

## **CHAIR AND TABLE MAINTENANCE**

Numerous accidents in parishes and schools have been caused by improperly maintained chairs. To reduce injury potential, preventative maintenance should be performed to ensure the stability of each chair in your facility.

Folding chairs with plastic seats have caused the greatest concern. The design specifically involves the framework of the chair being attached to the seat through the use of a metal screw into the plastic seat material. These screws ultimately strip out of the plastic; the seat comes loose, and an accident is waiting to happen.

There are hundreds of thousands of these folding chairs in the marketplace today. Since these inadequately designed chairs were manufactured from the late 1960's through approximately 1980, they are now reaching an age where accidents become more likely. Folding chairs with plastic seats manufactured after 1975 used new screws which were supposed to be more durable. Manufacturers eventually switched to using rivets; however, the rivets are not foolproof, either.

Regardless of what type of chair is used by your facility, all chairs require regular maintenance checks to ensure their safety. Chairs should be checked for loose parts, missing or loose screws/bolts, bent chair legs (which could indicate metal fatiguing), cracked or broken seats, etc. Chairs that are in poor condition need to be repaired or discarded. If chairs are rented or borrowed by individuals, the chairs should be inspected prior to lending and when the chairs are returned.

Preventative maintenance should also be taken for the tables in your facility. Many injuries have occurred from tables collapsing on individuals. Preventative maintenance should include checking for loose or missing bolts/screws. Folding tables have a special locking device to keep the legs locked in place. It is very important to ensure these locks work properly and are secure.

A Chair and Table Maintenance Checklist is attached which can be used as a guideline to follow when conducting inspections of your chairs and tables.

The extra time it takes to inspect each individual chair or table is certainly worth the benefits of reducing or eliminating a potential accident and severe injury to an individual.

# CHAIR & TABLE MAINTENANCE CHECKLIST

## Quarterly Inspections

You should conduct a visual inspection of each chair and table at least quarterly to ensure stability. Please initial and date upon completion of visual inspection.

	Every 3 months	Action Taken
Visually inspect each chair & table		

Please initial and date upon completion of each item checked and indicate action taken.

	Annual	Action Taken
Check chair seats for cracks or broken edges		
Check legs for any bent or misshapen areas. Ensure chair sits evenly on ground and is not wobbly.		
Check for worn parts and replace if needed.		
Check for loose or missing bolts or screws.		
Ensure leg lock devices are in place and function properly.		