



## Maintenance Checklist

**Chair Number:**

**Evacunsafe UK Ltd guarantees the working parts for 1 year from day of purchase.**

**Tracks are guaranteed for 5 years.**

**Parts are subject to general wear and tear. Damage caused by vandalism or misuse will not be covered by the guarantee.**

**The Evacunsafe Chair is a low maintenance piece of equipment that should be checked and used regularly.**

**Evacunsafe advise that the checks are made on a quarterly basis.**

| <b>Part</b>                          | <b>Check</b>  | <b>Comments</b> | <b>OK Yes/No</b> |
|--------------------------------------|---|-----------------|------------------|
| <b>Dust Cover</b>                    | <b>In situ and not damaged.</b>   |                 |                  |
| <b>Wall Hooks</b>                    | <b>Securely fixed to wall.</b>  |                 |                  |
| <b>Chair</b>                         | <b>Unfolds smoothly.</b>  |                 |                  |
| <b>Footrest</b>                      | <b>Opens and bolts secure.</b>  |                 |                  |
| <b>Arms</b>                          | <b>Rotate freely and bolts secure.</b>  |                 |                  |
| <b>Top Handle locking clips</b>      | <b>That they are secure, open freely and allow the handle to move up and down.<br/>That they re-engage and lock handle into place in each position.</b>       |                 |                  |
| <b>Track Mechanism locking clips</b> | <b>That they are secure, open freely and allow the track mechanism to open and close.<br/>That it/they re-engage and lock the track mechanism into place.</b> |                 |                  |

|                          |   |  |  |
|--------------------------|---|--|--|
| <b>Locking Clips</b>     | <b>Need to be opened and sprayed with a lubricant such as WD40.</b>   |  |  |
| <b>Seat Belt</b>         | <b>All adjustments work, male and female sections connect and fasten and red release button operates and has no rips.</b>             |  |  |
| <b>Rear Wheel brakes</b> | <b>That the rear brake(s) lock and unlock freely.</b>   |  |  |
| <b>Track Belts</b>       | <b>They move smoothly around the runners and should be rotated around the wheels on a regular a basis (at least once per quarter)</b> |  |  |
| <b>Seat Materials</b>    | <b>That it is secure at fixing points, is clean and has no rips.</b>  |  |  |
| <b>Nuts/Bolts</b>        | <b>That they are all in place and are secure, protective caps are present on all exposed nuts.</b>                                    |  |  |
| <b>Front Wheels</b>      | <b>Ensure that the wheels rotate and run freely.</b>  |  |  |
| <b>Rear Wheels</b>       | <b>Run free.</b>  |  |  |

Name: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

**If any major faults are found the chair should be taken out of service and Evacusafe contacted on 01256 332723**