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## Guidelines for refurbishment of Küschall active, manual wheelchairs

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### Introduction

Due to the varying needs for refurbishment for each wheelchair, these guidelines should be viewed as general recommendations.

### The general condition of the wheelchair

Perform a general inspection of the wheelchair and decide whether the product is in acceptable condition, in need of refurbishment, or if it should be disposed.

### Screws and socket bolts

Make sure that all screws and socket bolts are tightened. Replace with new ones as needed.

### Frame

Examine all components for crookedness, cracks, and other damage. Especially vulnerable components include the area surrounding the backrest joints, attachments for push handles, and backrest tubes. Pay special attention to welded splices, as damage to these can result in an increased risk for injury.

### Backrest

Check to see that the backrest is attached securely to the frame. Worn out parts should be replaced. Backrest cushions and upholstery that is worn out or torn should be replaced.

### Backrest angle

Examine this function. Examine especially points for attachment.

### Push handles

Examine the stability and fixation in height adjustment. Inspect their condition; replace damaged and/or worn parts.

### Brake wires and handles (drumbrakes only)

Examine brake wires, casings, handles, and attachments. Lubrication is recommended. Control and adjust brakes. Inspect handle attachments. Replace damaged and/or worn out parts.

### Parking brakes

Examine the brake shoe. If worn it should be replaced. Check that all bolts on the brake holder are properly tightened. Test the brakes and adjust as needed. The brake is adjusted correctly if the distance between the wheel and the brake shoe is 25 mm when released. With the brake applied the brake shoe should not sink in more than 4 mm.

### Seat

Examine that components used for seat adjustment are in working order. Replace parts as needed. Inspect upholstery and all seams. Worn, torn, or otherwise damaged upholstery and/or cushions should be replaced.

### Arm- and siderests

Check that the arm-/siderests are whole. Replace defected parts. You should be able to easily place and remove from their attachment and that they are positioned securely.

### Footplates

Check that the footplate(s) are whole. Examine functions such as height, angle, and depth adjustment. Replace defected parts.

### Rear wheel axletube

Check that the rear wheel axle tube is securely fastened to the frame. Make sure that the clamps are in a proper position.

### Rear wheels

We recommend that the tires be replaced if the profiles are worn. Missing spokes should be replaced and loose spokes tightened. There is an increased risk for loosened spokes when punctureproof tires are used. Tighten the handrims and checks that they are smooth and without dents or sharp edges. In that case replace the handrim. Examine the wheel so that is balanced and not crooked. Adjust as needed. Check the air pressure. Clean and oil the removable axle and check its function.

### Front wheels

Clean both the front wheels and forks by removing dirt and hair. Examine all nuts, bolts, and bearings. Replace worn parts.

### Antitippers

Make sure that the antitippers can be adjusted, that the fastening mechanism is in working order, and that the attachments are properly fastened. Replace if needed.

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## Guidelines for service of Küschall active, manual wheelchairs

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### Cleaning

- 1** Remove all removable upholstery and clean according to the cleaning labels.
- 2** Rinse off the wheelchair with a high-pressure or regular water hose.  
Avoid spraying water directly onto bearings or into drainage holes.  
The water temperature for machine washing should not exceed 60° C.
- 3** Spray the wheelchair with cleansing detergent, for example one used for cars, with wax.
- 4** Allow the detergent to work for a couple of minutes before rinsing with water.
- 5** Make sure the wheelchair is thoroughly clean.
- 6** Allow the wheelchair to dry, if possible in a drying room.  
Remove all parts that can collect water.
- 7** Make sure that the wheelchair is dry, use a drying cloth if necessary.
- 8** Sign the checklist.

### Checklist

	OK	Comments	Sign.
<b>Cleaning/refurbishment</b>			
Screws, nuts, and bolts			
Frame			
Push handles			
Backrest upholstery			
Backrest			
Backrest angle			
Backrest folding			
Seating upholstery			
Armrest/side guards			
Footplate			
Anti-tippers			
Rear wheel axle/-tube			
Rear wheels			
Front wheels			
Front wheel forks			
Parking brakes			
Drum brakes			
<b>Test drive</b>			
Wheelchair rolls straight			
Easy to propel			
<b>Delivery inspection</b>			
Manual is included			