

Maintenance Schedule - HD Balance

The following documents should be at hand.

All documents are available for download at the HD Rehab web site, www.hdrehab.se.

Art. nr.	Document name
95740-1	Spare Parts
95764-1	Labeling
95720-1	Technical Information
	Other documents for specific wheelchair

General points about maintenance:

- The guidelines in this Maintenance Schedule should be followed to ensure the wheelchair reaches the expected 10 year lifetime. Shortcomings in maintenance and abnormal use can affect the lifetime and increase risks in use. Assessment of additional required maintenance should be done periodically by the person directly responsible for the wheelchair. Neglect of maintenance can affect our assessment in the case of warranty claims.
- Maintenance per Section 1 can be performed by all personnel.
- Maintenance per Sections 2 and 3 must be performed by trained personnel.
- This schedule applies for standard wheelchairs. For specially equipped wheelchairs, further regular maintenance may be necessary.
- The latest revision of this document must be used. It can be downloaded from www.hdreab.se, or mailed as requested from HD Rehab AB.
- For repairs in conjunction with maintenance refer to Technical Information, art. nr. 95720-1.
- For further information contact HD Rehab AB.

Section 1

Activity	Frequency
Cleaning of painted and surface-treated areas, and plastic parts Normal all-purpose cleaners and disinfectants can be used. Wipe surfaces after cleaning. Do not use corrosive substances, i.e. chlorine.	Ongoing
Cleaning of upholstery and upholstered surfaces Follow laundry care symbols on tags. Fabric covers can normally be washed at 60 °C. Parts cover with Soft (armrests, calf supports etc) should be wiped with all-purpose cleaner. Disinfectants such as hand sanitizer can be used but frequent and long-term use will shorten the lifespan of the component.	Ongoing
Push bar cover (art.nr. 13712) Wipe clean with normal all-purpose cleaner. Disinfectants such as hand sanitizer can be used but frequent and long-term use will shorten the lifespan of the cover.	Ongoing
Review of labeling and scales Damaged labels should be repaired or replace. Note! Labeling must follow document 95764.	Ongoing

Section 2

This section consists primarily of check-ups which capture any unusual wear and keep the risk of incidents at a very low level. The necessity and cost of repairs are also reduced by following this schedule.

Activity	Frequency
Review of screws, bolts, and nuts Check that all screws, bolts, and nuts are tightened. Be particularly thorough with chassis components such as balance plates and pivots.	1-2 times per year
Check of drive wheels and castors Check that the drive wheel spokes and hand rims are secure and free from damage, check tire condition. Check that the castors have no rattles, check tire condition. If the wheelchair is frequently used outdoors or if it is equipped with electric drive this check-up should be performed more frequently.	1-2 times per year
Check of tilt protection Check the condition and function of the tilt protection.	1-2 times per year
Check of chassis Check that the chassis components (frames) are free from damage and skews. Inspect damage carefully. The wheelchair should be properly cleaned before this check-up. If the wheelchair is equipped with electric drive this check-up should be performed more frequently. This also applies to wheelchairs with reinforced frames. These are generally subject to higher wear than standard models.	1-2 times per year
Check of brakes Check function and condition of brakes, both tire brakes and disc brakes if the wheelchair is equipped with them. The brake wires do not normally need to be lubricated as they are protected in their plastic housings. If adjustments or repairs are required refer to 95720-1 Technical Information.	1-2 times per year
Check of tilt control and tilt lock Check that the lever and cable for tilt are free from damage and functioning correctly. The wire does not normally need to be lubricated as it is protected in the plastic housing. Check that tilt lock is locking correctly. Note that the lever should have a small amount of play. Check that the stop ring on the tilt rod is properly secured in place. Check that the tilt lock's adjustable brake is set correctly, neither too tight nor too loose. If adjustments or repairs are required refer to 95720-1 Technical Information.	1-2 times per year
Check of recline control and gas spring Check that the lever and cable for recline are free from damage and functioning correctly. The wire does not normally need to be lubricated as it is protected in the plastic housing. Check that the gas spring operates smoothly and does not stutter. Defective gas springs must be replaced. Check that the labeling at the controls is undamaged. If adjustments or repairs are required refer to 95720-1 Technical Information.	1-2 times per year
Check of recline pin Check that the pin springs back properly in the lock position and that the knob is secure.	1-2 times per year

Section 2 continues on the next page.

Section 2 (continued)

Activity	Frequency
Check of armrests Check that the armrest height- and length-adjustments are functioning correctly. Check that no screws or rivets have loosened. Check that the height scales are undamaged.	1 time per year
Check of leg rests Check that the attachment of the leg rest to the seat frame works properly, with no play. Check that the leg rest angle adjustment mechanism locks and functions correctly. Check that the calf supports are functioning and are undamaged. Clean covers per Section 1. Check carefully that no knobs or handles are missing or damaged, and that calf support screws are tightened. Check the footrests function and condition, and that they are free from significant damage. Check that the foot plate folds up properly, tighten the bolt if necessary. Check that the fastening screws under the foot plates are tightened.	1-2 times per year
Check of cushions Check that the cushions are not threadbare and worn out, if so they should be replaced. Check the cushion fastening systems (velcro or similar). Clean upholstery per Section 1.	1-2 times per year

Section 3

Activity	Frequency
Reconditioning Reconditioning is performed per a separate guide, see document 95725-1.	Every third year or with new user