

BRODA Chair Inspection/Maintenance Schedule*

Part	Initial Inspection	Inspect/Adjust Weekly	Inspect/Adjust Monthly	Inspect/Adjust Periodically	Inspect/Adjust Regularly
<p><u>Gas Cylinders:</u> <i>Check to ensure functions operated by cylinders are functioning properly: Tilt, recline, elevating legrest</i></p>	X		X		
<p><u>Cables and Handles:</u> <i>Cables connected to cylinders Cables completely release and handles return when released</i></p>	X	X			
<p><u>Upholstery:</u> <i>Check for tears</i></p>	X			X	
<p><u>Casters:</u> <i>Inspect swivel casters for proper tension by spinning caster. Caster should come to a gradual stop.</i></p> <p><i>Loosen or tighten bolts if caster wobbles or comes to an abrupt stop.</i></p> <p><i>Check to ensure casters are clean and free of dirt</i></p> <p><i>Check to ensure 6" casters multi-directional functions are functioning properly</i></p> <p><i>Check to ensure all caster brakes are functioning</i></p> <p><i>Check for loosening attachment between caster stem and housing.</i></p> <p>CAUTION: Casters should be checked regularly for wear or cracks and should be replaced.</p>	X	X			
<p><u>Vinyl Strapping:</u> <i>Check to ensure no missing or sagging straps</i></p>	X			X	
<p><u>Armrests:</u> <i>Check to ensure height adjustment functions properly</i></p>	X			X	

<i>Ensure arms are secure, but easy to release where applicable</i>	X			X	
<u>Options/Accessories</u> <i>Inspect all Broda chair options and accessories to ensure proper working order</i>	X			X	
<u>Framework</u> <i>Check for cracks along weld seam of tube, especially around load carrying bends e.g. backrest/seast bend; cracks or tears around welds, especially around load carrying tabs e.g. cylinder mounting tabs</i>	X				X
<u>Fasteners</u> <i>Check for loose, missing or worn fasteners</i>					X

* BRODA Chair Inspection/Maintenance Schedule is a guideline only

Detection of any of the above issues should be reported to BRODA. 1-800-668-0637.

Inspection

Safety measures as described in Inspection/Maintenance schedule must be observed when inspecting or testing a chair. Only authorized caregivers or maintenance staff should attempt to inspect or test a chair.

BRODA recommends regular visual inspection for overall signs of wear, damage, loose or missing fittings, and other safety concerns. If a breakage, defect, or operational problem is detected, the chair must be repaired inspected and tested for function before it is returned to service.

BRODA recommends that the chair be inspected as often as each use if there is any reason to be concerned about the possibility of increased wear or loose or missing fittings.

The visual inspection should be performed by the facility, or if in a private residence, by the individual responsible for the chair.

Functional Testing

BRODA recommends that the chair should be tested for operation of the chair's functions without a resident in the chair. The testing may be as often as each use if there is any reason to be concerned about the possibility of increased wear or damage to the chair's components.

If the caregiver or maintenance department performing the functional testing believes that any function is not operating correctly, **the chair should be taken out of service until a satisfactory functional test can be completed.**

The caregiver or maintenance department performing the testing should be aware that the seat tilt, back recline, and footrest (leg rest) elevation operations will be more difficult without a resident in the chair.

When performing repairs or maintenance, do not use lubricants that contain solvents. Solvents will damage many of the moving components in the chair. If necessary, a white, food grade grease (lubricant) may be used on the sliding components in the chair. Do not use spray lubricants on any part of the chair

WARNING:

After any adjustments, repair or service, before use, make sure all attaching hardware is tightened securely. Otherwise injury or damage may result.

CAUTION:

DO NOT over-tighten hardware as this could cause damage to the frame.



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1-800-668-637