

**Outreach Services of Indiana** **Page 1**  
**Power 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 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.
- Trunk lateral supports release and lock into place correctly.
- Trunk lateral pads' foam and covering are in good condition.
- All nuts and bolts securing the back and trunk supports to frame are tight.
- 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.
- It is attached securely to the wheelchair frame.
- The buckle unfastens and locks securely.

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**Headrest**

- Headrest fits (is adjusted) correctly to support user's head.
- Headrest hardware is present and works correctly (flips down and locks upright)
- Headrest cover is smooth and free of rips, tears, or holes.

**Power Tilt-in-space**

- Tilt-in-space power feature adjusts smoothly into tilted back and upright positions.
- Braces, supports, and extensions of power feature are not bent, damaged or worn.

**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.
- Four of the six wheels are touching the ground appropriately.

**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.

**Wheels and Drive**

- The wheels have no "side play", wobbling or flutter when turning.
- 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.
- There is not a large amount of grease leaking from around the wheel axles or joints.
- The wheels turn easily without a grinding, clicking, or whining heard.
- The w/c drives straight without pulling or veering to one side.
- All connections are fastened securely.

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

- There are no sharp edges, or broken or missing pieces on the legrests and footplates.
- The calf rest has no sharp edges or rough surfaces.
- Leg length of the footrests is correctly adjusted.
- Footplates angle is adjusted correctly.

**Checklist completed by:** \_\_\_\_\_

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

All work above completed by \_\_\_\_\_ on \_\_\_\_\_