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Visual Inspection Checklist

Chair No.:

Evacusafe, LLC states that you should undertake regular visual inspections of your equipment. Evacusafe provides you with a visual checklist to assist you with this. Inspections should be carried out on a minimum of a quarterly year basis and more frequently if required, or if the equipment has been used. EVACUSAFE RECOMMENDS AFTER 5 YEARS THAT AN AUTOMATIC RENEWAL OF TRACK BELTS IS UNDERTAKEN, TO ASSIST IN MAINTAINING THE OPERATIONAL CONDITION OF YOUR EQUIPMENT.

Part	Check	OK Y/N	Comments
Dust Cover	In site and not damaged.		
Wall Hooks	Securely fixed to wall.		
Chair	Unfolds smoothly.		
Footrest (where present)	Opens and bolts secure.		
Arms (tracked chairs only)	Rotate freely and bolts secure.		
Handle locking pins (4 Wheel transit chair only)	Each side pin is present and attached to tethering cable. Will pass through locking holes smoothly.		
Top Handle locking clips (tracked chairs only)	That they are secure, open freely and allow the handle to move up and down. That they re-engage and locks handle into place in each position.		
Track Mechanism locking clips (tracked chairs only)	That they are secure, open freely and allow the track mechanism to open and close. That it/they re-engage and lock the track mechanism into place.		
Track Belts (tracked chairs only)	They move smoothly around the runners and should be rotated around the wheels on a regular a basis (at least once per quarter)		
Locking Clips	Need to be opened and sprayed with a lubricant such as WD40.		
Seat Belt	All adjustments work, male and female sections connect and fasten and red release button operate. Check for rips.		
Rear Wheel brakes (where present)	That the rear brake(s) lock and unlock freely.		
Seat Materials	That it is secure at fixing points, is clean and has no rips.		



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Nuts/Bolts	That they are all in place and are secure, protective caps are present on all exposed nuts.		
Front Wheels (where present)	Ensure that the wheels rotate and run freely.		
Rear Wheels	Run free.		

Name:

Signed:

Date:

- Evacusafe, LLC guarantees the working parts for 5 year from day of purchase.
- Tracks are guaranteed for 5 years.
- Chair Frame is guaranteed for 15 years.
- Parts are subject to general wear and tear. Damage caused by vandalism or misuse will not be covered by the guarantee.
- If any major faults are found, the chair should be taken out of service and contact Evacusafe immediately at 312.265.0848.