



Stairway Emergency Evacuation Chair

## **Owner's Manual**



# OWNER'S MANUAL

## Table of Contents

	Page
1. INTRODUCTION	2
2. SAFETY	3
3. TRAINING	4
4. OPERATING INSTRUCTIONS	5
5. LAYOUT OF CONTROLS	7
6. STORAGE	11
7. CARE AND MAINTENANCE	11
8. OPTIONAL EQUIPMENT AND ACCESSORIES	12
9. SPECIFICATIONS	13
10. GUARANTEE	14

# 1. INTRODUCTION

Congratulations on the purchase of your new ChairMate™ evacuation chair.

ChairMate has been designed to provide an easy method of evacuating wheelchair users, the infirm or injured persons downstairs in an emergency or lift failure.

Unlike other evacuation chairs on the market, by transporting the wheelchair and occupant, ChairMate not only **overcomes** the **Manual Handling** issues of lifting a person in and out of a chair type device but can be re-used several times in the event of an emergency (time and conditions permitting). The wheelchair is dismantled at the bottom of the stairs for the occupant to wheel away under his/her own steam allowing ChairMate to be folded up and carried back up stairs for re-use.

## **STOP** **Before using ChairMate.**

**It is ESSENTIAL that ONLY PERSONS WHO HAVE BEEN FULLY AND PROPERLY TRAINED OPERATE THE CHAIRMATE.**

Although ChairMate may only be used infrequently, operators **MUST** keep themselves familiar with the operating procedures. For this reason we recommend that all trained operatives hold regular practice drills on stairways that would be used during an emergency. Regular use promotes confidence and reassurance to the ChairMate passenger.

## 2. SAFETY



### **CHECK THE STAIRWAY**

Do not use ChairMate on curved or spiral stairs, insecure stairs or stairs with loose nosing's or loose carpeting. Use extra caution on external metal stairs especially when wet.

### **WEAR APPROPRIATE FOOTWEAR**

Do not operate ChairMate with high heeled, open toe or slippery soled shoes.

### **DO NOT OVERLOAD**

Do not use ChairMate with a passenger heavier than 130kg (287lbs) (20.5 stone) excluding wheelchair.

### **SECURE THE PASSENGER**

Before loading the wheelchair, ensure that the passenger is restrained with the wheelchair seat belt and foot rest securing straps.

### **AUTHORISED USE ONLY**

ChairMate must only be used by fully trained and authorised persons

## **3 TRAINING**

**CHAIRMATE EVACUATION CHAIRS ARE ONLY TO BE USED BY FULLY TRAINED AND AUTHORISED OPERATIVES.**

This manual is intended for reference by fully qualified and trained persons who have undergone an approved training programme provided by the manufacturer or manufacturer's agent.

### **Trained Operators**

Operators must be able-bodied, have good sight, hearing and speech and above all to be confident in the operation of ChairMate.

During training, operators will use the ChairMate with an unoccupied wheelchair until they are competent with the operation and controls including coupling and un-coupling the wheelchair. They will then progress to transporting a wheelchair and occupant and finally being transported as a passenger themselves. Successfully trained operators will sign a training record acknowledging their obligations as an operator and will be issued with a certificate of training.

### **Advanced Operators**

In certain circumstances trained operators can be trained to an advanced level to enable them to train other members of their staff and implement regular training sessions within their organisation.

**REMEMBER** Regular use and training promotes confidence and reassurance to the ChairMate passenger

## 4 OPERATING INSTRUCTIONS



To ensure the safety of the passenger and operator, during and after training you must read and understand these operating instructions fully. Practice sessions should be held on a regular basis.

**UNTRAINED PERSONNEL MUST NOT USE CHAIRMATE UNDER ANY CIRCUMSTANCES**

### SET-UP

- 1) Remove ChairMate from its storage location and lay the unit flat on the floor with the front carriage facing you.
- 2) Take hold of the main handle and pivot it over to the front carriage position. Pull the handle fold locking pin retractor whilst still holding the main handle until the main handle positions with the lower handle arm. Release the fold locking pin retractor to lock the main handle and the lower handle arm together.
- 3) Lift the complete handle assembly up and over towards the back of the ChairMate unit, pulling the main handle release until the main handle is locked in the transit position.
- 4) Standing behind, hold the main handle with both hands, pull back on the handle whilst fully squeezing the brake handle. This will deploy the front carriage allowing the ChairMate to be wheeled across the floor to the location of the wheelchair.

### LOADING THE WHEELCHAIR

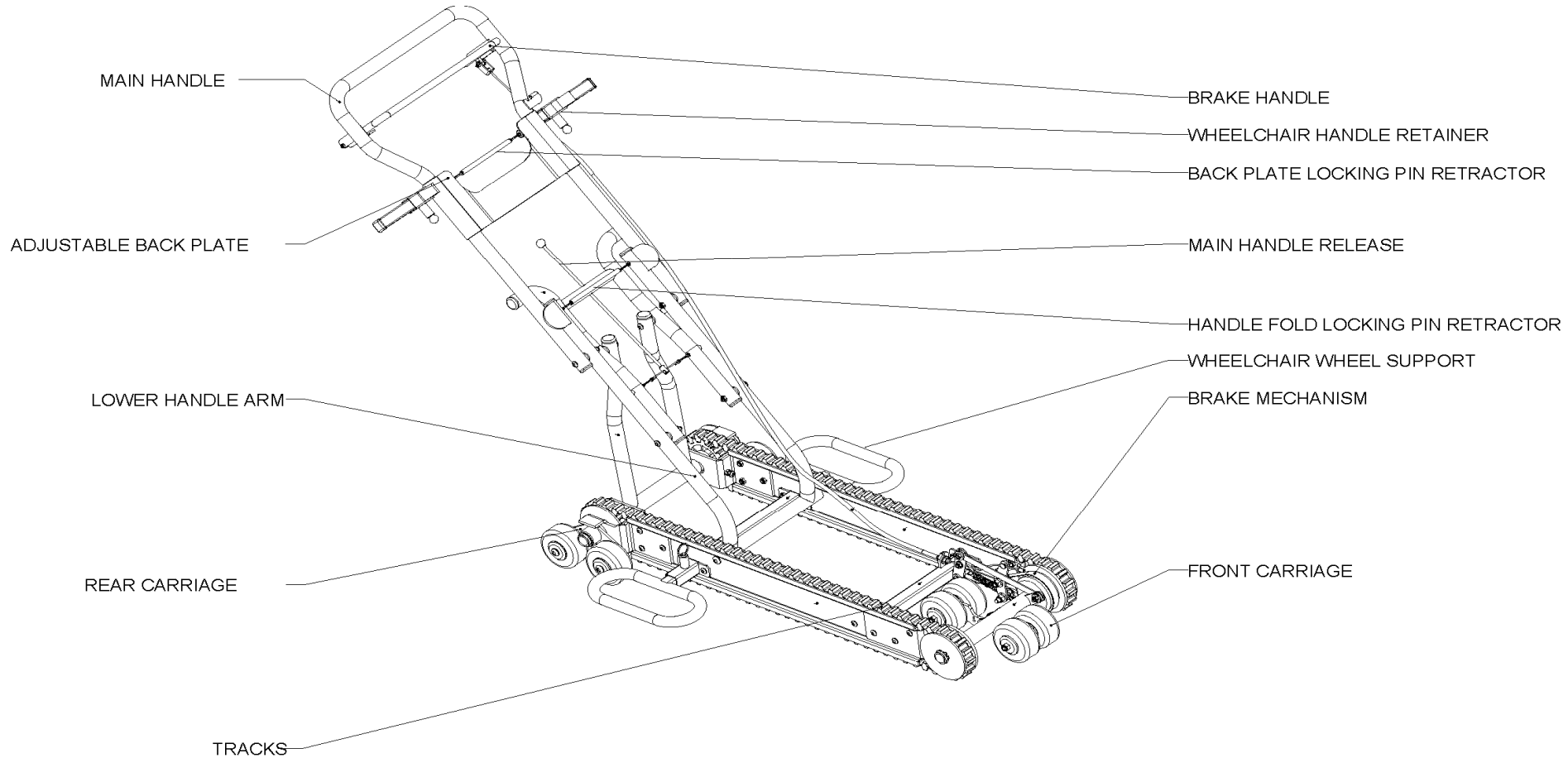
- 1) Apply the wheelchair brakes and secure the occupant with the wheelchair seatbelt and foot straps.
- 2) Approaching the rear of the wheelchair, wheel ChairMate underneath the wheelchair until ChairMate's wheelchair wheel supports touch the wheels of the wheelchair.
- 3) Release the brake handle to drop ChairMate onto its tracks
- 4) Pull the main handle release and lift the main handle to an upright position parallel to the back of the wheelchair.
- 5) Adjusting the adjustable back plate as necessary position the wheelchair handle retainers underneath the wheelchair handlebar bends and adjust the retainers equally outwards so that they securely retain the wheelchair handlebars.
- 6) After first warning the wheelchair occupant that they will be moving into a reclined position, gently and firmly pull back on the main handle until the wheelchair wheels are pulled onto the wheelchair wheel supports. Pull the main handle release bar to enable the main handle to enter the locking position and release the release bar. Push up on the main handle to confirm that the main handle and wheelchair are firmly locked in the transit position.
- 7) Push down on the main handle whilst fully squeezing the brake handle to deploy the front transit wheels and push the ChairMate with wheelchair and occupant towards the top stair.  
**DO NOT TRY TO OPERATE THE BRAKE HANDLE WITHOUT FIRST PUSHING DOWN ON THE MAIN HANDLE AS THIS WILL PUT UNDUE STRAIN ON THE BRAKE CABLE.**

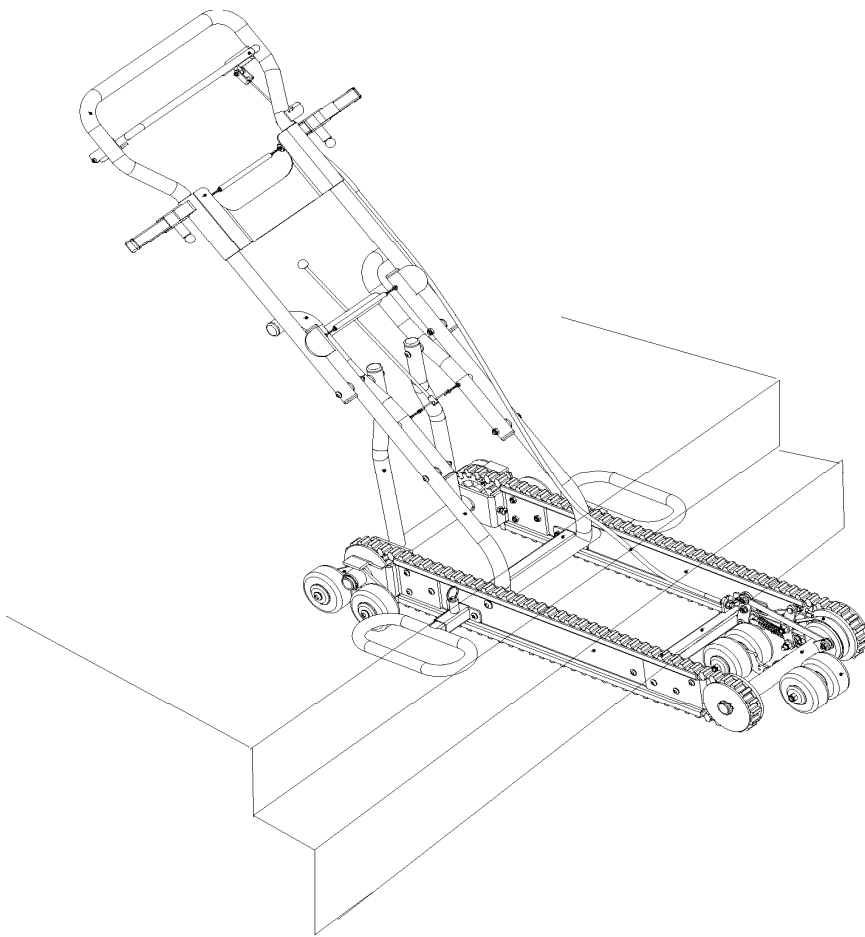
### STAIRWAY DESCENT

**ENSURE THAT THE OPERATOR IS WEARING THE CORRECT FOOTWEAR – FLAT SOLES WITH GOOD GRIP**

- 1) Not touching the brake handle, push down on the main handle so that all the weight is pivoting on the rear carriage and position the ChairMate so it approaches the first stair perfectly aligned and a right angles to the stair.
- 2) Still pushing down on the main handle wheel ChairMate over the nose of the top stair until the top stair nose is in line with the middle of the wheelchair wheel supports. (This is the centre of gravity when wheelchair and occupant are on board)

## 5 LAYOUT OF CONTROLS





TO DESCEND THE STAIRS POSITION THE CENTRE OF THE WHEELCHAIR WHEEL SUPPORTS IN LINE WITH THE TOP STAIR NOSE AND SLOWLY TILT CHAIRMATE OVER THE STAIRS SO THAT THE TRACKS MAKE CONTACT WITH THE STAIR NOSINGS OF THE STAIRS BELOW

- 3) After first warning the occupant, gently allow the front of the ChairMate to tilt down the stairs until the tracks are touching the nose of the second and third stairs and the occupant is seated in the upright position.
- 4) As the brake handle is not being squeezed the brake is automatically applied and the ChairMate will remain stationary on the stairs without any intervention from the operator.
- 5) Position yourself with both hands holding the main handle and gently squeeze the brake handle, ChairMate will gradually descend the stairs and the operator can control the speed of descent by squeezing or releasing the brake handle. If necessary keep ChairMate in a straight line by applying pressure to the main handle (side to side) to steer ChairMate down the stairs.
- 6) As you reach the last step, squeeze the brake handle fully to deploy the front carriage wheels, this will assist ChairMate to exit the last step. As the rear carriage approaches the nose of the last step, control the brake so the rear carriage wheels gently roll off the last step and onto the landing or floor. NOTE It may take time and practice of this technique to achieve a controlled and gentle exit from the stairs onto the landing.

## **MANOEUVRING ON LANDING**

- 1) Once ChairMate has left the last step push down on the main handle so that all the weight is taken on the rear carriage. ChairMate can now be pushed, turned and manoeuvred to position for the next flight of stairs. Repeat stairway descent instructions 1-6 until at ground level.

## **UNLOADING WHEELCHAIR**

- 1) Once ground level has been reached, wheel ChairMate to a place of safety by pushing down on the main handle and fully squeezing the brake handle to deploy the front carriage – then wheel ChairMate across the floor on the front and rear carriage wheels.

**DO NOT SQUEEZE THE BRAKE HANDLE WITHOUT PUSHING DOWN ON THE MAIN HANDLE – THIS WILL PUT UNDUE STRAIN IN THE BRAKE CABLE AND COMPONENTS.**

- 2) Once at a place of safety, release the brake handle which will drop ChairMate down on its tracks preventing the unit from moving.
- 3) Release the wheelchair brakes.
- 4) Pull the main handle release and raise the main handle to the vertical position – this will raise the wheelchair and occupant to their normal position and by squeezing the back plate locking pin retractor and pushing the main handle forward and past the vertical position will dismount the wheelchair and allow the wheelchair handle retainers to be retracted and the wheelchair wheeled away from the building.
- 5) ChairMate can now be folded and carried back upstairs for reuse if time and conditions allow.

## **6. STORAGE**

ChairMate should be stored vertically in an area that is readily accessible in the event of an emergency,

After folding the handle and securing with the supplied webbing straps ChairMate should be lifted in the area of the front carriage wheels and wheeled into position on the rear carriage wheels. When in position lift ChairMate past the vertical until the rear carriage wheels flip over allowing ChairMate to sit on its tracks and lean against a wall.

### **STORAGE STRAP**

Each ChairMate is supplied with an adjustable securing strap which should be firmly fixed to the wall to prevent the unit from being pulled or knocked over. An optional protective cover is available – see optional equipment.

### **CARE AND MAINTENANCE**

It is essential that ChairMate is kept in full working order and ready for immediate use.

Regular maintenance / safety checks and repairs must be carried out by your ChairMate dealer. Any damage or concerns as to the use or condition of ChairMate must be reported and repaired immediately. Safety checks should be carried out by your dealer at least once a year and only genuine manufacturer's replacement parts should be used.

### **LUBRICATION**

ChairMate does not require any lubrication. DO NOT apply oil, grease or silicone to any part or surfaces. This may attract dirt and dust and may contaminate the tracks and brake mechanism.

To ensure maximum adhesion to stair surfaces, tracks must be free from oil, dirt and polish. Clean occasionally with a mild detergent and dry before use.

## **CLEANING**

ChairMate should be kept clean and can be wiped over using a damp cloth and mild detergent solution. Do not apply silicone spray or polish to ChairMate under any circumstances.

## **OPTIONAL EQUIPMENT AND ACCESSORIES**

The following options are available for use with and to protect and enhance ChairMate:

<u>Part No</u>	<u>Description</u>
TC1	Transit Chair to transport non wheelchair users.
CMDC	Protective Dust Cover for ChairMate
TCDC	Transit Chair Protective dust cover
AL1	Anti Theft alarm
PLS	Photo Luminescent Sign identifying ChairMate
CMSC1	Steel storage cabinet for ChairMate
CMSC2	Combined storage cabinet for ChairMate and transit chair

## 9. SPECIFICATIONS

### ChairMate

Load Capacity	
Unladen weight	20Kg (44lb)
Speed	Variable
Speed control	Adjustable brake
Maximum stair angle	35°
Minimum Stairway width	72cm (28.25")**
**With transit chair – otherwise dependent on wheelchair	
Minimum Landing Dimensions	
Wheelchair maximum handlebar width	51cm (20")
Wheelchair maximum wheel track	66cm (26")
Passenger/ operator ratio (guide)	Operator 50% weight of Passenger
Dimensions (deployed)	
Length – overall	134.175cm (53")
Width (over wheelchair supports)	62cm (24.5")
Height	89.091cm (35")
Dimensions (folded)	
Length	94cm (37")
Width (over wheelchair supports)	62cm (24.5")
Height	30.5cm (12")

### Transit Chair

Length Inc footrests	92.4cm (36.5")
Width	59cm (23.5")
Height	94cm (37")
Seat Height	50cm (19.75")
Seat Depth	40.7cm (16")
Width between arms	43cm (17")
Max user weight	116kg (18st 2lb)
Seat to footrest adjust (18.75")	38cm (15") – 48cm
Unladen weight	14.3kg (32lb)