

Patient Trolley Service Record

HOSPITAL NAME	
DEPARTMENT	
PRODUCT SERIAL NUMBER	
HOSPITAL ASSET NUMBER	
DATE OF LAST SERVICE	
SERVICE PERSON	

SERVICE CHECK POINTS	PASS	FAIL	COMMENTS
MATTRESS			
Is the mattress torn or punctured			
Is the foam firm and intact			
Is the mattress clean underneath			
HANDRAIL / BUMP STRIPS			
Is the extrusion worn or gouged			
TROLLEY END RAILS			
Are the end rails bent or broken			
BACKREST OPERATION			
Is the backrest operating smoothly both sides			
Are the backrest hinge bushes worn			
DROPSIDE OPERATION			
Do the dropsides have excessive side movement			
Are any dropside arms bent			
Are the catches locking in safely			
BELLOWS / PLASTIC COVER			
Have the plastic coverings been cracked or torn			
BRAKE / STEER PEDALS			
Are any pedals bent broken or loose			
CASTORS			
Is any castor visibly damaged			
Do the trolley brakes work correctly			
Does the trolley steer wheel lock in			
HIGH / LOW OPERATION			
Is the trolley raising and lowering acceptable			
Are the hydraulics or electrics trouble free			
BOLTS PINS AND SPRINGS			
Are all bolts nuts and pins tight and in place			
Are all springs returning properly			
Have all moving parts been lubricated with grease			
IV POLE			
Is the drip hanger bent			
Is the IV extension lock working			
ACCESSORIES			
Are any extra options damaged			

