



Rancho Los Amigos National Rehabilitation Center PHYSICAL THERAPY DEPARTMENT POLICY AND PROCEDURE

PREVENTATIVE MAINTENANCE FOR WHEELCHAIRS

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POLICY: All wheelchairs will undergo preventative maintenance and cleaning as needed and a minimum of once a year. The contracted wheelchair vendor assumes responsibility for these actions.

PROCEDURE:

1. Check the wheelchair frame, armrest, leg-rests, and hand rims for cracked or bent parts and replace if necessary.
2. Inspect tires and all other rubber parts for cracks, wear, and other signs of damage; repair or replace if necessary.
3. Check the brakes for proper holding and locking power. Adjust as needed.
4. Check all nuts/bolts/screws and other hardware for proper tightness or signs of wear or damage. Replace if necessary.
5. Check all upholstery and armrest pads for cracks/splits or other signs of damage. Replace if necessary.
6. Check wheel and caster bearings for proper adjustment, lubricate if needed.
7. For power wheelchairs only: Inspect and check operation for the complete power system (i.e., motors, wiring, control box, batteries, and battery charger*).
8. Test all wheelchairs in an appropriate manner to determine safety of function

* NOTE: All chargers must have an electrical safety inspection performed prior to issuance and on an annual basis thereafter. Submit work order for Bio Med on the Rancho Intranet.

9. Required cleaning and disinfection practices must be followed.


Director, Physical Therapy Department

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