BRODA

OPERATING MANUAL Gliders Family Models 100-PS, 100-PM, 100-PL, 100-10 AL, 100-15 AL, 100-20 AL



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FOREWORD

Congratulations on your purchase of a **Broda** product and thank you for your confidence in our company and products.

Broda assumes a leadership role in providing optimum re-positioning functions and mobility for the user of healthcare environments. Our chairs do not look like traditional chairs and offer advantages unique to **Broda**. We are sure that after using your chair, you will be convinced that the user's quality of life will be greatly enhanced.

This manual will assist you in making the best use of the capabilities of your chair and will ensure that you quickly become familiar with its operation.

After reading this manual, if you have any questions about the safe and effective operation of your chair or accessories, contact your local **Broda** representative or our Customer Service for further assistance.

GENERAL INFORMATION

This document provides guidance on the safe and effective operation of your Broda product.

Information in this manual must be followed at all times.

Anyone involved with the operation or maintenance of the **Broda** product, including the user's family members, must read this operating manual before using the chair.

The user's primary caregiver is responsible for ensuring that anyone who is unfamiliar with, unwilling, or unable to adhere to the safety and operating instructions, is not permitted to operate or move the chair.

A copy of this instruction manual must always be available.

Broda accepts no liability for damages, injury or accidents caused by operating errors, improper maintenance, or disregard of the instructions in this manual, including any user specific instructions.

Broda reserves the right to make changes to the specifications, dimensions, functions, or components of its products without notice. Product representations in this manual may vary from delivered products.

Each chair has a unique identifying serial number that must be maintained on the chair as well as with any equipment records.

01

DEFINITIONS

Broda — means Broda Inc. doing business as Broda.

Broda chair, product, or glider — refers to the Tranquille or Aspire Gliders (models: 100-PS, 100-PM, 100-PL, 100-10 AL, 100-15 AL, 100-20 A)

Healthcare Environments — refers to a nursing home, assisted living facility, hospital, or other healthcare settings that provide health and personal care or rehabilitation services.

The User — The primary user of the Broda medical equipment.

Caregiver — refers to doctors, nurses, therapists, nursing aids, healthcare aids, and other specialists who work in a healthcare environment and provide health and personal care to its residents. This may also include the user's family member or guardian in some instances.

Transfer(s) — refers to the movement of the user into or out of the chair with the assistance of their caregiver(s).

Mechanical Transfer(s) — refers to the movement of the user into or out of the chair with the assistance of their caregiver(s) using a patient lift or other assistive device that bears the weight of the user.



SAFETY REQUIREMENTS

2.1 Training

Before the chair is put into service, this manual must be read thoroughly by the caregiver(s) directly responsible for the user's care.

After the chair is put into service, this manual must be read thoroughly by any new caregivers prior to operating or moving the chair.

For the purpose of this manual, the user's family member who shares responsibility for their care is considered a caregiver and is subject to the same competency before being permitted by the user's primary caregiver to operate of move the chair.

Prior to first use, the customer must arrange for an in-service on the operation and safety requirements in this manual, must be given to the user's caregivers by the local Broda representative who supplied the chair.

The primary caregiver must maintain a list of caregivers who have read this manual and who they have authorized to operate and move the chair.

The user's primary caregiver is responsible for ensuring that anyone who is unfamiliar with, unwilling, or unable to adhere to the safety and operating instructions, is not permitted to operate or move the chair.

The operations of the chair must be performed by the user's primary caregiver who is responsible for seating. All the operations and adjustments performed should be done in a manner to ensure the overall safety, comfort and well-being of the user, caregiver and third party. All operations and adjustments required for the user should be determined by the user's primary caregiver who is responsible for seating.

2.2 Pre-Service Check

Broda chairs are delivered fully assembled. If the chair does not appear to be ready to use upon receipt, immediately contact your supplier and do not put the chair into service until any concerns have been resolved.

Visually inspect the chair for damage, missing parts, and loose fasteners prior to testing the chair's functions. Functional testing must be successfully completed after visual inspection and before use. These obligations apply to the chair's first use and to all subsequent uses (Section 4: Inspection and Functional Testing).

2.3 Hazards

2.3.1 Location of Chair — "Danger of Tipping or Falling Objects"

We recommend that when the user has been moved to their destination, the chair is placed where the user cannot reach handrails or other objects, fixed or movable. This is to prevent the user from pulling the chair over or pulling themselves off the seating surface and to prevent the user from pulling movable objects onto the chair and themselves.

We recommend that the chair be used in a supervised area to prevent untrained individuals (e.g., caregivers or third parties) from unauthorized operation, movement, or unsafe actions. These actions, if not prevented, put the chair at risk of tipping or damage to the chair. We recommend that a chair only be located on a level surface to

We recommend that a chair only be located on a level surface to minimize the risk of tipping over.

2.3.2 Transport Wheels - "Danger of Tipping"

The transport wheels found on the rear of the Tranquille Auto Locking Glider chair are for ease of transporting an unoccupied chair. Do not transport the Auto Locking Glider chair while it is occupied. Doing so could cause the chair to tip, causing serious injury to the user, caregiver or third party

2.3.3 Re-Positioning of The User - "Danger of Clamping"

The Serinity Family of Auto Locking Gliders offers the benefits of height adjustable arms. Before movement of the arm height, ensure the users' and caregivers' body are clear of all pinch points.

2.3.4 Unintended Movement - "Danger of Falling or Collision"

We recommend Broda chairs for indoor use within a healthcare environment and where there is not enough slope to cause the chairs to move unaided. Chairs used where the surface is uneven or sloped are at risk of unintended movement and could become a serious danger to the user, caregiver(s), or a third party. We recommend that Broda chairs are located away from stairwells, elevators, and exterior doorways within a healthcare environment.

2.3.5 User Clothing — "Risk of Injury to the user's Skin"

We recommend that users only be seated while they are fully

dressed in clothing that meets the needs of their specific condition. If after being fully dressed, the user's bare arms, legs, or body could still come into direct contact with the vinyl straps or vinyl pads, we recommend the use of a covering, such the Broda terry cloth covered seat and/or back pad or a folded cloth bed sheet to prevent direct contact. Direct contact of bare skin on the straps over a period of time could cause moisture on the user, and/or cause the skin to stick to the straps. Prior to the operation or movement of a chair with a covering, the caregiver must ensure any covering placed on the chair does not come into contact with any moving parts and is securely placed, so not to slip.

2.4 Shipping and Storage

Broda chairs should be shipped and stored in an upright position and not stacked higher than 3 boxes. No other materials should be shipped or stored on top of a Broda box. Broda boxes should not be placed on pallets.

Broda chairs should be shipped and stored at temperatures between -20°C and 40°C. Broda chairs should not be used until they are between 0°C and 30°C.

Broda chairs should be kept in a clean, dry environment. Do not leave Broda chairs outdoors as it may cause the paint to peel.

Upon receipt, the shipping carton must be immediately examined for damage. Any damage should be noted on the delivery receipt and a request for inspection by the transportation company should be made. Next, the shipping carton should be opened and the chair must be examined for concealed shipping damage. If the chair appears to be damaged, do not use the chair. File a concealed damage report with the transportation company.

2.5 Application

Broda chairs are intended for exclusive use in a professional care setting. The suitability of a Broda chair must be determined by a qualified caregiver who is familiar with the seating needs of the intended user. Any other use of the chair is excluded from possible liability claims.

The Glider family of chairs are not to be used in the shower. The frame and components will rust, and will void the warranty.

The chairs are not explosion resistant and must not be used where there are flammable gases or liquids present (e.g., anesthetics, volatile solvents and cleaners, etc.)

Broda chairs are designed for use with specific Broda parts and accessories. The use of non-Broda parts or accessories with a Broda will void the warranty and is excluded from possible liability claims.

Broda chairs may only be used as described in this manual and with proper regard for recognized healthcare and workplace safety and accident prevention practices.

2.6 Improper Use

As outlined, the improper use of the chair is dangerous to the user, caregivers, or third parties, and can consist of, but is not limited to the following:

- Unauthorized operation of the chair's functions.
- · Unauthorized movement of the chair.
- Inappropriate use of the chair for a user who has not been assessed by a qualified caregiver responsible for their seating.
- Failure to frequently reposition the user in the chair
- Attempting to operate of multiple chair functions simultaneously by one or more caregivers.
- Attempting to move the chair with the brake(s) applied.
- · Leaving the user unattended in the chair near other objects.
- Leaving an agitated user in the chair in an unsupervised area.
- Leavin the user unattended.
- Leaving the user in a chair on a sloping surface.
- Leaving a chair unattended on a sloping surface.
- Using non-Broda accessories on the chair.
- Using the chair at temperatures below 0°C.
- Using the chair as a shower or bathing chair.
- Using the chair for any use other than its intended purpose.

2.7 Maintenance

The maintenance on a Broda chair will vary with the amount of use and the condition of the user.

In regular use, after the initial inspection and functional testing, the chair should be inspected and tested bimonthly. We recommend visually inspecting for signs of wear, damage, loose or missing fasteners, and other safety concerns. Periodic testing of chair functions is also necessary. If a breakage, defect, or operational problem is detected, the chair must be successfully repaired, inspected and tested for function before it is returned to service.

The chair should be inspected and tested as often as each use if the chair is used by:

- Aggressive or agitated users.
- Users who have involuntary movements.
- Users weighing over 220 lbs.
- A facility with irregular or sloped surfaces.
- Any unauthorized person.

Do not use lubricants that contain solvents. Solvents may compromise any rubber components on the chair. If necessary, white food grade grease or lubricant can be used on any sliding components.

2.8 Cleaning

Broda chairs should be wiped clean with soap and water. Diluted household strength ammonia or chlorine based cleaner, as well as a hospital grade cleaner may be used if necessary.

Refer to the following guide for cleaning certain staining agents (Applies to the Permablok3® vinyl, as per the vinyl manufacturer's recommendations). The frame and components of the chair can be cleaned using the same procedure as the vinyl.

Staining Agent	Cleaning Procedure
Eye Shadow / Mascara / Grease / Suntan Lotion / Chocolate	Remove excess spill with a damp cloth. Clean with a 1:1 mix of Ivory® liquid and water. Rinse with clean water and dry.
Blood / Bodily Fluids / Red Lipstick	Use a straight application of concentrated cleaners such as Formula 409° or Fantastik° Spray Cleaner. Then wipe with a clean cloth. If using a hospital grade cleaner, follow the diluting instructions on the label.
Oil Base Paint / Tar / Asphalt	Use a 1:1 mix of ammonia and water or a 1:4 mix of bleach and water. Rinse with clean water and dry.
Other Tough Stains	Use a straight application of naphtha (lighter fluid). Rinse thoroughly with clean water and pat surface dry. If the stain persists, use a 1:1 mix of isopropyl alcohol and water. If the stain still persists, use straight alcohol. Rinse thoroughly with clean water and pat dry. If the stain remains, use a 1:1 mix of acetone and water. Rinse with clean water and pat surface dry. Note: Use a soft cotton cloth saturated with the cleaning material and rub the stain in circles 10 times. Pat dry with another soft cotton cloth, and check results.

For best cleaning results, certain parts and padding on the chair should be removed. Instructions for removal of the following parts are located in this manual. Ensure that the entire chair including removable and non-removable parts is thoroughly cleaned.

Pay close attention to the frame, sockets, fasteners, parts and casters, as well as the padding for an even, thorough clean.

Remove parts for cleaning if desired:

- adjustable lateral shoulder supports
- arm supports
- foot supports
- · cushions

Thoroughly clean all removable parts and padding, as well as the frame and components around the parts and padding that have been removed.

Broda chairs should not be cleaned with petroleum-based cleaners. Any petroleum based products that come in contact with any vinyl surface should be removed as quickly as possible. Petroleum based products make vinyl brittle and will damage the seating surface and cushions. Metal parts and cushions should be wiped completely dry after cleaning. Do not launder vinyl padding. Terry cloth seat and back covers can be laundered and tumble dried.

Do not allow the chair to air dry. Leaving the chair to air dry and not ensuring the entire chair is completely dry may cause the frame and components to rust. Solvents such as those found in spray lubricants should not be used on Broda Chairs as they can damage moving parts.

Frequency and method of cleaning the chairs should be determined by facility infection control protocols. If visibly soiled, thoroughly clean the chair immediately as per the cleaning instructions in this manual.

The cleaning instructions in this manual are guidelines only. Results may vary under actual conditions. The information does not relieve the user of proper and safe use of the product and all cleaning agents and consideration for the overall cleaning maintenance of the chair. Cleaning and care instructions must be followed in conjunction with facility infection control protocols.

Broda will not accept warranty or liability claims on chairs that have not been cleaned according to the instructions or cared for in proper regard for patient, caregiver and third-party safety and hygiene. The use of certain agents may be harmful to the surface appearance and lifespan of the vinyl. Broda assumes no responsibility resulting from the use of such cleaning agents to the vinyl.

Touch up paint is available for the powder coated frame. Please call Broda's Customer Service Department if touch up paint is required. Do not leave Broda chairs outdoors as the frame is not UV protected. Leaving the chairs outdoors could cause the paint to peel.

Formula 409° is a trademark of the Clorox Company. Fantastik™ is a trademark of DowBrands, Inc.
Trademark of the Dow Chemical Company.
Ivory° is a trademark of Proctor and Gamble.

2.9 User Specific Instructions

The primary caregiver responsible for the specific user's seating shall add additional instructions necessary for the safe and effective use of the chair based on their professional experience and knowledge of the user's specific conditions and requirements.

Broda representatives are not professional caregivers and will not know the specific requirements of the individual using the chair. Broda relies on the knowledge, experience, and judgment of the user's professional caregiver to ensure the specific user's safety and comfort needs are satisfied while using the chair.

These instructions form an essential part of the Safety Requirements

for using the chair and must be made available to all caregivers. Space is provided below to include these instructions.

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SAFETY REQUIREMENTS (CONT.)		

03

OPERATION AND MOVEMENT

Safety measures as described in Section 2 must be observed when operating the chair's functions or moving the chair. Only authorized caregivers should attempt to operate or move a chair. The caregiver must use proper body mechanics when operating the chair, and be prepared to support the weight of the user while operating the chair.

3.1 Gliding Motion (Auto Lock)

The Glider has an auto-locking mechanism that aids in user safety. The mechanism allows the gliding to be activated only once the user sits in the chair, and become locked/de-activated once the user begins to stand up from the chair.



3.2 Caregiver Lock

The Glider has a caregiver lock that prevents any unwanted gliding. The lock is located at the rear of the chair.

WARNING: Only apply the caregiver lock when the chair is unoccupied.

To Lock and Unlock the Caregiver Lock:

- 1) Pull the handle
- 2) Turn approximately a quarter turn and insert the tab into the slot for locking, or release the tab for unlocking



OPERATION AND MOVEMENT (CONT.)

3.3 Height Adjustable Arm Supports

The arm support height can easily be adjusted in order to accommodate various users. The arm support height should be adjusted to provide correct support to the users arms.

WARNING: DO NOT place fingers at the top of the pins as this could cause pinching. Place fingers in the concave shape of the pins.

WARNING: DO NOT place fingers anywhere underneath the arm while adjusting, as this could cause pinching.

To adjust the arm support height:

- 1) Squeeze the pins¹ together which are located under the arm support flap.
- Raise or lower the arm support to the desired height.
 Upon releasing the pins, the arm supports' height will lock into place.
- 3) Secure the outside flap on the side panel. Change the height on the other arm support as desired.



3.4 Transport Wheels

The Auto Locking Glider has two rear transport wheels for ease of transporting the chair.

WARNING: DO NOT place fingers at the top of the pins as this could cause pinching. Place fingers in the concave shape of the pins.

To Transport the Chair:

- 1) Apply the caregiver lock
- Standing directly behind the chair, tilt the chair back onto the transport wheels and transport to the desired location
- Once the chair is in the desired location and in the upright position, the caregiver lock may be released if desired





INSPECTION AND FUNCTIONAL TESTING

Safety measures as described in Section 1 must be observed when inspecting or testing a chair. Only authorized caregivers or maintenance staff should attempt to inspect or test a chair.

4.1 Inspection

We recommend regular visual inspection for signs of wear, damage, loose or missing fittings, and other safety concerns. If a breakage, defect, or operational problem is detected, the chair must be repaired inspected and tested for function before it is returned to service.

We recommend that the chair be inspected as often as each use if there is any reason to be concerned about the possibility of increased wear or loose or missing fittings. At a minimum, in regular use the chair should be inspected on a bimonthly basis. The visual inspection procedure should include at least the observation of all the fittings (fasteners):

The visual inspection procedure should include at least the observation of the following parts:

- The cylinders that position the seat tilt, back recline, and independent lower leg support elevation
- The vinyl straps used in the seat, back, lower leg support, foot support and adjustable lateral shoulder supports.
- The cushions
- The 3 black handles and cables
- The arm support height adjustment pins

The visual inspection procedure should include the observation of any installed accessories. The visual inspection should be performed by the facility, or if in a private residence, by the individual responsible for the chair.

4.2 Functional Testing

We recommend that the chair should be tested for operation of the chair's functions without a user in the chair. The testing may be as often as each use if there is any reason to be concerned about the possibility of increased wear or damage to the chair's components. At a minimum, in regular use the chair should be tested for functions as described in Section 3.

If the caregiver or maintenance department performing the functional testing believes that any function is not operating correctly, the chair should be taken out of service until a satisfactory functional test can be completed.

The caregiver or maintenance department performing the testing should be aware that the seat tilt, back recline, and foot support/lower leg support elevation operations will be more difficult without a user in the chair.

When performing repairs or maintenance, do not use lubricants that contain solvents. Solvents will damage many of the moving components in the chair. If necessary, a white, food grade grease (lubricant) may be used on the sliding components in the chair. Do not use spray lubricants on any part of the chair.



TECHNICAL INFORMATION

5.1 Specifications of Models 100-10 AL, 100-15 AL, 100-20 AL

Feature/Part	Specifications
Gliding	Smooth, gliding action with auto lock feature. Gliding is activated once user sits in
Caregiver Lock	Caregiver lock can be activated to prevent unwanted gliding
Frame	16 gauge powder coated steel
Seat/Back Surface	Broda Comfort Tension Seating® Strapping is 1-1/2" wide, by 1/8" thick; contains fungicide, has shape memory retention, is fire retardant
Arm Supports	Adjustable armrest height
Cushions	Standard removable padding - Neck Rest, Side Pads, Full Seat and Back Pad The 34 ounce healthcare vinyl fabric covering is manufactured to meet the following requirements: DIN 75 200/DIN 53 438; MVSS 302, M2; CAL 117, and Wyzenbeck Heavy Duty Abrasion Test; has an antimicrobial, antibacterial, anti-stain and anti-static finish; Cold crack of -20°C. Polyurethane foam meets CAL 117-2013. Removable seat and back pads are covered with an 8 ounce soft vinyl which meets CAN2-162 flammability standard for hospital textiles. Polyurethane foam meets CAL 117-2013.
Transport Wheels	Rear wheels for transporting of chair (while unoccupied)
Seat Depth	17"
Seat Height	18" (Models 100-20 AL, 100-15 AL) 16" (Model 100-10 AL)
Seat Width	20" (Models 100-20 AL, 100-15 AL) 18" (Model 100-10 AL)
Weight Capacity	250 lbs
Overall Weight	68 lbs (Model 100-20 AL) 66 lbs (Model 100-15 AL) 63 lbs (Model 100-10 AL)

Note: All dimensions are ± 0.5".

5.2 Specifications of Models 100-PS, 100-PM, 100-PL

Feature/Part	Specifications
Gliding	Smooth, gliding action with auto lock feature. Gliding is activated once user sits in
Caregiver Lock	Caregiver lock can be activated to prevent unwanted gliding
Frame	16 gauge powder coated steel
Seat/Back Surface	Broda Comfort Tension Seating® Strapping is 1-1/2" wide, by 1/8" thick; contains fungicide, has shape memory retention, is fire retardant
Arm Supports	Fixed armrest height
Cushions	Standard removable padding - Neck Rest, Side Pads, Full Seat and Back Pad The 34 ounce healthcare vinyl fabric covering is manufactured to meet the following requirements: DIN 75 200/DIN 53 438; MVSS 302, M2;CAL 117, and Wyzenbeck Heavy Duty Abrasion Test; has an antimicrobial, antibacterial, anti-stain and anti-static finish; Cold crack of -20°C. Polyurethane foam meets CAL 117-2013. Removable seat and back pads are covered with an 8 ounce soft vinyl which meets CAN2-162 flammability standard for hospital textiles. Polyurethane foam meets CAL 117-2013.
Transport Wheels	Rear wheels for transporting of chair (while unoccupied)
Seat Depth	10" (Model 100-PS) 12" (Model 100-PM) 14" (Model 100-PL)
Seat Height	10" (Model 100-PS) 12" (Model 100-PM) 14" (Model 100-PL)
Seat Width	12" (Model 100-PS) 14" (Model 100-PM) 16" (Model 100-PL)
Weight Capacity	250 lbs

Note: All dimensions are ± 0.5".



MANUFACTURER WARRANTY

Effective 10/15/2018

From date of purchase Broda warrants the side frames and cross members located on the base frame, for the Expected Lifetime* of the original purchaser/user, when purchased from an Authorized Broda Dealer. *Expected Lifetime of the frame is 10 years.

In addition, Broda warrants its other product components, except the seat cushion and covers (which are not warranted), to be free from defects in materials and workmanship for a period of 2 years from the date of purchase, as indicated on the original purchase order. This warranty is non-transferable.

The warranty is subject to the following conditions:

A serial number or invoice number is required for warranty coverage. The warranty shall not apply to serial numbered items if the serial number has been removed or altered in any way.

Warranty is valid for "new" purchases only. All other items will be warranted at the sole discretion of Broda.

If within such warranty period any such product shall be proven to be defective through examination, inspection and testing as deemed necessary, such product shall be repaired or replaced at Broda's discretion. This warranty does not include on-site labor.

On request, defective parts must be returned to the factory, pre-paid and insured, within 30 days. Failure to do so, will result in the owner incurring the cost of the replacement parts. Photos of defective parts may be requested as an alternate to returning product.

6.1 Limitations and Exclusions

This warranty does not cover damages that arise from improper handling, cleaning, maintenance, storage or negligent use. The warranty does not cover Broda's wheelchairs and chairs used in any way, other than the manner in which it was designed and recommended.

Modifications, incorrect assembly or installation to Broda products or the use of non-Broda products voids the warranty. Installation of parts that require the frame to be altered in any way, must be completed by a Broda Representative, unauthorized performances will void the warranty.

This warranty does not cover freight damage (see Damaged Freight Policy).

Broda retains the right to make product design and product application changes without notice.

The application of Broda products shall remain the responsibility of the purchaser or user. Please reference the model specific operating instruction manuals for safety requirements, inspectional and functional testing, technical information and more. Warranty does not include on-site labor for the installation of warranty parts or warranty repairs. The owner may return to Broda products for warranty replacement or repair by shipping items prepaid and insured to the factory. Warranty completed at the factory includes both materials and labor. The decision to repair or replace parts is at the discretion of Broda. All returns to the factory require prior authorization from Broda.

6.2 WC-19 Transportation Certified Products:

Vehicle Transport Products and Options are available by factory install only. It can NOT be retrofit to existing models or serviced in the field. All components of the vehicle transport packages are subject to specific maintenance requirements, to maintain the Broda warranty.

Due to the testing requirements of the vehicle transport chair, Broda warranty limitations apply to non-factory installed repairs. Warranty and maintenance repairs must be made by Broda authorized service technicians. Any replacements or repairs made by unauthorized person(s) will void this warranty and Broda assumes no liability on the performance of said components.

DO NOT modify the transport chair. Modifications may change the transport chair's structure and center of balance, which may increase the risk of serious injury to the user and void the warranty. If a problem is detected with any of the Vehicle Transport Product and Option components or any components of the chair, remove the wheelchair or chair from service and contact Broda immediately. Chairs involved in vehicle accidents should be taken out of use immediately.

For any further questions regarding our Manufacturer Warranty please contact Broda Customer Service at 1-844-552-7632 or customerservice@Brodaseating.com















