

MANUAL WHEELCHAIR ANNUAL PREVENTATIVE MAINTENANCE / SERVICE CHECKLIST



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| Customer Name: | Asset Number: AML-MANUALWC-APMC |
| Wheelchair Model: | Chair Serial Number: |
| Technician Name: | Date: |

Please read the Annual Preventative Maintenance (AML-MANUALWC-APMC) before starting the checks. This checklist is to be used with all Manual wheelchairs. Skip or cross elements that do not apply.

| Category | Components | Checks | Remedy | Checked | Notes / Action required | |
|--------------------------------|---|---|---|--------------------------|-------------------------|--|
| Frame Components | Frame | Check for straightness, deformation wear, cracks, solders, joints | Repair or replace parts as needed | | | |
| | Transit tie downs | Check securely fastened | Check securely fastened | | | |
| | Folding components i.e. Crossbar | Check that chair folds & unfolds easily | Repair or replace parts as needed | | | |
| | Castor Forks | | Check pintle bearing and Castor Fork for flutter | Clean, adjust or replace | | |
| | | | Check that perpendicular to floor and contact to the ground | Adjust as necessary | | |
| | Castors | Inspect for wear and damage and check castor bearings | Clean, replace if damaged or worn | | | |
| Anti-Tips | Check for damage and ensure anti-tips do not rub the ground | Replace if damaged | | | | |
| Rear Wheels | Tyres | Check for flat spots and proper seating; ensure proper inflation and inspect for wear | Inflate to 60 psi. Replace if damaged or worn | | | |
| | Rims / Spokes | Check spoke tension by hand. | Replace if damaged | | | |
| | | Check the wheel and rim for straightness and moving freely | Replace if damaged | | | |
| | Axles and housing | Cleanliness, axle rod straightness | Replace if damaged | | | |
| | Quick release axles | Disengage, engage, locks correctly with minimal play | Adjust or replace if damaged | | | |
| | Axle mount | Check that securely tightened | Tighten | | | |
| | Wheel position | Turning freely and not too close to arm rests or other parts | Adjust as necessary | | | |
| | Hand rims and thumb grips (optional) | Check for cleanliness, tightness, straightness, deformation, no sharp edges | Clean, adjust or replace | | | |
| | Wheel alignment | Check for straightness, toe-in or toe-out | Adjust as necessary | | | |
| Wheel locks / Attendant brakes | Check function, stem embeds into the tire rubber when in lock is in position, preventing the wheel from turning | Adjust or replace if damaged | | | | |

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| Seating Components | Seat upholstery | Check overall condition an tension | Replace if damaged or worn | | |
| | Pelvic Belt | Check condition of pelvic belt and locking mechanism | Replace if damaged or worn | | |
| Legrests | Legrest hangers /Footplates | Check that the 'L-tubes' and footplates are securely fastened and in a working condition | Tighten | | |
| | | Check welded seams and interlocking parts for integrity | Replace if damaged | | |
| Armrests and Back Components | Armrests | Ensure receivers are securely fastened and functioning | Tighten or replace if faulty | | |
| | | Check height adjustment, flip back and locking mechanisms | Replace if damaged | | |
| | | Check the condition of arm pads | Replace if damaged or worn | | |
| | Tilt in space / manual recline (if fitted) | Check for function and integrity. Ensure cables are correctly routed | Adjust or replace if damaged | | |
| | Back canes | Verify that back canes are securely fastened | Tighten | | |
| | | Check the condition of push grips | Replace if damaged or worn | | |
| | Back upholstery | Check overall condition and tension | Replace if damaged or worn | | |
| Hard shell backs | Check overall condition, cushioning and positioning | Clean, adjust or replace | | | |
| Test Run | | Wheelchair rolls straight and with ease | Adjust or replace as necessary | | |
| | | Listen for any excess noise | Replace if faulty | | |
| | | Verify brake function | Repair or replace as necessary | | |
| | | Check castors for flutter | Adjust or replace as necessary | | |
| Clean | Entire chair | Use a damp cloth and mild, non-abrasive cleanser to clean the plastic and metal parts of the chair. Avoid using products that may scratch the surface of the chair. | Clean | | |
| | | If necessary, clean the product with an approved disinfectant. Make sure the disinfectant is safe for use on your product before application | Clean | | |
| Technician Name: | | Signed: | | Date: | |