



Service and Cleaning Quality Control Checklist

Model: _____ Serial Number: _____ Rep/Tech: _____

Service Inspection Checklist

Frame Condition:	Intact	Service Req'd	Date complete	Intact	Service Req'd	Date complete	Intact	Service Req'd	Date complete	Intact	Service Req'd	Date complete
Paint coverage												
Welds secure												
Base is square												
Seat secure												
Back secure												
Legrest intact												
Footrest intact												
Armtop intact												
Arm height adjustment												
Ease of Arm removal												
Ease of Wing removal												
Strapping												
Nuts and Bolts secure												

Chair Function: Inspect tilt, recline and legrest for full range of motion; ensure all operations are smooth and all attachments are connected

Chair Function:	Intact	Service Req'd	Date complete	Intact	Service Req'd	Date complete	Intact	Service Req'd	Date complete	Intact	Service Req'd	Date complete
Pivot Assist Cylinder												
Height Adjustment Foot Pumps												
Leg rest Cylinder												
Cables/Handles												
Actuators												

Caster/Wheel Function: Inspect tires/casters, bearings, wheel locks for damage or binding; secure bolts; inspect handrims and hub caps for security; anti-tippers intact; chair is easy to push and does not pull to one side.

Caster/Wheel Function:	Intact	Service Req'd	Date complete	Intact	Service Req'd	Date complete	Intact	Service Req'd	Date complete	Intact	Service Req'd	Date complete
Front Casters												
Foot brake												
Mag wheels												
Caliper / Rotors												
Steering												

Upholstery Condition: Check for rips, tears, scuffs; complete padding packages intact; seat and back pads intact

Upholstery Condition:	Intact	Service Req'd	Date complete	Intact	Service Req'd	Date complete	Intact	Service Req'd	Date complete	Intact	Service Req'd	Date complete
All cushions intact												
All cushions clean												



Service and Cleaning Quality Control Checklist

Cleaning Procedures Checklist

Frame Disinfection:	Date	Initials	Date	Initials	Date	Initials
Gloves are required to be worn throughout the cleaning and disinfecting process						
Safety glasses are required when spraying cleaning chemicals						
Remove side laterals, swing away side arms (if applicable)						
Remove footrest and legrest padding						
Remove neckrest and seat and back pads						
Spray disinfecting cleaning solution as per the manufacturers guidelines						
Ensure entire chair is saturated with cleaning solution(straps, casters, etc)						
Let stand several minutes per instructions						
Steam clean frame, straps, wheels and tires (DO NOT steam clean fabric)						
Wipe down frame, strapping, cylinders, wheels and tires						
Wipe down underside of chair including strapping and frame parts						
Remove any debris caught in wheels or casters						

Upholstery Disinfection: (DO NOT use petroleum based products for disinfection)	Date	Initials	Date	Initials	Date	Initials
Gloves are required to be worn throughout the cleaning and disinfecting process						
Safety glasses are required when spraying cleaning chemicals						
Disclaimer: Broda recommends soap and water, but diluted bleach at a ratio of 1:4 is also acceptable. See owner's manual for more details.						
Spray disinfecting cleaning solution as per the manufacturers guidelines						
Let stand several minutes per instructions						
Wipe down Upholstery with a clean, dry cloth						
Discard any soiled upholstery/padding and replace with new						

Cleaning Checklist:	Date	Initials	Date	Initials	Date	Initials
Frame: all 16 gauge or stainless steel framework cleaned and disinfected						
Tires: clean and without defects or flat spots						
Casters: clean with no debris caught in bearings or around pedals						
Wheels: rims intact; clean with no debris caught in bearings or around spokes						
Strapping: surface and underside of all strapping						
Side Pads: disinfected and pockets checked for debris						
Legrest Pads: disinfected upholstery and strapping; buckles intact						
Footrest Pads: disinfected upholstery and strapping; buckles intact						
Neckrest: disinfected upholstery and strapping; buckles intact						
Shoulder bolsters: disinfected upholstery and strapping; buckles intact						
Seat Pad: Clean and disinfected with no visible signs of soiling						
Back Pad: Clean and disinfected with no visible signs of soiling						
Terry covers: clean with no markings or stains;replace if necessary						
Vinyl covers: disinfected and clean; no markings or						
Other: all other accessory cushions or parts clean and disinfected						