



# CHECKLIST

## ANNUAL PREVENTIVE MAINTENANCE

### **i** INFORMATION

Customer name: \_\_\_\_\_

Wheelchair model: \_\_\_\_\_

Serial number: \_\_\_\_\_

Technician name: \_\_\_\_\_

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

*Please read the **Annual Preventive Maintenance Instruction Sheet** (MC-MTKG-WI-0006) **before** using this checklist.  
This checklist is to be used with **all wheelchair models** with **any features and options**. Skip or cross elements that do not apply.*

### INSPECT, TEST AND ADJUST

- Cleaning:** use clean cloth, mild soap and water to clean. Rinse and dry
- Frame:** straightness, deformation wear, cracks, solders, joints, fold/unfold
- Rear wheels:** Turn freely
  - Tire pressure** (pneumatic tires)
  - Rims/Mags:** spoke, nipples, tension, deformation straightness
  - Tires:** wear, worn treads, deformation, cracks, flat spot, debris, puncture, tires seating
  - Axles and housing:** cleanliness, axle rod straightness
  - Quick release axles:** disengage, engage, and locks correctly
  - Axle mount:** mounting plates or mounting tubes, amputee adjustable axle plate, tightness, and torque
  - Wheel position:** not too close to armrest or other parts
  - Handrims** and optional **thumb pieces:** cleanliness, tightness, straightness, deformation, no sharp edges
  - One Arm Drive:** cleanliness, ease of use
  - Wheel alignment:** straightness, toe-in or toe-out
- Front wheels:** cleanliness, turn freely, touch the ground at the same time, perpendicular to floor
- Wheel locks, attendant lock:** work properly, stem embed into the tire rubber when in lock position, preventing the wheel from turning
- Anti-tipper and tip assist:** well locked in place, height, swing-away anti-tipper work well
- Footrest, elevating legrest, residual limb support:** Removing, installing, pivoting, elevating and folding different parts work well
  - Heel loop, calf strap:** tightness, wear
  - Foot plates:** tightness, wear
- Armrests and side guards:** armrest sides, arm pads, height adjustment mechanisms, flip back mechanisms. Locking system works properly
- Backrest components:** well fixed to frame, handles, rigidizer bar, fold down handle mechanism, stroller handle, stabilizer bar
  - **IMPORTANT:** If the fold down backrest mechanism (rigid wheelchairs) seems unstable or tend to lean backward, contact your **sales representative** or the **Motion Composites Customer Experience**. Some parts may be under warranty.
- Back upholstery:** straps and back upholstery wear and damage, back upholstery tension
- Seat:** wear and general condition, seat upholstery tension, seat sling is in good condition
- Positioning belt:** wear and general condition, well fixed to frame, locking mechanism or Velcro works well
- Fabrics:** wear and general condition, no protruding metal, rips, cracks or tears especially at fixing points



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### ADJUST THE WHEELCHAIR

Verify and adjust the wheelchair depending on the user condition, needs and preferences and according to the directions of a professional health care advisor:

- Seat-to-floor height
- Center of gravity
- Anti-tipper height
- Footrest height
- Footplate angle
- Legrest length
- Residual limb support position
- Back cane position
- Armrest position
- Side guard position
- Push handles height
- Backrest depth and height
- Back angle
- Back upholstery tension
- Headrest height and position

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### NOTES AND COMMENTS

*Parts to order, special problems encountered or reported by the customer, special settings performed, things to check with attention on the next annual preventive maintenance, etc.*

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### ROAD TEST

- Wheelchair rolls straight and with ease
- No vibrations, noise, or any deviation from normal functioning
- Wheel locks work well
- Front wheels not shaking, wobbling or flutter

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### FINISHING TOUCHES

- Apply paint touch-ups where needed
- Protect the paint with a coat of non-abrasive wax

**Motion Composites Customer Experience**  
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