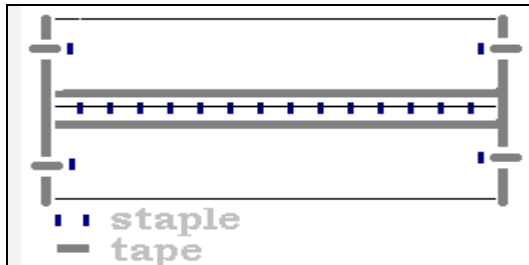




ADULT P.E.T. Packing Instructions and Checklist

Please take your time and proceed with care. BE SURE TO check off $\sqrt{\quad}$ 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.



Flat view of bottom of box, bottom side up.

Use the following sketch to assemble a box by stapling and taping the bottom of the box. First, tape along the reinforced paper tape that is on the 2 diagonal sides of the box. With the bottom of the box up 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.

- (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.
 - (3) Is there a seat belt? If so, next remove seat, seat support, and seat bolts. Return seat bolts to the storage bins, they will already be in the parts bag that is referred to in a later step.
 - (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) Place brake rod's L-shaped end into hole on bottom of the brake handle, and the other end through the pivot pin bushings on the front fork down into the hole in the brake shoe. Install brake handle/bolt/locknut - bolt end nearest the chain.
 - (10) Use plastic to cover the chain and gears on the steering assembly and secure with tape.
 - (10a) Afix a rectangular Tampa PET label to the PET gooseneck. Write the 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 steering assembly onto the cardboard, chain side up. Place one handle end pointing down and in the corner of box near the PET body gooseneck. Place plastic jugs around the front wheel to hold it in position. Protect steering assembly from other metal or 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 (to either side of the gooseneck).

- (18) Wedge pieces of folded cardboard tightly between each wheel and the P.E.T. body.
- (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]

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 here to the shim stating from which wheel they came & that they were on the outside of that wheel.**

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

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

⇒ **Pack the box with cardboard and plastic bags, and close/band box.**

- (21) Under the gooseneck place clean-smelling, dry plastic jugs if available.
- (22) Fill a shopping bag with shopping bags and place two in empty space.
- (23) Fill remainder of box with plastic bags, clean jugs and cardboard, and use them to pack the PET tight, keeping the box level.
- (24) Mark outside of box on the two long sides (opposite the two wheels) and then 2 other marks evenly spaced on each of the two long sides of the box. You will have made 6 marks total on the two long sides of box.
- (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 3 bands at previously marked positions. Crimp the metal sleeves in 2 places to secure.
- (31) **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.**
- (32) Fill in the table below and place this form in the storage bin.

ADULT PET Box #:	
Packed By:	
Date:	