MAINTENANCE CHECK LIST FOR SAFE PATIENT HANDLING EQUIPMENT

Preventative Maintenance: The maintenance department is responsible for periodically checking lifting devices. Maintenance Log should be kept on a month basis. Default to the vendor’s operations manual. Key items include:

Daily Inspection:

1. Slings and transferring belts.
2. Cleanliness.
3. Batteries are properly charged.

Monthly Inspection:

1. Check that the lift can be propelled in a normal manner.
2. Check that controls are functional (handheld and/or toggle switch).
3. Inspect plastic part for cracked of sharp parts that might come into contact with patients an cause injury.
4. Check that external fittings are secure; check that nuts and bolts are tight.
5. Check welded areas for cracks, rust or signs of wear.
6. Check the emergency lowering system is operational.
7. Check that the chassis legs open and close.
8. General visual inspection to ensure that parts and functions are operating safely. When in doubt remove the equipment from use and contact the vendor service department.

Service Issues: What cannot be handled by local maintenance will be serviced by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and will be addressed in a timely manner.

 SERVICING DISTRIBUTOR

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Fax Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_