



CHILD P.E.T. Packing Instructions and Checklist

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 fully assembled P.E.T. for packing. Confirm ready for packing, painted, clean, & test driven.

<p>Flat view of bottom of box, bottom side up.</p>	<p>Use the following sketch to assemble a box by stapling and taping the bottom of the box (a child PET box). 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 along short sides.</p>
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- (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: 4 seat support holes, 2 seat hole screws, and (1) reflector decal.
 - 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.
- (3) Remove seat, seat support, and seat bolts. Return seat bolts to the storage bins.
- (4) Are seat support holes present on the P.E.T. body?
- (5a) Stand the PET wheelchair with its bumper end on the floor so that the steering end is up in the air.
- (5b) 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. Cotter pins can go back to the bins.
- (6) Slide a wooden axle buffer onto each axle.
- ⇒ **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) Re-install brake handle/bolt/locknut onto the pedal column - bolt end nearest the chain. Place the L-shaped brake rod temporarily in the box, it will be used again in Step 19, do keep track of the brake rod.
- (10) Remove the two T-bolts to separate the column from the front fork. Reattach the T-bolts and any backing plates/backing nuts to just the column. Wrap the chain/gears and column/steering assembly in plastic to protect metal parts from scratching, and secure with tape. Do not remove the chain.
- (10a) Afix a rectangular Tampa PET label to the PET gooseneck. Write the Child PET Unit # and date on it.
- ⇒ **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 wrapped steering assembly and column (with chain) onto the cardboard, chain side up. Ensure the handles are not sticking out above the top of the box, and that any metal parts will not scratch each other. Place plastic jugs and cardboard around the front wheel to secure it. Protect the steering assembly from other metal and wood on the P.E.T. body by using cardboard.
- ⇒ **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 are nearly resting on 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. Wheels tight.

- (19) Prepare box (cardboard or plastic) 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]
 - **Locate the L-shaped brake rod on the floor of the P.E.T. body and place in this parts box**
 - **VERY IMPORTANT: YOU ****MUST RECOUNT**** PARTS BAG, VERIFY IT CONTAINS:**
 - 1 wheel bearing & 1 parts reminder paper
 - 2 5/8 inch washers
 - 10 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)
 - 12 ¼ inch nuts
 - 10 ¼ inch lock washers
 - 20 ¼ inch flat washers
 - **If you removed any spacer shims in step 5, tape them to the assembly instructions and indicate from which wheel they came & that they were on the outside of that wheel.**

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- Seal the parts bag and and place in the tool box.
 - Put assembly instructions in box - be sure driving instruction sheet, assembly steps 1-7 are present.
 - **Make certain it contains the tools, parts, brake rod & assembly instructions.**
 - Shut box tightly with clear plastic tape. **Place tool box in the PET box.**

- (20) Place upholstered seat with legs down, cushion facing PET body, at the far end of the box. Put cardboard between cushion & P.E.T. body to protect paint.

⇒ **Insert cardboard and plastic jugs, and close/band box.**

- (21) Under the gooseneck place dry, clean-smelling plastic jugs, if available.
- (22) Fill a shopping bag with shopping bags and place one or two in empty space.
- (23) Insert three Styrofoam blocks to protect box. 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”.
- (23) Fill remainder of box with clean plastic jugs, plastic bags, and cardboard, keeping the box level.
- (24) Mark outside of box with a pen to show the center of the two wheels and then 2 marks evenly spaced from there on each of the long sides of the box to correspond with where the Styrofoam blocks are.
- (25) Place a long strip of cardboard of 4-6 inches in width, across the length of the box in the middle.

⇒ **Closing and banding the box.**

- (26) Close the box and grasp opposite corners of box and squeeze so top flaps are even with each other.
- (27) Use rubber hammer to tap in the ends of the box so that it is even with the top flaps.
- (28) Place tightening clamp around the mid-point of the box and draw tight so the top flaps meet evenly.
- (29) Staple and tape the top of the 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 plastic tape.
- (30) Release the tightening clamp, band the box with 2 plastic bands lengthwise, one across the center of each flap length-wise, then with 2 bands width-wise, lined up with the previously marked positions. Crimp the metal sleeves in 2 places to secure.
- (31) **Write Tampa P.E.T., CHILD P.E.T. #, and Date on the top of box with black marker. Use the appropriate rubber ink stamper for either “No Clothes” or “Packed with Clothes” on the side of box.**
- (32) Fill in the table below and place this form in the storage bin.

CHILD PET Box #:	
Packed By:	
Date:	