



Location:
Quote Number:
Dealer:

Preparing A-dec® equipment for buyback

Before you start

Use this checklist to prepare your equipment for shipment back to A-dec. Please note that if you are purchasing new A-dec equipment, your dealer will be handling the removal of your current equipment. If you are not purchasing new A-dec equipment, it is your responsibility as the owner of the equipment to prepare it for pickup.

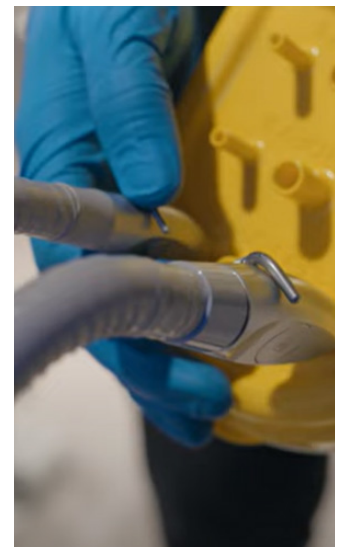
Email buyback@a-dec.com to schedule your A-dec equipment pickup.

Then gather these supplies and tools:

- Spray disinfectant
- Expanding spray foam
- Socket and ratchet (to remove chair floor anchor and floor box anchors)
- Adjustable wrench or pliers (to disconnect air/water from the building)
- Shrink wrap
- Tape
- Pallet

Decommission

- ☐ Wipe down and disinfect all exterior surfaces.
- ☐ Empty water bottle and purge all waterlines with air (syringes and HPs).
- ☐ Flush vacuum lines from HVE(s) and SE, leaving tubing connected.
- ☐ Do not cut cables or tubing.
- ☐ Any disconnected cables or tubing do not need to be reconnected.
- ☐ Remove pump cover and lift arm cover to access floor anchor (if applicable). All covers must be reinstalled prior to shipment.
- ☐ Remove chair floor anchor (if applicable).
- ☐ Position chair full base down with the back up.



Note: Package(s) must be fully reassembled for pickup by the carrier; this will protect the equipment from damage in transit to ensure you receive the full value.

Disconnect

- ❑ Disconnect vacuum tubing from the building and plug the tubing with spray foam.
- ❑ Turn off air/water shutoff valves (angle stops) and disconnect the regulator(s).
- ❑ Disconnect system from power and data (do not cut wires or cables on the product).
- ❑ Remove contour floor box to ship with the chair.



Position package

- ❑ Straighten chair and set swivel brake.
- ❑ Gather tubing and power cable(s) from the front of the chair and tape to the toe board of the chair.
- ❑ Place contour floor box in the center of the chair seat, cover side down.
- ❑ Place foot control and foot switch inside the floor box.
- ❑ Lift armrests up to help contain the floor box.
- ❑ Position delivery system in the chair seat.
- ❑ Position the light head near the headrest.



Wrap and move

- ❑ Tightly shrink-wrap the package, securing all arms and components (including HVE and SE).
- ❑ Load package onto a dolly by tipping it forward and angling the dolly underneath the chair. Pull the package back down, while sliding the dolly completely under the baseplate for stability.
- ❑ Move package to the location where it will be picked up.
- ❑ Load package onto pallet.
- ❑ Label package with quote # and this completed checklist.



Any questions?

Send them to buyback@a-dec.com or reach out to your A-dec Territory Manager.

