

# Maintenance & Inspection Schedule - Inspect and maintain your Staxi chairs regularly

Staxi Transport Chairs are low maintenance and long lasting. **For safe and optimum performance we strongly recommend that you follow this schedule.**

Monthly Inspection Checklist	Quarterly Maintenance and as required
<p><b>Brake</b></p> <p>The brake is an automatic fail-safe system. When new the brake maybe a little stiff, but this will ease with use.</p> <ol style="list-style-type: none"> <li>1. Does the brake operate smoothly?</li> <li>2. Do the brake pins that engage in the brake locking cogs move smoothly in and out of the locking cogs when the brake is operated?</li> <li>3. Do the pins bottom out in the locking cogs when the brake is released?</li> <li>4. Does the brake make a clicking sound when the chair is pushed with the brake off?</li> </ol> <p>If you answer NO to any of questions 1, 2 or 3, the brakes need adjusting. If you answer YES to question 4 the brakes need adjusting.</p>	<p><b>Lubricate:</b> Apply lubricant on and between the moving parts. Synthetic lubricants are recommended. Other lubricants such as WD40 can also be used.</p> <p><b>Adjust:</b> Squeeze the brake bar against the push bar and hold. Adjust the brake by turning the nut at the top of the black lower brake rod. While doing this watch the pin that engages in the brake locking cogs. When this pin is just clear of the cogs the brake is adjusted correctly. Release the brake bar and make certain that when released, the pin is seated in the bottom of the brake locking cogs. Please do not over-tighten or over-adjust the brake.</p>
<p><b>Rear Wheels and Front Casters</b></p> <p>Inspect for wear. If either shows any signs of excessive wear, replace them. Make sure that the screws that hold the rear wheels on are tight. Make sure that the front casters are fullyscrewed into the chair frame, and are tight.</p>	<p>The rear wheel and front caster bearings are sealed and need no maintenance.</p>
<p><b>Armrests</b></p> <ol style="list-style-type: none"> <li>1. Do they lift smoothly?</li> <li>2. Are they secure?</li> <li>3. Do they stay upright when moved to the upright position?</li> </ol> <p>If you answered NO to any of these questions the armrests need adjusting.</p>	<p><b>Adjust</b> Adjust by tightening the inner nut until the armrest is adjusted correctly. When adjusted correctly, the armrest will move smoothly and stay upright when moved to the upright position. Then tighten the outer nut against the inner nut to lock them together. Use two wrenches to do this. Do this both sides.</p>
<p><b>Footrests</b></p> <ol style="list-style-type: none"> <li>1. Do they lift smoothly?</li> <li>2. Are they secure?</li> <li>3. Do they stay upright when moved into the upright position?</li> </ol> <p>If you answered NO to any of these questions the footrests need adjusting.</p>	<p><b>Adjust</b> Adjust by tightening or loosening the nut on the footrest pivot. Be sure that the footrest will move smoothly, and stay upright when moved to the upright position.</p>
<p><b>Cleaning</b></p> <p>Cleaning should be done as frequently as required to maintain hygiene and safety.</p>	<p><b>Chair:</b> Clean the chair using mild detergent and water, or car wash cleaners. Do not use abrasive cleaners. Power washers can be used. <b>Cushions:</b> You can clean the cushions using almost any cleaning fluids. Do not use bleach in high concentrations. Do not use any acid containing cleaning liquids.</p>

The information in this document may be updated or revised without notice. However, a current manual is available at [www.staxi.com](http://www.staxi.com) or upon request.

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