


MEDICAL AIDS SUBSIDY SCHEME (MASS)


Maintenance Checklist – Manual Wheelchairs (MWC)

Item	Task & Special Instructions	Date checked / Comments			
Frame	Clean entire frame. Use a damp cloth and mild detergent or disinfectant. Do NOT use bleach. Take care not to get water inside the frame. Dry chair thoroughly using a towel, especially around the screws to prevent rust.				
	Polish chrome plated parts. Use a commercially available polish or metal protectant spray. Follow instructions provided.				
	Check wheelchair frame for rust and cracks. If you find any significant rust or cracks, contact MASS for repair by professionals.				
Nuts & bolts	Check nuts and bolts are in place and secure. If missing, contact MASS to arrange for repair. Your wheelchair supplier or local repair agent can provide advice on how much to tighten various nuts and bolts.				
Upholstery	Clean. Use a damp cloth and mild detergent or disinfectant. Do NOT use bleach. Dry with a towel.				
	Inspect for excessive stretch of backrest or seat sling upholstery. Check all areas including armrests for cracks or other signs of damage and wear. Contact MASS to for repairs as required.				
	Nourish vinyl. Use a commercial upholstery restorer or general purpose protectant spray.				
	Consider applying fabric protector to upholstered seats, backrests, or headrest to keep clean and make future cleaning easier. Use a commercially available fabric protector.				

 <p>Queensland Government</p>	Medical Aids Subsidy Scheme – Queensland Health	Medical Aids Subsidy Scheme – Queensland Health
	Equipment Services – Brisbane Office	Equipment Services – North Queensland Office
	Enquiries Phone (07) 3136 3524	Enquiries & Repairs Phone (07) 4775 8000
	Repairs Phone (07) 3136 3545	Fax (07) 4775 8001
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Email (Brisbane and North Queensland Offices) mass184@health.qld.gov.au		


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Tyres / wheels	Check pressure and inflate to _____psi (complete for pump up tyres) The recommended pressure is printed on the sidewall of the tyre.				
	Check tread. Inspect for flat spots and wear. Check for wobbles when pushing the chair. Contact MASS to arrange for repair or replacement of tyres/wheels as required, except large rear wheel tyres for manual wheelchairs. (MASS clients are expected to fund the replacement of large rear wheel tyres for manual wheelchairs which can be sourced from bike shops.)				
	Inspect axles. Remove hair, lint and dirt.				
	Check spoked wheels. Squeeze spokes checking for any loose or broken spokes. Work around both sides of each wheel checking all spokes. Loose or broken spokes need service, particularly for active wheelchair users				
Castors	Remove hair, lint and dirt from axles.				
	Check pressure and inflate to _____psi (complete for pump up tyres) Recommended pressure is printed on the sidewall of the castor.				
	Castors spin and pivot freely. Check for excessive wobbling or binding of the castors while propelling the wheelchair. If there are wobbles, contact MASS to arrange for repair or replacement of castors or bearings.				

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Brakes	<p>Once the tyres are correctly inflated (see above), check the operation of the brakes.</p> <p>The brakes should lock the drive wheels as the user gets in/out of the chair, and completely clear the wheels when pushing.</p> <p>Minor adjustments may be made by the user. If the brakes need significant adjusting, contact MASS to arrange for repairs.</p>				
Armrests	<p>Check that armrests can be easily removed, swung-away and adjusted (if they are designed to do this).</p> <p>Armrests can seize up if they are not moved regularly.</p>				
Footplates	<p>Check position of footplates.</p> <p>Speak with your prescriber about the correct positioning of your footplates. Footplates should be high enough that the soles of the feet are taking weight but not removing weight from the thighs. The thighs should be taking weight for almost their full length.</p>				
	<p>Check action of swing-away, fold up or removal mechanism.</p> <p>Footplates can seize up if they are not moved regularly.</p>				
Headrest & Posture Supports	<p>If fitted, check that headrests and other posture support components are secure and adjusted for the user.</p> <p>Clean oils from hair off vinyl headrests to prolong lifespan.</p> <p>If upholstery is very worn or damaged, or hardware mountings are very loose or damaged, contact MASS to arrange repair.</p>				

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