

Wheelchair Maintenance Checklist

Provided by Wheelchair Sales – Sydney, NSW

◆ How to Use This Checklist

This checklist is designed for **wheelchair users, carers, and health professionals** to support safe, reliable use of manual and power wheelchairs.

It includes suggested **daily, weekly, monthly, and annual** checks, and is intended to complement individual equipment manuals and professional advice.

We recommend:

- **Daily to Monthly Checks:** Carried out by the **user or carer**.
 - **Annual Checks:** Performed by a **qualified technician or healthcare professional**.
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Daily Maintenance – For User or Carer

- Check tyres: Inflate/deflate as needed, and inspect for wear or punctures.
 - Confirm push rims are securely fastened and damage-free.
 - Test brakes: Ensure smooth engagement and release.
 - Inspect cushion and backrest: Check for wear, tears, cleanliness, and position.
 - Ensure armrests and footrests are secure and intact.
 - Clean frame and seating area: Wipe down, remove debris and spills.
 - Check for loose bolts and fasteners: Tighten as needed.
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Weekly Maintenance – For User or Carer

- Clean rear wheel spokes to remove dirt and debris.
- Check caster wheels: Ensure rotation is smooth and undamaged.
- Inspect axles and tighten axle nuts if required.
- Spin wheels to check smoothness; grease if they feel rough.
- Lubricate moving parts (folding joints, pivot points).
- Inspect upholstery: Look for sagging or loose material.
- Check seatbelt (if applicable): Functional and securely attached

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Monthly Maintenance – For User or Carer

- Inspect the frame for signs of cracks, damage, or stress.
 - Verify wheel alignment: Should track straight with no veering.
 - Check anti-tip bars (if present): Secure and undamaged.
 - Inspect brakes and brake cables: Functional and in good condition.
 - Clean and regrease wheel bearings if needed.
 - Review your wheelchair's user manual for additional tasks.
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Annual Maintenance – By Qualified Technician or Clinician

This section should be completed during a professional service appointment.

- Full inspection of frame, joints, wheels, brakes, bearings, and cables.
 - Replace worn or damaged components (as needed).
 - Conduct any safety or performance upgrades.
 - Review user setup and posture support needs.
 - Provide report on condition, adjustments, and follow-up recommendations.
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Additional Quarterly Maintenance for Coastal Areas

For wheelchair users living near the coast or beachside areas, additional maintenance is essential due to exposure to salt, sand, and moisture, which can accelerate wear and corrosion. Please follow the checklist below:

- Schedule a quarterly inspection by a qualified technician.
- Inspect bearings for rust or corrosion from salt and sand exposure.
- Clean front castor wheels and check they rotate freely, with no wear or damage.
- Inspect and clean castor forks, removing debris and corrosion.
- Replace bearings in front castor wheels and forks if rust or performance issues are found.

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Important Notes

- This checklist is a guide only. Some models may have specific maintenance requirements—refer to the **manufacturer's manual**.
- If in doubt, contact a qualified wheelchair service provider or occupational therapist.
- Regular maintenance helps **prevent accidents**, ensures **comfort**, and **extends the life** of your wheelchair.