

Wheelchair Lift

Daily Maintenance Checklist

Complete this checklist before each vehicle enters service. Daily checks take 5–10 minutes and are your first line of defence against equipment failure.

VEHICLE ID / REGISTRATION

DATE

OPERATOR NAME

1 — PRE-USE OPERATIONAL CHECK

Run the lift through a full cycle before the first passenger transfer of the day. Check each of the following:

- Full cycle test**
Operate the lift from fully stowed to fully deployed and back. Movement should be smooth and controlled with no hesitation.
- Outer barrier latch**
Confirm the latch engages and locks securely when the platform is deployed. Any looseness is a critical fault — do not use the lift.
- Inner roll stop**
Confirm the inner roll stop engages correctly to prevent the wheelchair rolling before the lift is in position.
- Hand control pendant**
Test all controls. Check the cable for visible damage or fraying. Controls should respond immediately with no lag or intermittent function.
- Sounds and movement**
Listen for grinding, clicking, or any unusual noise during operation. Report anything that sounds different from normal.
- Visual inspection — platform and hinges**
Check for visible damage, cracks, corrosion, or loose components. Pay attention to hinge points and pivot pins.

2 — CLEANING

Build-up of dirt, mud, and salt affects sensor performance and accelerates wear. Clean thoroughly — especially after coastal or wet-weather runs.

- Platform surface**
Wipe down the platform with a damp cloth. Remove mud, grit, and any organic debris.
- Hinge points, rollers, and barrier latch**
Clear debris from all moving points. Use a dry brush or cloth — do not apply lubricant unless instructed by a technician.
- Salt or corrosion build-up**
If operating in a coastal environment, check for white salt residue on exposed metal and wipe clean. Report any active corrosion.

Important: do not apply lubricants yourself

Lubrication must be carried out by a qualified technician using manufacturer-specified products. Incorrect lubricants can cause damage and void your warranty.

3 — TIE-DOWN AND RESTRAINT CHECK

- Wheelchair tie-down straps (WTORS)**
Check straps for fraying, cuts, or damaged buckles. All four attachment points should be present and functional.
- Occupant seatbelt**
Test that the seatbelt extends, retracts, and buckles correctly. Check webbing for damage or twisting.

Floor anchor points

Visually confirm that anchor track and retractors are secure and undamaged.

4 – FAULT REPORTING

No faults identified – vehicle cleared for service

Fault identified – reported to supervisor before vehicle entered service

Describe fault:

OPERATOR SIGNATURE

SUPERVISOR SIGN-OFF (IF FAULT NOTED)

TIME COMPLETED
