

WardGlide User Manual



IMPORTANT

For your safety and comfort, please read carefully and understand all the features prior to using this Glide Products wheelchair.

Maximum Recommended User Weight AS3695 - 150kg

GLIDE

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1. INTRODUCTION

Thank you for choosing the WardGlide Wheelchair. This Australian-designed and manufactured product complies with AS3695 and has a recommended maximum occupant weight of **150kg**.

The WardGlide Chair is designed and constructed for the rigorous demands of a hospital or care facility. It has a solid non-folding frame to ensure maximum strength and durability. The swing-away leg rests are deliberately non-removable to ensure that no parts go missing. It has a document bag at the back as a standard feature.

The 22" rear wheels are made of durable Glass-filled nylon and are specifically designed for ease of cleaning.

The WardGlide is available with several options such as the "C" size Oxygen Bottle carrier and an adjustable height I.V. pole.

Although the WardGlide is simple to operate, it is recommended that hospital orderlies or carers take time to familiarise themselves with the functions and features of the wheelchair outlined in this manual.

This manual also contains useful tips and information on the safety, operation and maintenance of the WardGlide. With proper care and operation, the WardGlide wheelchair will provide years of trouble-free use.

If you have any queries about the functions of the chair please contact Glide Products direct or your nearest Glide Products Agent.

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WARNING!

This symbol is used in this manual to indicate hazards or unsafe practices that could result in injury or damage to the wheelchair and/or property.

2. STANDARD FEATURES AND COMPONENTS

1. I.V. Pole (optional**)
2. Backrest Upholstery (with document pocket rear)
3. Hand Grip
4. Backrest cane
5. Arm Pad
6. Armrest (flip-up non-removable)
7. Seat upholstery
8. Legrest hanger (swing-away non-removable)
9. Footplate (swing up)
10. Castor wheel
11. Brake
12. Rear wheel (solid tyre)
13. Oxygen bottle carrier (optional**)



** Optional inclusions. Contact Glide Products or your nearest Glide Products Agent for details.

3. INTENDED USE

The Glide Products WardGlide intended use is to provide assisted mobility to occupants limited to a seated position. The WardGlide wheelchair has been specially designed to be used in a Hospital Ward environment to transfer patients within and around hospitals.

WARNING!

It is designed to be used by Attendants/Orderlies ONLY and is NOT self-propelling.

WARNING!

The WardGlide must NOT be used in a motor vehicle to transport the occupant.

4. WEIGHT LIMIT

WARNING!

The WardGlide is tested to a maximum occupant weight of **150kg**. This is the combined weight of the occupant and any items carried on the wheelchair by the occupant or care provider. If the weight limit is exceeded, damage to the chair, a fall or loss of control may occur and cause injury to the occupant or others.

5. ATTENDANTS AND CARERS

The WardGlide is an Attendant-propelled wheelchair.

WARNING!

Before using this chair, ensure that you have read and understood the warnings in this manual and that you fully understand the operation of the chair. If you are uncertain about any aspect of operation of the chair, please consult the relevant healthcare professional/advisor or your nearest Glide Products Agent.

6. WARNINGS!

WARNING!

- DO NOT use the WardGlide for purposes other than those specified by Glide Products.
- DO NOT exceed the maximum occupant weight of **150kg**.
- DO NOT mount a kerb without assistance.
- DO NOT carry passengers other than the main occupant.
- DO NOT allow the occupant to stand on the footplates when getting in or out of the chair. The footplates are not designed to be a weight-bearing surface. Always flip up the footplates or swing-away leg hangers before transferring the occupant in and out of the wheelchair with both brakes applied.
- DO NOT use parts/accessories or adapters other than those authorised by Glide Products. Unauthorised modifications or use of accessories not supplied or fitted by a healthcare professional/advisor, Glide Products or authorised Agent, may change the structural integrity of the chair and cause serious injury. This will also void the warranty.
- DO NOT use the WardGlide on stairs or escalators, even if accompanied by an attendant. Always use a lift.
- DO NOT use the WardGlide as a seat in a motor vehicle.
- The occupant's feet must remain on the footplates while the chair is moving.
- DO NOT use the brakes for slowing down the wheelchair.
- DO NOT use the WardGlide on steep ramps.
- When the wheelchair is parked (with or without an occupant) always apply the two park brakes.
- DO NOT push the wheelchair faster than the walking speed.
- DO NOT leave the chair in sunlight for extended periods. An increase in surface temperature may burn your skin and damage your chair.

7. ADJUSTING THE WHEELCHAIR

7.1 Armrests

The Flip-armrests on the WardGlide are designed to be non-removable. To operate, lift the front section of the armrest and swing it back.

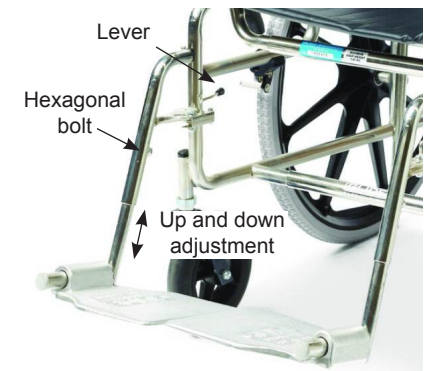
WARNING!

Never lift the wheelchair by the armrests.



7.2 Legrest Hanger Swing-Away

1. Push the lever inwards to unlock and swing the legrest hanger outwards.
2. To close, swing the legrest hanger inwards. Latching is automatic.



7.3 Footplates Height Adjustment

The footplates height adjustment should be made with the occupant sitting in the wheelchair with feet on the footplates.

1. Remove the hexagonal bolt using a 13mm spanner or socket.
2. Move the footplates up or down. Line up the nearest hole for the desired height.
3. Replace the hexagonal bolt and tighten it.

WARNING!

Never allow the occupant to stand on the footplates.

7.4 Front Castor Replacement

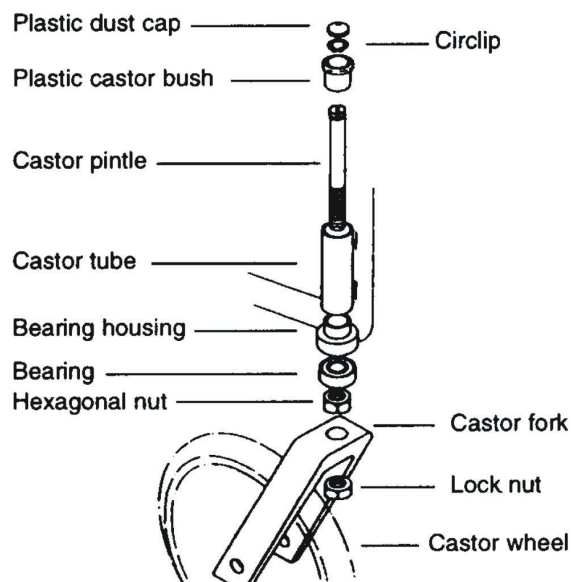
The front castor wheel tyres are solid type and do not require air pressure checks. These castor wheels should give many years of service.

Worn, bent or damaged castors will render the wheelchair difficult to steer and push and will require replacement.

To assemble the replacement castor:

1. Press bearing housing into the bottom of the castor tube.
2. Press the castor bush into the top of the castor tube.
3. Slide castor pintle through bearing housing and castor bush.
4. Place the circlip on the castor pintle.
5. Slide bearing on pintle and locate in bearing housing.
6. Screw the hexagonal nut until there is 1mm of up and down pintle movement.
7. Place the castor fork in position and tighten the locknut.

Important: Once tightened, ensure there is 1mm of up and down movement and the castor turns freely.



7.5 Rear Wheels

The 22" rear wheels are made from durable Glass-filled nylon and fitted with solid tyres which will provide many years of service. As these wheelchairs are intended for attendant operation only, the wheels are not fitted with hand rims.

The wheels are also fitted with sealed roller bearings and again should last many years without replacement.

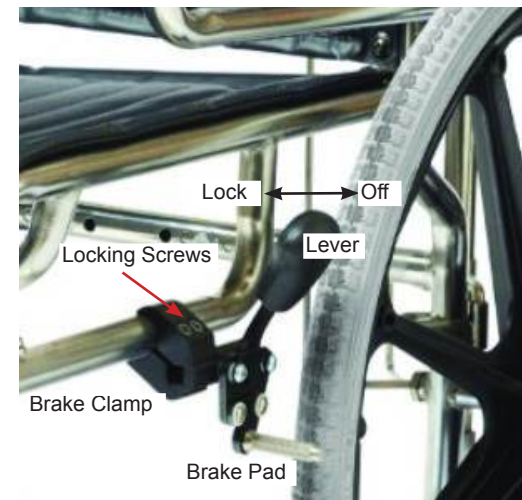
7.6 Brake Adjustment

⚠ WARNING!

The brakes are designed as a locking device only and should only be applied when the wheelchair is stationary. Do not use the brakes for slowing down the wheelchair.

To adjust the brakes:

1. Loosen the locking screws on the brake clamp and adjust the brake by sliding it backwards and forwards so that, when the lever is in the Lock position, the wheel is firmly locked and the wheelchair can't move.
2. Re-tighten the locking screws.
3. Check that, when both brakes are applied, the wheelchair will not roll. If rolling occurs, readjust.
4. When brakes are in the OFF position, the bars should not rub against the tyre.



8. WHEELCHAIR OPERATION

Attendants or Orderlies must be trained in transporting patients within the hospital environment safely. This will be part of the Health and Safety requirements of the hospital.

The WardGlide is designed for attendant operation only. Care must be taken when using the wheelchair on ramps and the Attendant/Orderly must ensure they have full control of the wheelchair.

The occupant must always be seated in an upright position with both feet positioned on the footplates before transporting. Ensure the occupant is fully against the back upholstery of the wheelchair and not seated on the front edge of the seat.

8.1 Transferring Occupant In and Out of the Wheelchair

The WardGlide wheelchair is designed to ensure the safe and efficient transfer of the occupant in and out of the chair.

Note the following when transferring:

- Always have the wheelchair as close as possible to the chair/seat that the occupant is transferring to/from. Please be aware that there is a point during transfer when the seat will not be underneath the occupant.
- Ensure that the front castors are facing forwards when transferring.
- Ensure that the wheelchair brakes are applied prior to and during the transfer. To apply, pull the brake lever forward until it locks.
- Never allow the occupant to stand on the footplates. Always flip up the foot plates or swing-away leg hangers before transferring the occupant in and out of the wheelchair with both brakes applied.
- Overreaching forward, to the side or the back of the wheelchair will affect the stability of the wheelchair.

9. CARE AND MAINTENANCE

9.1 Maintenance Schedule

The WardGlide is a very low-maintenance wheelchair and should give continuous service without the need for maintenance.

Because in the hospital environment, wheelchairs in general are used by many different orderlies/users on a daily basis, it is recommended that the following checks are performed.

Daily	Every 3 Months	Yearly
1. Cleaning and care of upholstery (see 9.2) 2. Check wheels and castors for damage. 3. Check brakes for operation. 4. Check wheelchair frame and components for damage. 5. Disinfect as per hospital Health and Safety procedure.	1. Check castor play (see Section 6). 2. Check brakes and adjust if necessary. 3. Check operation of leg hangers and footplates. 4. Ensure all nuts and screws are tight. 5. Check upholstery for damage. Check that upholstery screws are secure.	We recommend the WardGlide wheelchair be serviced by an approved maintenance service person at least once a year. This will ensure that your wheelchair is in safe operating condition.

For any questions concerning maintenance procedures or service, contact your nearest Glide Products Agent or Glide Products direct.

9.2 WardGlide Upholstery Care

With proper care, your upholstery panels should give years of trouble-free service. Regular cleaning of back and seat upholstery panels is very important to remove body oils which can cause hardening of the vinyl and cracking of vinyl panel surfaces.

To clean the chair, wipe with a clean cloth or sponge, which has been moistened in warm soapy water, and then dry with a clean soft cloth. The use of mild non-abrasive pure soap is recommended. Stubborn grime may require gentle scrubbing with a soft brush.

- **DO NOT** use furniture polish, abrasive cleaners or steel wool. The use of cleaners containing hydrocarbons or similar additives may cause damage to the vinyl and harden the surface.
- Always replace broken upholstery screws immediately to avoid possible tearing.

- **WARNING!**

Stretched, torn or split upholstery must be replaced for safety reasons.

10. TROUBLESHOOTING

10.1 Wheelchair is steering/pulling to one side

- Check the tyres are not excessively worn.
- Ensure the chair rolls straight without the occupier.
- Ensure the occupier can evenly distribute his/her weight in the wheelchair.

10.2 Wheelchair is difficult to push or moves too slowly

- Remove dirt or hair from the castors and rear wheel axle.
- Ensure the occupier's clothing is not interfering with the movement of the wheels.
- Ensure all the brakes are disengaged.

10.3 Wheelchair does not turn smoothly

- Ensure the front castor wheels can rotate smoothly.
- Remove any hair or dirt from castor axles.
- Ensure all the brakes are disengaged.

10.4 The brakes are not working properly

- Check there is enough distance between the tyre and the brake foot so that when the brake is applied, the force is sufficient to stop the tyre from rolling.

Correct adjustment will ensure safe operation and long life of your wheelchair.

If you require assistance contact Glide Products or your nearest Glide Products Agent.

11. WARRANTY

Glide Products Pty Ltd (ACN 645 050 255) ("Glide Products") warrants all manufactured and distributed products against defects in materials and workmanship for a period of one year or for a period otherwise stated in this warranty from the date of purchase.

Under normal conditions, no responsibility will be taken for the repair or replacement of any product that has not been used or maintained in accordance with the instructions in this User Manual or is not a direct result of an original manufacturing defect.

Glide Products will repair or replace any part, as determined by Glide Products in its absolute discretion, provided the purchased product is delivered intact and prepaid to a location authorised by Glide Products within the prescribed period of warranty.

The foregoing is in lieu of all other warranties expressed, implied or statutory (except to the extent it is not lawful to exclude them) and Glide Products' sole liability shall be to repair or replace defective components in accordance with the terms listed below and as determined by Glide Products in its sole discretion.

Glide Products warrants the following for defects in materials and workmanship:

- **Frame:** 12-month warranty. The frame will be replaced within the first 12-month period from the date of purchase. Glide Products will extend the warranty for any such replaced frame for a further two years from the date of replacement, and will either replace or repair the frame during that period.
- **Upholstery:** 12-month warranty. Warranty does not cover against normal wear and tear from reasonable use or damage.
- **Tyres and Tubes:** 12-month warranty. Warranty does not cover against normal wear and tear from reasonable use or damage.
- **Spare Parts:** All spare parts will have a 12-month warranty period from the date of purchase.

If any faults are detected during normal use, please notify the Glide Products Agent from whom you purchased the wheelchair, or Glide Products directly to ascertain if warranty conditions apply and to organise repair or replacement as determined by Glide Products in its absolute discretion.

12. LIMITATION OF LIABILITY

Only Glide Products wheelchairs purchased at full price from a Glide Products Agent are warrantied against defective workmanship and materials.

Glide Products does not warrant either expressly or impliedly the suitability of the (product name) wheelchair for the purchaser or any intended user. Purchasers and intended users are advised to seek advice from an appropriate medical practitioner prior to using the Glide Manual wheelchair.

Glide Products will not accept responsibility for any damage or injury caused by misuse or non-observance of the instructions set out in this User Manual.

Glide Products will not guarantee safe and correct functioning of the wheelchair if any of the original components have been modified or replaced with non-original Glide Products parts. Unauthorised modifications or use of unsuitable spares will also void the warranty.

This warranty does not extend to parts or components subjected to negligence, accident, improper assembly/installation by the purchaser, operation, storage or maintenance, unauthorised modifications to the wheelchair including, but not limited to, modifications to the original components through the use of non-original Glide Products parts or attachments, products damaged by reason of repair made to any component without authorisation from Glide Products, or to products damaged by circumstances beyond Glide Products' control, and such evaluation will be solely determined by Glide Products.

The warranty does not extend to problems arising from or any situation that could be deemed as fair wear and tear or misuse.

The warranty does not extend to any cosmetic or superficial defects, dents, marks or scratches which do not influence the proper and intended function of the products.

The warranty does not extend to any product purchased second-hand or from a person who is not an authorised Glide Products Agent.

The warranty on this product does not include labour or freight charges incurred in replacement part installation or repair of the product.

13. SPARE PARTS AND OPTIONS

Listed below are some of the common replacement parts. A complete spare parts list is available on our website www.glide.com.au under 'Spare Parts'.

Part Name	Part Number
Front castor	200622
Front castor wheel 7"	20125
Rear Wheel 22"	202755
Rear wheel tyre (solid)	20269
Leg Hanger	51426 (L or R)
Footplate & stem	12495 (L or R)
Seat upholstery Panel	72002- (seat width to be specified)
Back upholstery Panel	72004 (seat width to be specified)
Arm Pad	1035
Brake complete	11261 (L or R)

Options	
Oxygen bottle carrier "C" size.	7711
I.V. Pole (adjustable height)	1266

14. TECHNICAL SPECIFICATIONS

Max Recommended User Weight	150kg
Chair weight	16kg
Rear Wheels	22" x 1 3/8" Solid tyre
Front Castors	175mm x 40mm (Solid)
Overall Length	108cm
Overall Width	This varies are the chair width increases or decreases
Seat Width	40, 43, 46, 49, 52cm
Seat Depth	40, 43, 46cm
Seat Upholstery	Hard-wearing vinyl upholstery (document bag rear)
Arm Rests	Full Length Flip-back, Non-removable
Leg Rests	Swing away with flip-up aluminium footplate
Frame Colour	Stainless steel
Brakes	Manual push on plus attendant-operated
Approvals and Compliance	TGA – ARTG #95730, AS3695, AS 3695.19 (crash tested)

15. RECYCLING

In complying with AS/NZS 14001-Environmental Management Systems, your WardGlide chair can be returned to Glide Products for recycling at the end of its useful life. Please note this only applies to Glide Products manufactured components.



Glide Products are manufactured in Australia

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