

Tools for Daily Maintenance

- 3/16" and 5/32" allen wrenches
- 1/2" and 7/16" wrenches
- For chairs with metric fasteners: 10 & 12mm wrenches, 5 & 4mm allen wrenches
- Bucket, warm soapy water, towel to wipe down equipment
- Do NOT use bleach or products containing bleach

Daily Wheelchair Cleaning

- Use warm, soapy water and a rag
- Pay special attention to wheelchair frame
- If meals are eaten in the chair, immediately clean any spills
- Small toothbrush can help to clean tilt mechanism
- Wipe seat and back surfaces completely
- Clean shoulder harness
- Let everything air dry before the person transfers back into chair

Wheel Button Release and Reinstallation

- Button in center of wheel controls release
- If wheel has come loose, press button, push wheel shaft back into sleeve until you hear click
- Pull on wheel to confirm it is securely installed

Wheelchair Caster Cleaning

- Tools: 2 ½" wrenches, needle nose pliers, support block
- Make sure to catch spacers when removing caster bolt
- Clean debris from caster and spacers
- Needle nose pliers are helpful to position 2nd spacer during reassembly
- Ensure caster spins freely after completing reassembly

Wheelchair Brake Repair

- Tools necessary
 - 5/32" and 3/16" allen wrenches
 - 7/16" wrenches
- When adjusted correctly, brake lever should not dig into tire

Tools for Footrest Adjustment

- 5/32" allen wrench
- 7/16" wrench
- 5mm allen wrench for Body Point Footrest

Adjusting a PPD on a Person

1. Open cam lock
2. Adjust buckle to center of person's body
3. Pull strap tight
4. Use two fingers to ensure clearance between PPD and person's body
5. Close cam lock

Headrest Adjustment

- Tools necessary
 - 5/32" and 3/16" allen wrenches
- Tilt function on chair can be used to assist in adjustment, especially if the person tends to keep his/her head forward.

Headrest Adjustment (Comfort Company)

- Tools necessary
 - 3, 4, 5mm allen wrenches

PPD Repair and Cleaning

- Use a marker to indicate current belt position before removal
- Use screwdriver to pry open cam lock and remove belt
- With the person out of the chair, cut frayed edge from PPD belt
- Carefully use lighter to melt end of belt to prevent future fraying
- Use warm, soapy water and rag to scrub belt
- When finished cleaning, insert belt into clamp under and around bar and through the clamp

Cleaning Molded Back and Seat

- Remove armrests or lap trays, clean them separately
- Wipe pieces down with warm, soapy water—no bleach
- Immediately clean up any spills from tube feedings or excretions
- Wipe down wheelchair frame in addition to back and seat
- If chair has directional tilt, ensure mechanisms are free of debris
- Air dry equipment before the person gets back in chair
- Equipment should be cleaned daily

Cleaning Side Lyer or QOF

- Equipment should be cleaned daily
- Use rag and warm soapy water—no bleach
- Clean into crevices in addition to flat surfaces
- Remove any support pieces and clean them separately
- Inspect and clean areas around casters
- Call Seating & Positioning Clinic if casters are loose or need adjustment
- Use wire brush to clean Velcro pieces
- Ensure equipment is fully dry before person before the person gets back in chair

Bath Chair Cleaning

- Ensure soap, shampoo, any other substances are rinsed from the chair
- Dry chair with towel after use
- Removable cloth/material seat backs can be washed in washing machine or pressure washed
- Removable seat backs must air dry. DO NOT use dryer.

Walker Cleaning and Maintenance

- Use rag and warm, soapy water to clean equipment
- Check casters to ensure free movement
- May need 7/16" wrench to remove caster bolt and clean
- Adjust height if necessary using push pins