

Wheelchair maintenance check sheet

Wheelchair No. :	Destination :
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Proc.	Date / Name / Group	Check points ☐	tools	
1	Cleaning	Date / Name	☐ Cushion, belt	Dry rag
		Group ☐ Mold on cushion, belt, & Velcro	Iron brush (big) Mold remover	
		相模 ベトナム エチオピア ☐ Stain & rust on axle, metal frame	Thin iron brush	
		多摩工業高校 Yokota Base ☐ Axle, entire wheel	Damp rag, stick	
		APL 会員 個人		
		その他 () checker Date : / Name :		
2	Maintenance	Date / Name	☐ Valve rubber / Replace, Sealant and Air in	
		Group ☐ Tire / Puncture, Groove on the tire		
		相模 ベトナム エチオピア ☐ Caster / Rotating, Deterioration		
		多摩工業高校 Yokota Base ☐ Step / Level of left and right, Deflection		
		APL 会員 個人 ☐ Brake / Effect, Balance between right and left		
		その他 () ☐ Wiring for seat tilting		
		Final Check Date / Name ☐ Cushion / seat and back, left - right symmetry		
		☐ Armrest / Surface state		
		☐ Main body frame / Distortion		
3	Data	Date / Name	☐ Seat size	
		Group Width : c m Depth : c m		
		相模 ☐ Seal and Sticker		
その他 ()				
4	Packing	① Fold the chair to the smallest size. No brake. Fix the attachments with strings. ② Pack the whole chair with AIRCAP. Use Scotch tape. ③ Pack the chair with AIRCAP again. Use masking tape. ④ Wind a color tape around the package. (The color shows the destination.) ⑤ Write the number of the chair outside. (Twice, in large letters.) ⑥ Measure the whole package and enter it on another sheet. Write the weight on the masking tape.		

Notes: