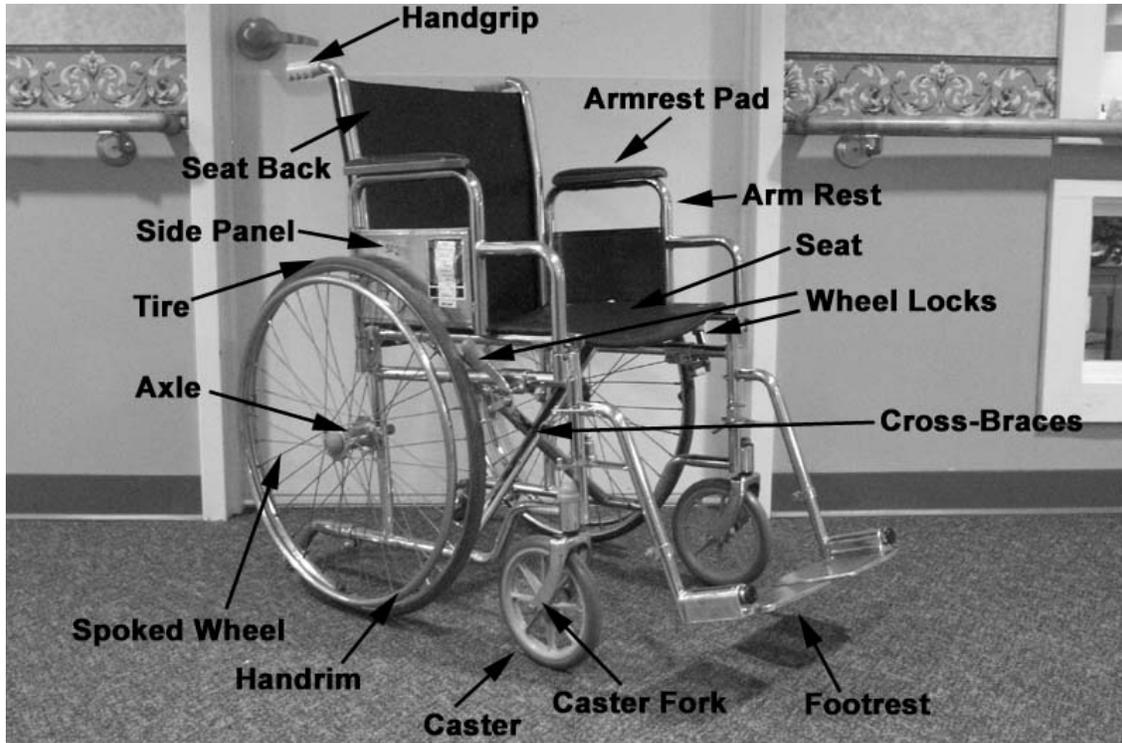


# Wheelchair Maintenance Checklist



## Arms

- Armrests – Check to make sure that the screws are not poking through the arm padding. Also, check for dangerous burrs or sharp edges on the heads of the screws.
- Detachable Arms – Make sure that the arms are not overly tightened, yet still secure.
- Adjustable-height Arms – Make sure arms adjust, lock into place and fit properly.
- Arm locks – Check that the locks fully engage.
- Side Panels – Check that panel fasteners are tightened and that there are no sharp edges on the panels.

## Back

- Check all materials for rips and tears. Materials should all fit with the same tightness; areas should not be loose while others are tight. Check the nuts and bolts to be sure they are tight.
- Make sure all hardware is present, fully tightened and installed through the correct reinforcing strips.
- Check the back brace joints for cracks, bends and other damage.
- Handgrips should be tight and secure; they should not rotate on the posts.

- Check the Safety Belts for fraying or damage.
- Headrests should function properly.
- Check all adjustments to reclining backs, be sure they work correctly.
- Spreader-bar Assembly - Check for loose hardware. Look for damage to folding linkage.
- Hinged-back Assembly - Check the slide lock to be sure it works. Check all hardware to be sure it is present and snug.

### **Seat, Cross Braces, And Frame**

- Check that the seat material is snug on the frame and that there are no rips or tears.
- Check for stripped screws and sharp edges on screw heads.
- Check that carrying straps are not worn or frayed.
- Check for sticking cross braces by folding the chair.
- Sight down seat rails, checking for cracks and bends.
- Check that the center pin nut (connects the two cross-braces) is secure.
- Front Post Slides - Fold the chair and sight down both posts, checking for straightness and roundness. While opening the chair, check that the posts do not rub or hit the caster forks. Fold the chair once again, checking that the posts do not come out of the sockets.
- Seat Rail-guides - Check that guides are present. Open the chair and make sure the seat rails firmly fit into the guides.
- Check that all four wheels are touching the ground evenly, if not there may be a failing weld or the frame may be bent.

### **Wheel Locks**

- Tire Pressure – Check tire pressure before checking the wheel locks.
- Locks – each should securely engage the tire surface preventing the wheel from moving.
- Rubber Tips – should be present on wheel locks and not be cracked or split.

### **Large Wheels**

- Check the wheels for trueness (making sure the wheels spin straight, without wobbling)
- Pluck the spokes, checking for equal tightness, and making sure there are no spokes missing.
- Check the wheel for side play. Side play indicates the need for adjustment or new bearings.
- Check for tire wear.
- Check that there are no gaps between tires and rims.
- Pneumatic Tires - Check for wear, cracks and tire pressure.
- Axles and Axle-lock Nuts – If removing the wheels, make sure axle threads are in good condition, check bushings for wear and make sure nuts are not rounded.
- Quick release Axles – While pushing the plunger pin in, the ball bearings at the other end should be loose and recessed. After releasing the plunger pin, the ball bearings should appear raised.
- Check that the hub caps are properly in place.

- Check that there is not a large amount of grease leaking from around the wheel axles or joints.
- Spin the wheels and make sure they turn easily and without a grinding sound, indicating damaged bearings.
- Hand rims and Attaching Hardware - Check hand rims for sharp edges. Check that the rims are securely attached. Check for missing hardware and that there are no cracks on anything.
- Axle Plates – Check that the plates are secure. If there is camber or toe adjustment, make sure the washer configuration is the same on both sides.
- Axle Sleeves – Check that the distances on the front and rear axle sleeves are the same.

### **Casters**

- Forks and Retaining Mechanism - check for bending on the sides and the stem. Be sure stem is firmly attached to fork. Check threads and locking nut or retaining ring.
- Stem Bearings - check for excessive play in all directions, the casters should not flutter at high speeds.
- Wheels and Bearings - check for excessive wobble in bearings. Check axle and nut for stripping. Check that felt washers and/or string guards are present.
- Tires - Check for excessive tire wear and verify that the tire is secured on rim. Check and adjust the pressure on the tires as needed.
- Caster Housing - Select a level surface and roll-check chair. If chair veers more than a foot in a ten-foot distance, check frame for damage. Check alignment of housing on frame. Check fork and stem for bent condition.
- Check that there is not a large amount of grease leaking from around the wheel axles or joints.
- Spin the wheels, making sure they spin easily, without a grinding sound. A grinding noise indicates damaged bearings. Also, make sure the casters spin freely.

### **Footrest and Leg Rest (Front Rigging)**

- Engage the Lock Mechanism and make sure it functions properly.
- Look out for excessive wear anywhere in the mechanism.
- Footplates should not contain any sharp edges and should hold at any position.
- Check for damage and proper function of the footrest length-adjustment mechanism.
- The leg rest panels should not contain any sharp edges. Check that all hardware is present and check for wear in the leg rest panels.
- The leg rest adjustment rod should not have any scratches or it will not function properly. Check for all hardware and make sure it functions properly.
- Foot rest bumpers should be intact and not excessively worn.