

Loaner / Rental Equipment Checklist

Make / Model: _____ Serial Number: _____

Warehouse Checklist (check box if item reviewed is clean and operational)

- Cleaned (all tape, name tags, etc. should be removed)
- Upholstery and Arm Pads (check for cracks and wear)
- Armrests (check / adjust)
- Seating System (check brackets)
- Pneumatic Tires (check wear / pressure)
- Solid Tires (check wear / tightness)
- Wheels (spokes / mags)
- Hand Rims and Mounting Hardware
- Wheel Locks (check for tightness / function)
- Casters (check for wear)
- Bearings (check caster / stem condition and adjust)
- Front Riggings (check foot plates / heel loops)
- Frame (check side frame / cross braces / side posts)
- Folding (ensure chair folds / unfolds properly)
- Tips and Grips (check for wear)
- Pulleys, Belts, Clutches (check for wear)
- Cables (check for visual wear)
- Tilt (ensure tilt is tested with weight in it)
- Test Batteries (result: _____)
- Joystick / Controller (check for secure mounting and function)
- Charger
- Reset Switch (present and operational)
- Anti-tippers (present / functional)
- General (ensure chair is fully operational in all directions / modes, and NSM sticker is attached)

Checked by: _____ Date: _____

Supervisor QA: _____ Date: _____

Delivery Technician Checklist (check box if item reviewed is clean and operational)

- Clean and Fully Operational (NSM sticker attached)
- Cushion and Back (check for wear and proper function / ensure you have pump if applicable)
- Seat to Floor Height: _____

Delivered by: _____ Date: _____