

Client:.....Equipment:.....Barcode.....

In accepting a piece of equipment from The Novita Children's Services you agree to maintain the equipment in good working order and use it safely at all times in accordance with the **Agreement to Terms and Conditions** form.

The following list provides you with some relevant guidelines to check on a regular basis:

### **WHEELS AND CASTORS:**

- Castors/ wheel hubs run smoothly
- Castors/wheels remain in place when the item is lifted up off the floor
- Tyres and tubes in good condition

### **STRUCTURAL MATERIALS:**

- Frame is rust free
- No cracks in the frame
- No sharp edges on the equipment that could cause injury

### **HARNESSES AND STRAPS:**

- Straps are sound, no fraying and be correctly placed for the individual.
- If the item has straps, they are always used as instructed.
- Buckles easy to use and hold against pressure
- Padding/strapping hygienic

### **MECHANICAL COMPONENTS:**

- Where there are parts that fold or push together they are easy to use and sound once correctly placed
- Brakes are easy to apply
- Brakes hold
- All moving parts are kept lubricated and free from dirt

### **COMMUNICATION DEVICES:**

- Do not take device onto the beach as sand will cause damage
- Do not get the device wet and use protective covers if supplied
- Take precautions against spillage onto device and do not immerse in water or take into a steamy environment
- Do not use liquid cleaner. Wipe with a damp cloth only
- Do not attempt to reprogram the device unless you are with the Speech Pathologist
- Ensure the device is secure when travelling and in a stable position when not in use
- Retain any screws or components that may fall off and contact your Therapist. Do not use glue or blue- tack on the device

### **UPHOLSTERY:**

- Clean fabric, vinyl or plastic with standard household cleaners
- Check for loose, cracked or split upholstery
- Any lacing or webbing should be firm and sound

### **BATTERIES AND ELECTRICAL CHARGERS:**

- Charge wheel chair batteries nightly whether in use or not to avoid becoming discharged to below 30% of power. Batteries will discharge slightly even when they are not used.
- Avoid water contact on terminals, cable connectors, switches and controllers
- Use only the charger supplied with your equipment and follow instructions provided
- Do not wrap the charger cable around the charger

### **ALLOWING FOR GROWTH AND STABILITY:**

- The equipment should be stable when being used – ie when the child is getting into/out of the equipment and when it is being used on an incline.
- The item should fit the child and may need review if the child is outgrowing it (contact the Therapist if in doubt).
- It is recommended that the person using this equipment is not left unattended.

**Equipment Services (ES) staff have checked all of the above points prior to issue of the equipment.**

**If you are unsure about whether the item is safe or have concerns about any of the points made above, please speak to the therapist or ES.**