



### Standard Wheelchair

Model #: \_\_\_\_\_  
Serial #: \_\_\_\_\_  
Date: \_\_\_\_\_

Provider Name: \_\_\_\_\_  
Phone #: \_\_\_\_\_  
Contact Person: \_\_\_\_\_

#### **Setting up your equipment:**

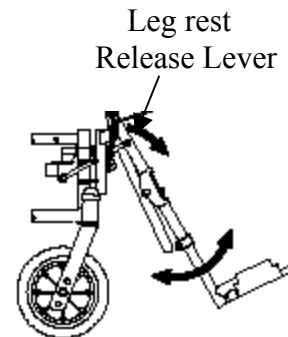
- The delivery technician will assist in evaluating your home environment for possible obstacles.
- The delivery technician will set up your wheelchair.
- Never allow anyone except the designated patient to operate the wheelchair.

#### **Using your equipment:**

Have your delivery technician explain how to:

- Remove and adjust footrest/leg rest (Diagram 1)
- Fold wheelchair to the most compact position (Picture 1)  
(See also Special Procedures)
- Engage wheel locks for transfer
- Load wheelchair into car
- Remove armrests (if detachable)
- Self propel the wheelchair using the proper techniques

**Diagram 1**



**Picture 1**



#### **Frequent replacement items:**

(Replace as needed)

- Tires
- Upholstery (including seat, back, and armrests)
- Undue negligence to chair could be charged to beneficiary.

#### **Maintenance:**

- General Cleaning (normal household cleaners are acceptable) weekly.
- Wheels and tires should be checked for cracks, wear, and for proper inflation monthly.
- Adjust wheel locks to compensate for tire wear periodically. (save tag attached)
- Check upholstery for sagging, rips or tears monthly.
- Check the spokes of the wheels for loose or broken spokes. Call dealer immediately for replacement.
- If the wheels are plastic, inspect them for breakage or wear periodically.
- Clean bearings frequently and keep them free of moisture.



## Special Procedures:

- **Unfolding**
  - Begin by grasping the wheelchair's push handle that is closest to you.
  - Tilt the wheelchair towards you. This will cause the opposite wheel and caster to raise off the ground.
  - Push down on the top of the seat rail closest to you until chair is fully opened.
  - Engage both wheel locks.
  - Open the legrest to transfer into wheelchair.
- **Folding**
  - With the wheel locks engaged, swing the legrest to the front of the wheelchair.
  - Rotate the footplates upward to the vertical position.
  - Grabbing both the front and back edges of the seat upholstery, lift up to close. (Picture 1)
- **Tilting**
  - An assistant must grasp a non-removable part of the back of the wheelchair and have the occupant lean back. This will aid in maintaining center of balance.
  - There must be two assistants present when approaching a curb.
    - The first assistant stands on the curb with the rear wheels against the curb.
    - Turn the anti-tippers. This will cause the anti-tip wheels to point up.
    - Tilt the chair backward until the balance point is achieved.
    - The second assistant stands at the front of the wheelchair and lifts it upward (grasping a non-removable part of the frame) as the first assistant pulls the rear wheel up over the curb.
    - Do not allow front of chair to tip back to the ground until both rear and front of chair clears the edge of the curb.
- **General Wheelchair Handling**
  - **Self**
    - Maintain your balance at all times.
    - Avoid reaching beyond a comfortable range. Extending your center of gravity too much could cause the wheelchair to tip.
    - Do not lean backwards over the top of the back of your wheelchair. Rather, reach back only as far as you can without adjusting your position in your chair.
  - **Attendant**
    - Keep back straight and knees bent when maneuvering over a curb or single step.
    - Inform wheelchair occupant before making any maneuvers with his/her chair.
    - Remind occupant to lean back when tilting the wheelchair.

## Safety Issues:

- Wheellocks are not designed to be used as brakes.
- Maximum user weight for this wheelchair is \_\_\_\_ lbs.
- Always engage wheellocks when transferring in or out of the chair.
- Never step on footplates. The chair will tip forward and could cause injury.
- Always remove or swing away front riggings when transferring in or out of the wheelchair.
- Avoid or use caution on wet, slippery or uneven surfaces.
- Do not ride escalators while seated in a wheelchair, instead use the elevator.
- Do not reach beyond the seat area because you could lose your balance, and your wheelchair could tip over.
- Never hold onto removable parts when lifting a wheelchair, injury could occur if removable parts separate from the chair during lifting.

**Please contact your equipment provider for any questions, adjustments, or repairs.**

Your local provider:



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