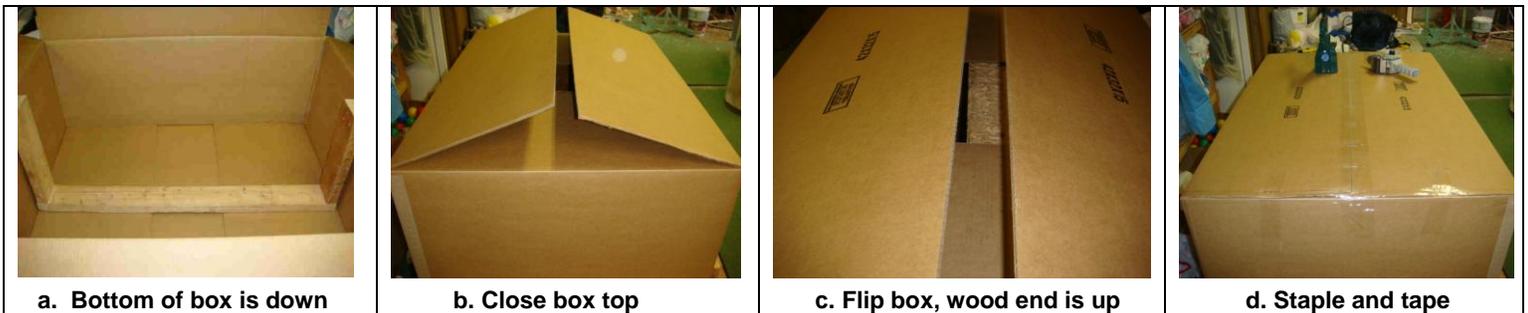


# Adult P.E.T. Packing Manual

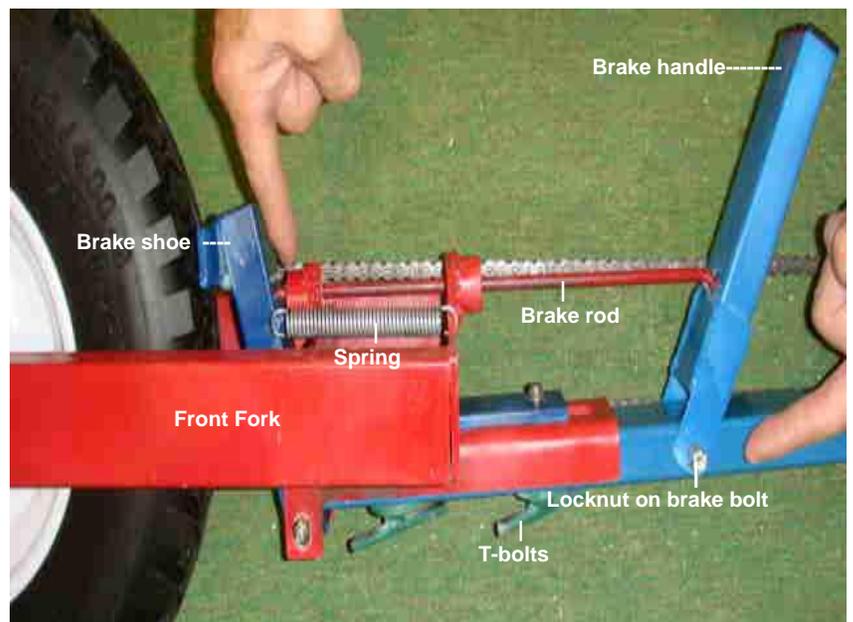
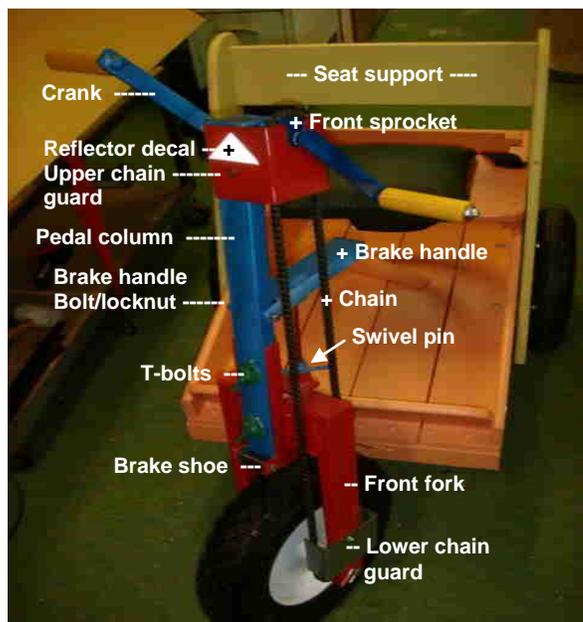
**Please take your time and proceed with care. BE SURE TO check off  $\checkmark$  each item as it is performed. Mistakes are difficult to correct at the destination. If unsure about something, ask the shop coordinator.**

- (1) Prepare a fully assembled P.E.T. for packing. Confirm ready for packing, painted, clean, & test driven.

<p> <span style="color: blue;">■</span> staple  <span style="color: grey;">—</span> tape         </p> <p><b>Flat view: bottom of box, bottom side up.</b></p>	<p><b>Use the following sketch/photographs to assemble a box by stapling and taping the bottom of the box.</b> First, tape along the reinforced paper tape that is on the 2 diagonal sides of the box. With the bottom of the box <u>up</u> on the packing station and the wooden form inside the box (wood side up to reinforce the staples), staple the box along and with the long flaps touching. Place two long pieces of tape to cover the area just stapled. Put two staples into each of the shorter sides of the box as shown. Use tape across those staples. Tape the flaps down along short sides as shown.</p>
---	--



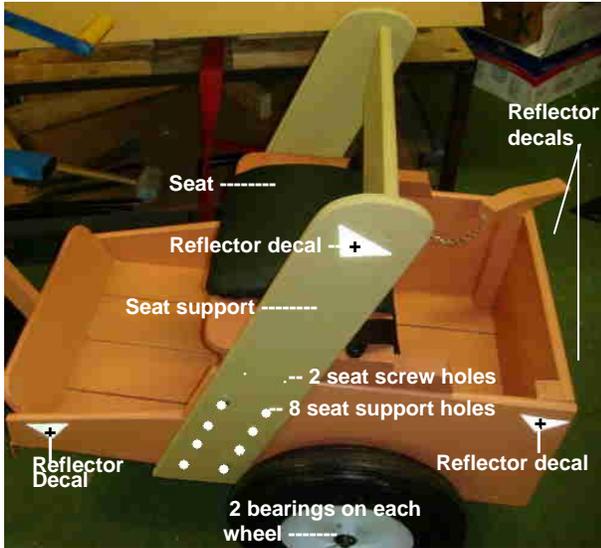
- (2) Inspect & prepare P.E.T. for the box. Verify the following are present:
  - Front sprocket, chain, upper chain guard with reflector decal, and lower chain guard.
  - Brake handle with bolt and locknut, brake rod, brake shoe and spring.
  - On each side of the seat support: 8 seat support holes, 2 seat screw holes, and (1) reflector decal.
  - Two wheel bearings on each of the rear wheels.
  - Back bumper: Two reflector decals
  - (1) refl. decal on ea. side of P.E.T. body, forward end and (1) on ea. side of P.E.T. body, rear end.



**Figure 1** Front view of the P.E.T. wheelchair

**Figure 2** Parts on the steering assembly (swivel pin is removed)

- (3) Is there a seat belt? If so, next remove seat, seat support, and seat bolts.
- (4) Are seat support holes present on the P.E.T. body?

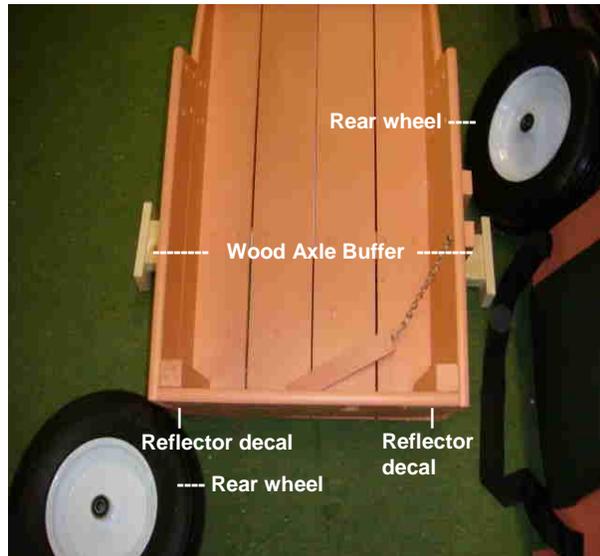


**Figure 3** Side view of the P.E.T. wheelchair

- (5) Take off two rear wheels by removing cotter pins. Are there two wheel bearings on each wheel? Is there a plastic axle shim on each axle side nearest the P.E.T. body? Remove any spacer shims that are on the outside of wheels (leave the inside shims) and save for the parts bag.
- (6) Slide a wooden axle buffer onto each axle.



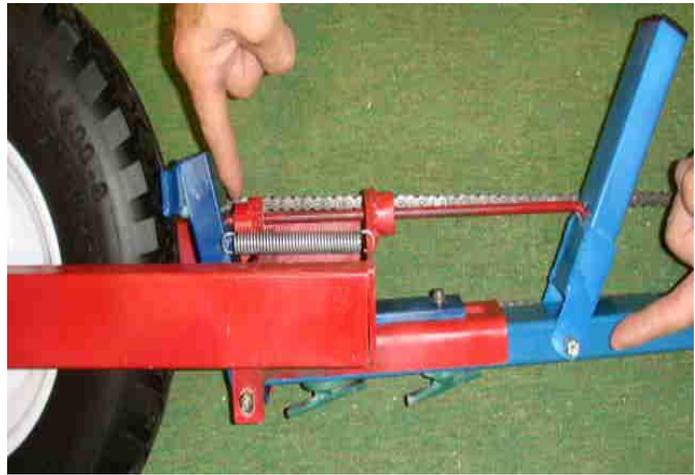
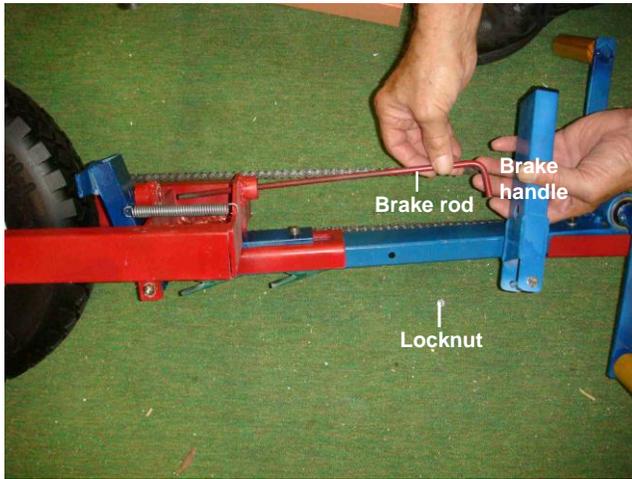
**Figure 4** Left wheel removed showing axle & shim



**Figure 5** Both wheels removed

⇒ **Remove the steering assembly**

- ( 7) Unscrew brake handle locknut with an 11mm wrench and remove the brake handle, bolt, and brake rod.
- ( 8) Remove swivel pin and slide steering assembly carefully off the gooseneck.
- ( 9) Place brake rod's L-shaped end into hole on bottom of the brake handle, and other end of brake rod through gooseneck and the hole in brake shoe. Install brake handle/bolt/locknut - bolt end nearest the chain.



**Figures 6& 7** Showing the removal of the steering assembly's swivel pin and re-installation of the braking parts

- (10) Use plastic to cover the chain and gears on the steering assembly and secure with tape.
- ⇒ **Place P.E.T. body & steering assembly in the box.**
- (11) Place the P.E.T. body in box. Insert swivel pin through a wood buffer (protects box) into the gooseneck.
  - (12) Place cardboard on the floor of the P.E.T. body.
  - (13) Place steering assembly onto the cardboard, chain side up. Place one handle end pointing down and in corner of box. Other handle pointing up. Nest plastic bags or cardboard around front wheel. Protect steering assembly from other metal or wood on the P.E.T. body by using cardboard.



**Figure 8** P.E.T body in box with steering assembly

⇒ **Seat support, rear wheels, toolbox/parts box, and seat.**

- (14) Use a newspaper bag (or tape a plastic sleeve) to cover each leg of the support
- (15) Place cardboard across the front of the P.E.T. body so seat support paint cannot bond to it.
- (16) Insert seat support onto P.E.T.-legs away from front so they rest just above the axles.
- (17) Place a rear wheel on each of the two front sides of the box (ie to either side of the gooseneck).
- (18) Wedge pieces of folded cardboard tightly between each wheel and the P.E.T. body.



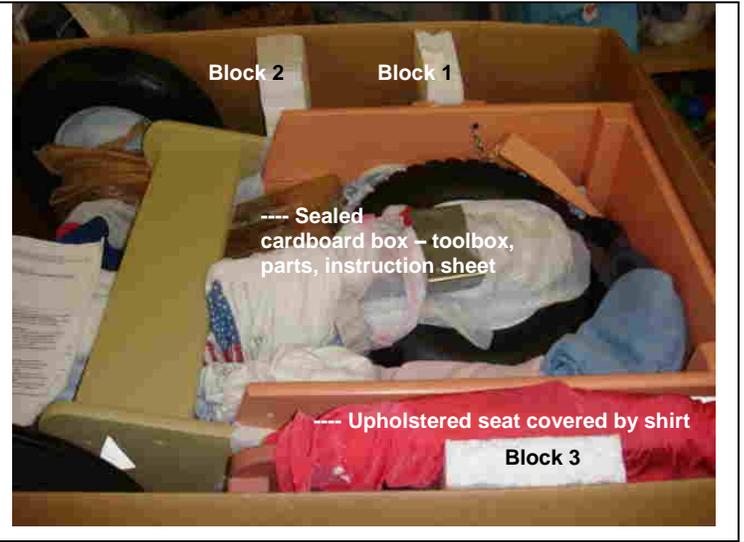
**Figure 9 & 10** Placement of seat support and rear wheels

- (19) Prepare box (cardboard or zippered) for toolkit/parts/instructions and place in front section of P.E.T. body.
  - One 11 mm wrench [ **\*\*OR\*\*** (7/16) wrench or wrench set with 7/16 in it.]
  - One small vice-grip pliers.
  - One 6” crescent wrench.
  - One phillips screwdriver. [Wrap these 4 tools tightly in a small shirt and place in box]

**VERY IMPORTANT: YOU MUST RECOUNT PARTS BAG TO VERIFY IT CONTAINS:**

- 1 Parts reminder paper
- 1 wheel bearing
- 2 5/8 inch washers
- 18 seat bolts. (2” bolts)
- 1 three inch bolt
- 6 two inch #6 wood screws
- 4 cotter pins
- 2 floor bolts (1 ½ inch by ¼ inch carriage bolts)
- 25 ¼ inch nuts
- 25 ¼ inch lock washers
- 36 ¼ inch flat washers
- **If you removed any spacer shims in step 5, include those with a note taped well to the shim stating from which wheel they came & the fact that they were on the outside of that wheel.**

- 
- Seal the parts bag and wrap it tightly in a small shirt and place in the box.
  - Put assembly instructions in box - be sure driving instruction sheet, assembly steps 1-7 are present.
  - Shut the box tightly. **Make certain it contains the toolkit, parts and assembly instructions.**



**Figures 11 & 12** Placement of tool box, upholstered seat, and styrofoam blocks to support later banding of the box

- ❑ (20) Place upholstered seat with seat belt upright in the far back end of box, cushion facing P.E.T. body, wood legs down. Put cardboard between the cushion & P.E.T. body to protect paint. (See Figure 12).
- ⇒ **Insert styrofoam, fill box, and close/band.**
- ❑ (21) Insert three Styrofoam blocks to protect box (See Figure 12 above). Block 1-brake wedge side, positioned across from middle of seat cushion. Block 2-brake wedge side, opposite the seat post that is at roughly the middle of the box. Block 3- between seat and P.E.T. box, opposite Block 1. Do not let blocks make the box “bulge out”.
- ❑ (22) Fill the space between the two Styrofoam blocks on the brake wedge side of box with cardboard and dry, clean-smelling plastic jugs.
- ❑ (23) Under the gooseneck place 2 clean plastic jugs.
- ❑ (24) Fill a shopping bag with shopping bags and place two in empty space.



**Figure 13** Box filled

- ❑ (25) Fill remainder of box with cardboard, and dry, clean-smelling plastic jugs, keeping the box level.
- ❑ (26) Mark outside of box on both sides opposite Styrofoam blocks and wheels for banding positions.
- ❑ (27) Place a long strip of cardboard of 4-6 inches in width, across the length of the box in the middle.



**Figure 14** Placement of cardboard in preparation for box closing

⇒ **Closing and banding the box.**

- (28) Close the box and grasp opposite corners of box and squeeze so top flaps are even with each other.
- (29) Use rubber hammer to tap in the ends of the box so that it is even with the top flaps.
- (30) Place tightening clamp around the mid-point of the box and draw tight so the top flaps meet evenly.



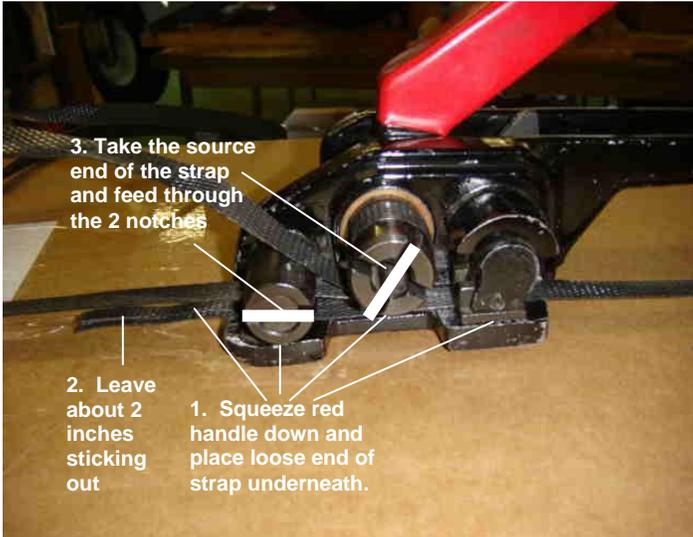
**Figure 15** Closing the box with the tightening clamp

- (31) Staple and tape top of box in the same way as the bottom. Place a Tampa P.E.T. label on the top of the box about where the seat is located, and cover completely with clear tape.



**Figure 16** Stapling and taping the box

- (33) Release the tightening clamp, band the box with 2 plastic bands lengthwise, one across the center of each flap length-wise, then 3 bands at previously marked positions. Ratchet the red handle on the ratchet tool to tighten the band(s). Crimp the metal sleeves in 2 places with the crimping tool to secure.



**Figure 17** Feeding the banding material into the ratchet tool **Figure 18** Placing the metal sleeve after tightening the band



**Figure 19** Crimping the metal sleeves with the crimping tool.

- (34) Write Tampa P.E.T., P.E.T. #, and Date on the top of the box with black marker. Use the appropriate rubber ink stamper for either “No Clothes” or “Packed with Clothes” on the side of box.
- (35) Fill in the table below and place this form in the storage bin.

<b>Adult P.E.T. Box #:</b>	
<b>Packed By:</b>	
<b>Date:</b>	