

HARD PREVENTATIVE MAINTENANCE GUIDE- MANUAL CRIBS

The intent of this document is to provide health care facility engineers, maintenance personnel and other health care professionals involved in the operation and maintenance of manual cribs made by Hard Manufacturing the comprehensive information needed to achieve their expected 9 year service life.

1.0 General Operation

CAUTION

1.1 Please refer to the caution pages earlier in this manual for information on the safe operation of one of our manual cribs.

1.2 If a crib is damaged in any way that poses a safety issue to either the patient or staff utilizing it, we recommend that it be removed from service and subjected to a complete preventive maintenance inspection. A checklist of suggested items to review is on the following pages of this document.

1.3 General overall cleaning with mild non-abrasive detergent should be applied at least once (1) per year or at the discretion of your facility. See more detailed cleaning instructions on a separate page of this manual.

2.0 Crib Safety Audit

2.1 Filler Bar Spacing – Examine the spacing between crib railings of all cribs in service. If a crib has railing spaces that exceed 2-3/8”, remove it from service. The Consumer Product Safety Commission (CPSC) Standard “Requirements for Full-Size Baby Cribs” requires that spaces between crib railings not exceed 6 cm (2-3/8”).

2.2 Entrapment in cribs – Examine the spaces between the mattress support and head, foot and side rails, with the mattress both flat and in a raised position. If the opening exceeds 4”, remove the cribs from service.

2.3 Mattress Fit – Inspect your crib mattresses to determine whether they are of adequate size. CPSC requires the mattress dimensions be no less than 2 cm (1/2”) of the inside crib dimensions, when centered in the crib.

2.4 Crib Weld Assemblies– Thoroughly inspect head and foot ends, side rails, the mattress platform and any other metal components of the crib frame for bent components, cracks or breaks. Remove from service immediately if any of this type of damage is found.



PREVENTATIVE MAINTENANCE CHECKLIST- MANUAL CRIBS

HARD Serial # of Inspected Unit: _____ Facility Serial # of Inspected Unit _____

3.0 Physical Inspection of Crib Components

YES	NO	Side Rails, End Assemblies & Slide Rods
___	___	3.1 Do any of the rails on the crib have bent filler bars, or damaged or broken welds?
___	___	3.2 Are the protective teething bar covers present on the top of the side rails?
___	___	3.3 On both the head and foot ends, check the weld assemblies paying special attention to the upper and lower crib eyes. Are the welds free of damage or breaks?
___	___	3.4 Do all trigger assemblies firmly latch in place to secure rails, and retract & release properly when the Johns Hopkins handle is utilized?
___	___	3.5 Raise and lower the side and end rails to verify they operate in a smooth motion.
___	___	3.6 If the crib has Portland or Dialysis Gates in the side rails, do the trigger assemblies retract and release? Do the gates remain securely shut when tugged on?
___	___	3.7 Does the Johns Hopkins Handle operate properly on all rails?
___	___	3.8 Are the bushings present in the rail openings at the top and bottom?
___	___	3.9 Are the components at the top and bottom of the slide rods intact and free of damage?

Mattress and Mattress Platform Assembly

___	___	3.11 Do any of the components of the scissor lift or remainder of the mattress platform frame have any breaks in the welds or any bent or damaged parts?
___	___	3.12 Are the mattress pans showing any signs of rust? If so, refer to the cleaning instructions in a prior page of this manual.
___	___	3.13 Are all nuts and bolts on the mattress platform securely fastened? <i>Note- nuts and bolts at the center of the scissor brackets and at the ends of the head, foot and Hi-Lo system should not be over-tightened or it may impede the smooth movement of the crib functions.</i>
___	___	3.14 Do the crank handles on the foot end all work properly & raise the head, foot or Hi-Lo System on the bed smoothly? Are all components of the crank handle present and intact/unbroken?
___	___	3.15 Is the mattress cover completely intact with no tears in the fabric or the trim?

Continued on next page...



PREVENTATIVE MAINTENANCE CHECKLIST- MANUAL CRIBS CONT

3.0 Physical Inspection of Crib Components Continued

YES	NO	IV Pole(s)
___	___	3.16 Are the brackets and connectors present and free of damage on all IV poles?
___	___	3.17 On the upper portion of the IV Pole, are the components present that are used as the release knob?
___	___	3.18 At the top of the IV Pole, are all the components present, free of damage and securely fastened?
___	___	3.19 Raise and lower the IV Pole to be sure it operates in a smooth, easy manner and locks in place properly when raised.
Casters, Under Crib Shelf and Bumper System		
___	___	3.20 Is the crib able to be moved easily/do the wheels roll smoothly?
___	___	3.21 Do the casters show any sign of being bent or not in proper alignment?
___	___	3.22 Do the wheels have any flat spots indicating they may have been pushed with brakes on?
___	___	3.23 Are all the bolts present in all 4 casters?
___	___	3.24 Do the locking mechanisms on the steer and brake casters function properly?
___	___	3.25 Check the under crib shelf thoroughly. Is it free from any cracks or other damage?
___	___	3.26 Is the under crib shelf securely fastened to the bumper system?
___	___	3.27 Inspect the bumpers on both ends of the crib. Are the grey corner bumpers present? Are the other portions of the bumper free of breaks, bending or other damage?
___	___	3.28 Are the bumpers both securely fastened to the ends of the crib?



PREVENTATIVE MAINTENANCE
CHECKLIST- MANUAL CRIBS CONT.

3.0 Physical Inspection of Crib Components Continued

Curtains, Curtain Assemblies & Vinyl Top Covers- Applies to Springfield Cribs only

YES

NO

- 3.29 Inspect all vinyl curtains. Are the fabric loops, curtain trim and the vinyl itself clean and free of tears or other damage? Is the vinyl top (if present) free of damage?
- 3.30 Inspect the curtain lift bars. Do the trigger assemblies squeeze and retract properly?
- 3.31 Are the plastic lift bar glides at either end of each lift bar present & free of damage?
- 3.32 Are the curtain rods at both the top of the curtains and on the vinyl top cover (if one is present) intact and unbent? Are the plastic end pieces present and unbroken?
- 3.33 Check the stop rings that hold the curtains up to be sure they are tight and secure.
- 3.34 If a vinyl top cover is installed, are all 4 hitch pins to secure the cover present?
- 3.35 Raise and lower all curtain lift bars to be sure they operate in a smooth, easy manner.

Inspection completed by _____ Date of Inspection _____