LIFT 2 GO

adaptive CONCEPTS LTD.

SET UP CHECKLIST

WARNING

- Failure to follow all the instructions on this form may result in injury or death
- **DO NOT** use the Lift2Go if it is damaged, or this checklist cannot be completed satisfactorily
- Only individuals fully trained by Adaptive Concepts Ltd personnel may deploy the Lift2Go
- **This form must be completed and signed by the service provider and operators for each installation**

Locating the Lift2Go for all Deployments

Wherever possible, the Lift2Go should be setup in one of the following ways:

1) Overtop of stairs since this ensures the lift cannot fall a significant distance in the event that the UPPER RAIL FEET come off the surface being accessed.
2) Secured in place with bolts, screws, chains or straps to prevent the lift falling off the location being accessed.

The Lift2Go may be deployed in the following modes as long as the conditions for each mode are met.

SUPERVISED-USE Deployments (lift is used under supervision of the installer or a trained attendant)

- Install the Lift2Go over stairs or secure in place if practical
- If not deployed over top of stairs, ensure that the installer is present during the usage period or the lift is operated by an attendant who has been trained to check that the lift is not in danger of falling off the upper surface being accessed. The attendant is responsible to check the safety of the lift before each use
- All operators must be trained by the service provider who set up the LIFT2GO, and must perform pre-use checks on the OPERATION DECALS before each use
- Remove or lock the OPERATOR CRANK when leaving lift unattended to prevent unauthorized use

SHORT-TERM Deployments (unsupervised deployments less than 1 week)

Short-term deployments must be in one of the following locations:

- Overtop of stairs with no risk of a side fall, or secured per these instructions
  - Securing the lift to the location is preferred in this case but not required
- Directly to a porch or deck (i.e. with no stairs underneath)
  - The Lift2Go must be lashed, screwed or bolted to the porch to prevent any risk of moving
- All operators must be trained by the service provider who set up the LIFT2GO, and must perform pre-use checks on the OPERATION DECALS before each use
- Remove or lock the OPERATOR CRANK when leaving lift unattended to prevent unauthorized use

LONG-TERM Deployments (more than 1 week)

- Long term deployment is more than 1 week duration
- The Lift2Go **MUST BE** secured to the landing by some method for all Long-term deployments
- All operators must be trained by the service provider who set up the LIFT2GO, and must perform pre-use checks on the OPERATION DECALS before each use
- Remove or lock the OPERATOR CRANK when leaving lift unattended to prevent unauthorized use

ALL USE SET UP CHECKLIST

Pre-Assembly Checks (Do before assembling the Lift2Go)		
1	Structural inspection of parts vulnerable during storage and transport. The following must be in good condition, tight and without cracks, significant abrasion or other damage • BOTTOM STRINGER JOINT HOOK and PIN WELDMENTS • TOP RAIL JOINT INSERT • BOTTOM RAIL STRINGER • CARRIAGE JOINT WELDS and all riveted components • RAIL SYSTEM and CARRIAGE bolts, rivets and welds	
2	Deployment area has sufficient space and lighting, and is free of obstructions	
3	Area inspection: the landing and the ground surface are clean, stable, and sufficiently strong to hold the weight of the passenger and lift.	

Pre-Use Checks (Do after assembling but before using the Lift2G)		
1	CASTERS are removed and stored for future use	
2	BASE UNIT is stable and resting on solid footings, using blocks to stabilize if necessary	
3	RAILS and CARRIAGE travel path are free of snow, ice, debris and obstructions	
4	RAILS within 25°-35° slope, with the indicator ball in the green zone on the RAIL SLOPE INDICATOR	
5	UPPER CROSS MEMBER is installed and both knobs are hand tight	
6	Passenger has sufficient room to maneuver at both the top landing and bottom ground	
7	All rail joints are correctly assembled • BOTTOM STRINGER JOINT PINS secured in HOOK (2-6 places depending on # rails) • TOP RAIL TUBE JOINT INSERTS fully inserted, and PINS fully engaged (2-6 places) – the PINS should protrude approximately 1.5 mm or 1/16 in past the side of the RAIL • TOP RAIL TUBES form continuous surface for carriage	
8	UPPER RAIL SECTION LEGS are positioned correctly • UPPER RAIL SECTION FEET must contact the porch surface when lift in position • UPPER RAIL SECTION FEET are 10 cm (4 inches) from stair edges (both side and front -see decal) Note: LIFT2GO may be positioned directly against the stair edge **ONLY** where there is a railing or wall that prevents the lift from falling off the side of the stairs	
9	PLATFORM is installed and levelled with ±2°, with the indicator ball in the green zone on the PLATFORM LEVEL INDICATOR and the PLATFORM BUMPERS just contact the ground when the lift is at the lowest position (see step 13)	
10	PLATFORM engages LHS PLATFORM PINS and RHS PLATFORM RELEASE	
11	LHS LEVELER BAR is installed and secured correctly • LEVELER BAR is installed securely on LEVELER SUPPORT PEG • LEVELER BAR is held in place by LEVELER RESTRAINT PIN • LEVELER BAR SAFETY CLIP is secured on LEVELER SAFETY LOOP	
12	RHS LEVELER BAR is installed and secured correctly • LEVELER BAR is installed securely on LEVELER SUPPORT PEG • LEVELER BAR is held in place by LEVELER RESTRAINT PIN • LEVELER BAR SAFETY CLIP is secured on LEVELER SAFETY LOOP	
13	PLATFORM installed correctly: • Touches ground at lowest position and simultaneously strikes LOWER CARRIAGE STOP • Does not lift BASE UNIT above ground (within ±0.25 cm or 1/8 inches) • LOWER CARRIAGE STOP is installed and securely latched with the retainer pin	
14	RHS HANDRAIL is installed and secured • FORWARD HANDRAIL RESTRAINT PIN installed and latched with the retainer pin • REAR HANDRAIL RESTRAINT PIN installed and latched with the retainer pin	
15	RAMP LATCH CASE installed on RHS HANDRAIL held securely by the integrated LATCH CASE SPRING PIN	
16	UPPER ACCESS RAMP is installed with both pivots in the sockets	
17	UPPER ACCESS RAMP is in “up” position and LATCH HANDLE is fully seated in LATCH SLOT	
18	GROUND ACCESS RAMP is installed with both pivots in sockets	
19	GROUND ACCESS RAMP is in down position with LATCH HANDLE in STORAGE SLOT	
20	DRIVE POST is rotated to comfortable position for operator and locked	

21	OPERATOR CRANK is installed, and CRANK LATCH prevents unintended removal Note: Either CRANK SOCKET can be used, depending on passenger load and operator preference	
22	If LIFT2GO is not installed above stairs it **MUST BE** secured to the structure by some method that provides at least 57 kg (125 lb) restraint force. Lashing, bolting, screwing or weights are all acceptable	

Full-Cycle Operation Test (conduct before passengers are boarded)		
1	LOWER ACCESS RAMP raises and lowers correctly	
2	Lift does not travel more than 2.5 cm (1 in) up or down unless **BOTH** ACCESS RAMPS are fully latched	
3	Lift raises smoothly without obstructions to desired height	
	UPPER ACCESS RAMP positioned correctly on the landing when: • RAMP overlaps the upper landing by at least 7.5 cm (3 inches) • RAMP is **NOT** resting on RAMP REINFORCING PLATE • UPPER CARRIAGE STOP PIN is Installed and toggles the INTERLOCK ENGAGEMENT BAR	
4	UPPER ACCESS RAMP raises and lowers correctly	
5	Lift lowers correctly without obstructions and stops at point of contact with ground, and does not lift BASE UNIT upon contact with the ground	

Operator Training **Required for short- and long-term deployment - conduct before passengers are boarded**		
1	Intended operator has been trained to perform critical component and location checks before each use (see OPERATOR DECALS for checks to be performed)	
2	If the Lift2Go is being used in the **SUPERVISED-USE mode**, the attendant has been trained to check the safety of the Lift2Go setup before each use (ignore if not using **SUPERVISED-USE mode**)	
3	Intended operator has been trained in operation sequence and has demonstrated competence by completing a full-cycle operation	
4	The information in the TROUBLESHOOTING DECAL has been reviewed with the intended operator	
5	Self-operating users have been informed that they must always have an emergency contact system available in case of mechanical failure of the Lift2Go (eg: nearby assistant or a mobile phone)	

LONG-TERM USE SET UP CHECKLIST (USE AS REQUIRED)

Fasteners Needed (long term deployment only)

Location	Fastener	Number Required
LOWER CARRIAGE STOP	2” x 3/8” NC Hex bolt & nylon lock nut	1 each
UPPER CARRIAGE STOP	2” X 3/8” NC Hex bolt, nylon lock nut, & ½” regular nut for use as spacer	1 each
UPPER CROSS BAR RETENTION BOLTS	1-1/4” x ¼” NC Hex bolts with nylon lock nuts	2 each
RAMP RETENTION BOLTS	¾” X 5/16” NC Hex bolts, 5/16 washers as spacers, & nylon lock nuts	2 nuts and bolts, 8 washers
RAMP LATCH CASE RETAINER	¾” X ¼” NC Hex bolt & nylon lock nut	1 each
LEVELER BAR RETAINER RINGS	1” (25 mm) diameter rings	4

Notes:

1) Stainless fasteners are preferred in all cases, noting that Loctite 567 must be used to prevent galling
2) Fresh nylon lock nuts must be used for each deployment.

Tools Needed (long-term deployment only)

Tool	Number Required
3/8” or 5/16” wrench (size depends on nuts used for #10-32 machine screws)	1
7/16” wrenches	2
9/16” wrenches	2
Phillips screwdriver	1

Additional Checks for Long-Term Deployment See Installation and Maintenance Manual for location information		
1	Ensure all checks are completed for the standard deployment before starting this portion of the checklist	
2	UPPER CROSS BAR or BASE UNIT is secured to structure using method that requires tools to release and delivers at least 57 kg (125 lb) restraining force	
3	UPPER and LOWER ACCESS RAMPS are secured using ¼" retaining bolts (2 or 4 depending on Lift2Go model)	
4	RHS LEVELER BAR is correctly positioned and retained using RETAINING RINGS (see User Manual)	
5	LHS LEVELER BAR is correctly positioned and retained using RETAINING RINGS (see User Manual)	
6	UPPER CROSS BAR HANDLES (2) are tight and restrained from turning using ¼" bolts (check to ensure interference prevents handle from turning more than 1/8 turn)	
7	RHS HANDRAIL is secured to PLATFORM using ¼" bolts (2 places). Some models may require 5/16" bolts.	
8	RAMP LATCH CASE is secured with ¼" bolt to prevent release from HANDRAIL	
9	LOWER CARRIAGE STOP is bolted in place	
10	UPPER CARRIAGE STOP is bolted in place	
11	TORQUE LIMITER functions correctly: • Release in both up and down directions with <13.5 N-m (120 in-lb) torque (LOWER CRANK SOCKET) – Note that some models may be set to 150 in-lb on the UPPER CRANK SOCKET) Note: use torque wrench on 5/16" bolt or spring scale on CRANK	
12	OVERSPEED operating correctly: • Engage when downward travel of PLATFORM is roughly 12-20 cm/sec (5-8 in/sec) • Releases upon upward motion of PLATFORM Note: It may be necessary to use an electric hand drill in the UPPER CRANK SOCKET to achieve 20cm/sec downward travel (a bolt with a 5/16" head can be used to engage the drill). CAUTION: hold drill securely with both hands as it may twist hard when the OVERSPEED engages	

Full-Cycle Operation Test Required for Long-Term deployment - conduct before passengers are boarded		
1	Perform the standard operational checklist	
2	Lift lowers correctly without obstructions and stops at point of contact with ground (**does not lift BASE UNIT – since this will put stress on the securing bolts)**	

Service Provider Sign-Off		
Date	**Location**	**Signature**
Operator(s) Sign-Off		
Date	**Signature**	

For questions or concerns contact:

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