

14.6 Maintenance checklist



Maintenance checklist

Planning and information

- i. Obtain information about the:
 - Possibility of a service agreement with the supplier
 - Cost of repairs, routine maintenance and service and who will pay for this
 - Whole of life costs of the wheelchair and associated equipment
 - Known or perceived breakdown rates (gained through team or individual client experience)
 - Impact of the environment on the need for routine maintenance and service requirements e.g. salt air, dusty environment, group home.
- ii. Formulate a care plan which establishes:
 - Recommended periods, frequency and routine for service, routine maintenance and repairs needed (power versus manual)
 - Who will be responsible for arranging and performing the maintenance
 - Time frames for access to repairs (e.g. emergency and regular service turnaround times)
 - Availability of local repairer for service and repairs such as a local bicycle repairer, automotive electricians (for power wheelchairs), NRMA road service for service and repairs
 - Contingency plans for adverse events such as power failure, breakdown in the street.

Practical tasks

Ensure that tools are available and that the client or attendant care worker knows how to use them. Ensure that daily, weekly or fortnightly routine maintenance tasks are completed.

Plan for provision of:

- A backup wheelchair when primary wheelchair is being repaired or serviced
- Written guides (therapist's or manufacturer's) or weblinks on recommended maintenance tasks and frequency
- Annual training for attendant care workers on wheelchair routine maintenance (to accommodate turnover in staff)
- Spare parts (what and how many) to be kept or carried by client e.g. spare tyres (may be one or more sets)
- An emergency repair kit for flat tyres (temporary).

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