

VALLEYCARE
OLIVE VIEW-UCLA MEDICAL CENTER/HEALTH CENTERS
DEPARTMENT: FACILITIES
POLICY & PROCEDURE

NUMBER: 622
VERSION: 1

SUBJECT/TITLE: ELECTRIC CARTS

POLICY:

EACH WEEK:

1. Clean batteries and add water.
2. Check tire pressure.
3. Check all electrical connections on batteries, switches, motor, charger receptacle, and resistors to be sure they are tight.
4. Check master cylinder fluid level.

EACH MONTH:

1. Clean batteries and add water.
2. Remove dirt from all linkages, ball joints, and hinged parts. Lubricate with light motor oil.
3. Check that all jam nuts are tight.
4. Check and adjust brakes as required.
5. Check master cylinder fluid level.
6. Inspect solenoid panel for condition and tighten connections.
7. Inspect resistor coils and tighten connections.

EVERY THREE (3) MONTHS:

1. Remove and clean batteries and wire terminals.
2. Inspect car thoroughly for loose electrical and mechanical connections.

EVERY SIX (6) MONTHS:

1. Grease all fittings.
2. Grease steering mechanism to bring level up to filler plug hole.
3. Remove and clean batteries and wire terminals.

EVERY 12 MONTHS:

1. Repack wheel bearing with a good grade cup grease.
2. Check steering gear box and differential for fluid levels.
3. Perform all preventive maintenance items listed above.

PURPOSE:

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DEFINITIONS:

PROCEDURE: Log all findings in PM manual. Disconnect batteries and set parking brake before servicing.

BODY:

The body is finished with a hard-drying paint, which is easily cleaned with mild soap and water. Petroleum-based cleaners or strong caustic or acid solutions may cause damage to the finish.

UPHOLSTERY:

Pargo seats are upholstered with a mildew-resistance vinyl material. If soiled, clean with a damp cloth. If the spots are difficult to remove, a vinyl or plastic cleaner should be used. Difficult spots may require a mild cleansing liquid.

TIRES:

It is important to maintain proper tire pressure. Recommended tire pressure:

5.70 x 8 Load Range B – 50 P.S.I.
5.70 x 8 Load Range C – 75 P.S.I.
18-8.50 x 8 Power Rib – 22 P.S.I.

LUBRICATION:

Several places require periodic oiling or greasing. Grease fittings are located where necessary to prevent excessive wear.

Wheel bearings are packed prior to delivery, but should be repacked every year.

The steering gear box should be checked once a year, the ball joints greased occasionally, and all pivot points lubricated with a light lubricant.

DIFFERENTIAL LUBRICATION

1. Remove oil level plug from gear box. Remove filler plug and add lubricant (non-detergent mineral base oil, SAE 90-EP) until oil runs out oil level plug and tighten.
2. Drain original lubricant from axle after 90 days use, and refill, as described in #1 above. Note: Drain plug is located at the bottom of the differential housing. Remove drain plug and oil level plug to drain lubricant. Drain and refill once a year. Be sure all plugs are re-installed after servicing.
3. Lubricant level should be within ¼ “ of oil level plug hole. Add lubricant as required. Contents approx. 10 oz.

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BRAKE ADJUSTMENT:

Mechanical drum brakes: Remove rubber boots on lower inside of brake backing plate. Tighten fitting until it won't turn in any further and wheel will not turn. Then back off the adjustment by four "clicks". Replace boots.

The linkage should not need adjustment unless it is disassembled. If required, the brake rod can be screwed in or out of the yokes on either end to allow one (1) inch of pedal travel before actuating the levers in the brake assemblies.

Hydraulic drum brakes: Remove rubber plugs on lower inside of brake backing plate. Tighten star wheel until drum begins to rub, and then back off until wheel turns freely.

The parking brake can be adjusted by turning the knob on the handle.

BATTERIES:

A hydrometer is used to determine the condition of a battery. The hydrometer is graduated from 1.100 to 1.300 (specific gravity), starting with the 1.100 at the bottom of the scale. The more fully charged the battery, the higher the specific gravity reading. **CAUTION: Never add acid to a battery.** The electrolyte solution is at proper strength when the battery is manufactured. The hydrometer will accurately show any battery's state of charge. Pargo batteries have a specific gravity averaging 1.250 when fully charged. Add only distilled water when needed.

In addition to its regular charging cycle, the battery should be given an equalizing charge of 8 hours once a month. This is done by turning the charger on for 8 hours after the batteries have been charged. Maintain the water level ¼ "above the plate; fill after charging; do not over-fill. Batteries should be charged monthly when in storage. The charger must have a 20 amp minimum input circuit to insure the proper and full battery charging.

References:	
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