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.