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**COMMISSIONING, MAINTENANCE & REPAIR REPORT - Manual Wheelchair**  
 RMR No.

<b>Name</b>		<b>Email address</b>	
<b>Address</b>		<b>Mobile No.</b>	
<b>Doc No.</b>		<b>Date of Purchase</b>	
<b>Model</b>		<b>Serial No.</b>	
<b>Name on behalf of user</b>			

**Customer's Description of Defects, if any:**

<b>Checklist</b>	<b>Yes</b>	<b>No</b>
1. <b>Wheelchair</b> rolls straight, left & right smoothly (no excessive drag or pull to one side)		
2. <b>Frame &amp; cross-bars</b> not damaged, with all nuts / bolts intact & tightened		
3. <b>Tyre</b> treads are not worn or loose. Side-wall bulges (for air tyre)		
4. <b>Tyres</b> are not punctured, pressure is within specified range ( checked with pressure gauge)		
5. When lifted, <b>rear wheel</b> spins freely without wobbling		
6. <b>Rear wheels</b> do not veer in or out, a sign of poor alignment. Can be detached smoothly (for quick-release models)		
7. <b>Wheel Spokes</b> are not loose or broken		
8. <b>Hand rims</b> are not loosened from wheel, rough or have sharp edges		
9. <b>Wheel locks</b> are in firm contact with wheels, screws are tight. Braking mechanism functions smoothly & secures wheelchair safely.		
10. Both <b>front castors</b> touch the ground. When chair is lifted up, the castor spins freely without wobbling.		
11. When chair is lifted, <b>castor fork</b> spins freely without wobbling.		
12. <b>Footrest</b> swings, can be detached & re-attached freely		
13. <b>Footplates</b> are not cracked and can be flipped up or to the sides smoothly		
14. <b>Elevating leg rests</b> can be lifted and lowered smoothly without drag		
15. <b>Calf pads</b> are not broken or cracked		
16. <b>Armrests</b> can be adjusted, detached & re-attached freely.		
17. <b>Armrest pads</b> are not broken & do not have sharp edges.		
18. <b>Push Handle</b> grips are secure		
19. <b>Upholstery</b> is not torn, detached or has sagged		
20. <b>Backrest folding mechanism</b> works smoothly. Folding lever not broken.		
21. <b>Reclining /tilting mechanism</b> works smoothly		

**Assessment:**

**Job Done:**

<b>Greenstyle Pte Ltd Rep</b>		<b>Name of Customer /User</b>	
Maintenance Date		Maintenance <b>Date</b>	
Signature		<b>Signature</b>	