

Outreach Services of Indiana Page 1
Manual Wheelchair Maintenance and Safety Checklist

Client: _____ **W/C Ser. #** _____ **Date:** _____

All parts of wheelchair are clean with no offensive odor: **Yes / No**



Arms

- Armrest screws are not poking through the arm padding.
- Armrest padding is in good condition with no tears, cracks or holes.
- Armrests have no burrs or sharp edges on the heads of the screws.
- Detachable Arms are secure when locked into place.
- Detachable Arms are removable easily.
- Adjustable-height Arms: height adjusts easily, lock into place and support user's arms correctly.
- Side Panel fasteners are tight with no sharp edges or cracks on the panels.

Back

- All material on custom contoured backrest is free of rips, cracks and tears.
- Material all fits with the same uniform tightness; some areas are not loose while others are tight.
- All nuts and bolts securing the back support to frame are tight.
- All hardware is present, fully tightened and installed through the correct reinforcing strips or attaching hardware.
- The back brace joint (where the push handle push cane meets the wheelchair frame at the lower edge of the back) has no cracks, bends and other damage.
- Handgrips are tight and secure; they do not rotate on the push canes.
- Handgrips are in good condition.

Seat Belt

- The Seat belt has no fraying or damage.
- The Seat belt is attached securely to the wheelchair frame.
- The Seat belt buckle unfastens and locks correctly.

Seat and Frame

- The seat cushion is fastened securely to the frame.
- There are no rips, tears or rough surfaces on the seat.
- There are no stripped screws, bolts or missing fasteners.
- There are no sharp edges on screw or bolt heads or other attaching hardware.
- Sight down seat rails: there are no cracks and bends.
- All four wheels are touching the ground evenly

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Wheel Locks

- Each wheel lock securely engages preventing the wheel from moving.
- Wheel lock handles (hand operated or foot operated) are not bent or broken.
- Rubber Tips are present and are not cracked or split.

Larger Wheels

- The wheels spin “true” (the wheels spin freely and straight, without wobbling)
- The wheel has no “side play”.
- Tires are not worn, cracked, split nor are there gaps between tires and rims.
- The wheel axle threads are in good condition.
- The axle nuts are securely tightened.
- Quick release Axles – While pushing the plunger pin in, the ball bearings at the other end are loose and recessed. After releasing the plunger pin, the ball bearings appear raised.
- There is not a large amount of grease leaking from around the wheel axles or joints.
- Spin the wheels; they turn easily without a grinding sound, indicating damaged bearings.

Casters

- There is no bending on the sides or the stem of the caster fork.
- The stem is firmly attached to fork.
- The locking nut or retaining ring is tight.
- The stem bearings do not have excessive play in any direction; the casters do not flutter.
- There is not excessive wobble in wheel bearings.
- Caster axle nut is tight.
- Caster tires are not worn, cracked or gouged and the caster tire is secure on rim.
- Roll the wheelchair: the chair rolls straight, not veering to the left or right.
- There is not a large amount of grease leaking from around the caster wheel axles or joints.
- Spin the casters: they spin easily and freely without a grinding sound.

Footrest and Leg Rest (Front Rigging)

- Latch the legrests into position with the keeper: they lock into place properly.
- The footrest unlatches and removes or swings away correctly.
- There are no sharp edges, or broken or missing pieces on the legrests or footplates.
- The leg rest panel or calf rests have no sharp edges or rough surfaces.
- Heel loops are not worn or ragged and are attached securely on both ends.
- Leg length of the footrests is correctly adjusted.
- Footplates angle is adjusted correctly.
- Any foot securing devices such as ankle straps are in good condition.

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Other

- Wheelchair tray is clean and is in good condition.
- Anti-tippers are in present and are in good condition.
- Personal bag on wheelchair is clean and in good condition.

Checklist completed by: _____

Work needing to be done, including parts needing to be replaced are:

All work above completed by _____ on _____