



A Division of NSS Enterprises, Inc.

CHAIR MAINTENANCE INSPECTION

(ANNUAL INSPECTION CHECKLIST)

The following checklist items will assist in performing annual Safety / Maintenance inspections on all models of MILAGON Work Seats

1. BACKREST

- A.** Check to make sure that the handle is properly secured to the backrest. The top of the backrest bar is held in place by a black rubber spacer, steel backer plate and a white or gray (depending on age of chair) plastic insert, check to make sure that all are in place and functional.
- B.** Inspect the handle for cracks – missing screws – etc.
- C.** Inspect the backrest for stress cracks
- D.** Apply 3 in 1 Oil on the Backrest Bar and the Height Adjustment parts to avoid the adjustment getting stuck and not allow the Bar to move.

2. BASES

- A.** Inspect the aluminum base for stress cracks. Confirm that the glides and/or casters are not broken, damaged, or missing. Clean any dirt and dust from the between caster wheels to permit them to roll freely.

3. SEAT

- A.** Physically inspect the seat pan and upholstery for wear or damage
- B.** Confirm proper operation of the seat tilt bolt and apply 3 in 1 Oil for lubrication of the moving parts and Inspect the two front rubber mounts on the seat pan for damage

4. MECHANISM

- A.** Inspect complete mechanism for loose bolts/nuts and the Insert Aluminum Block (where the cylinder is inserted) for cracks or damage.
- B.** Check for proper operation of the Backrest Tilt and the Seat Pan Tilt. Both the seat pan and the backrest should move freely when the hand wheel (item # 13 on page 4 of the replacement parts list) is loosened. Clean and Lubricate moving parts with 3 in 1 Oil or equivalent including the pneumatic cylinder. Check Plastic Handles for damage.
- C.** Check for proper operation of the backrest bar. Apply 3 in 1 Oil on the Backrest Bar and Height Adjustment parts to avoid the adjustment getting stuck and not allowing the bar to move.
- D.** Refer to the current Milagon “Replacement Parts List” for the proper replacement of damaged components.