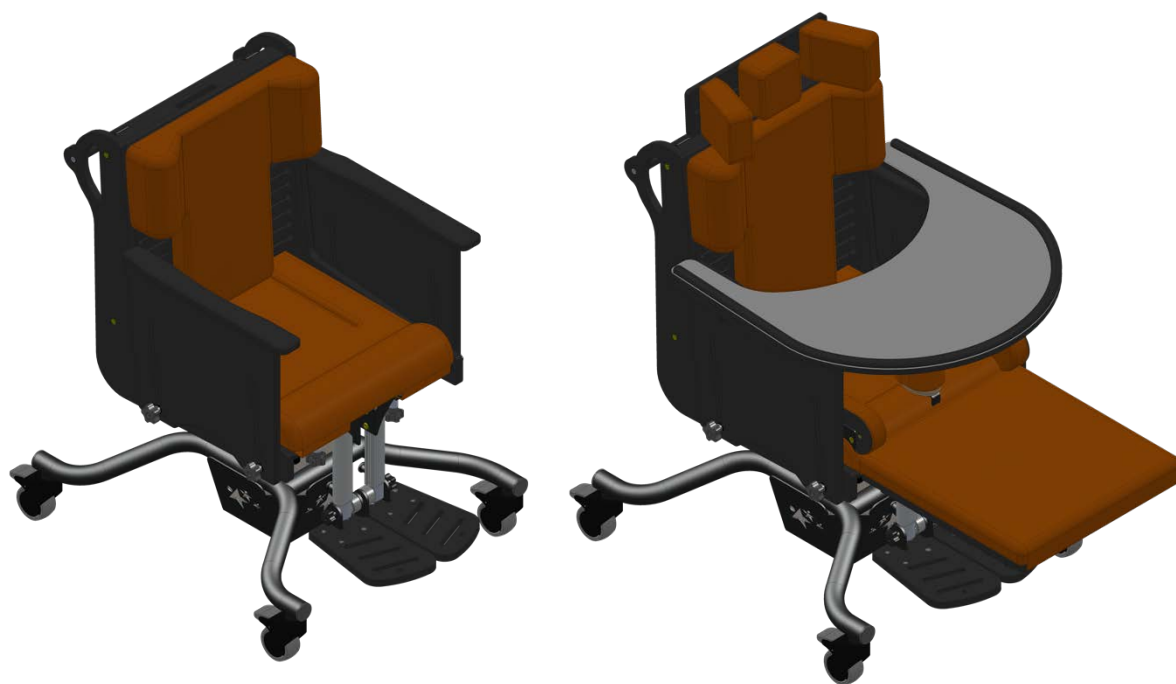


05/21



BROOKFIELD + & BROOKFIELD HI-LO

INSTRUCTIONS FOR USE



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1.0 INTRODUCTION

Thank you for choosing the Brookfield + seating system from Smirthwaite.

The Brookfield + is a robust chair for children from the age of 2 years old to young adult who require moderate levels of postural support when seated. The choice of having the chair made from natural wood or plastic makes the Brookfield + fit in well with a variety of environments.

Coming with a power assisted chassis, as well as a number of additional extras, the Brookfield + provides more adjustment than the standard Brookfield chair.



IMPORTANT!

These instructions should be read by all therapists and carers using the equipment and should be retained for future reference. The product should always be used under adult supervision.

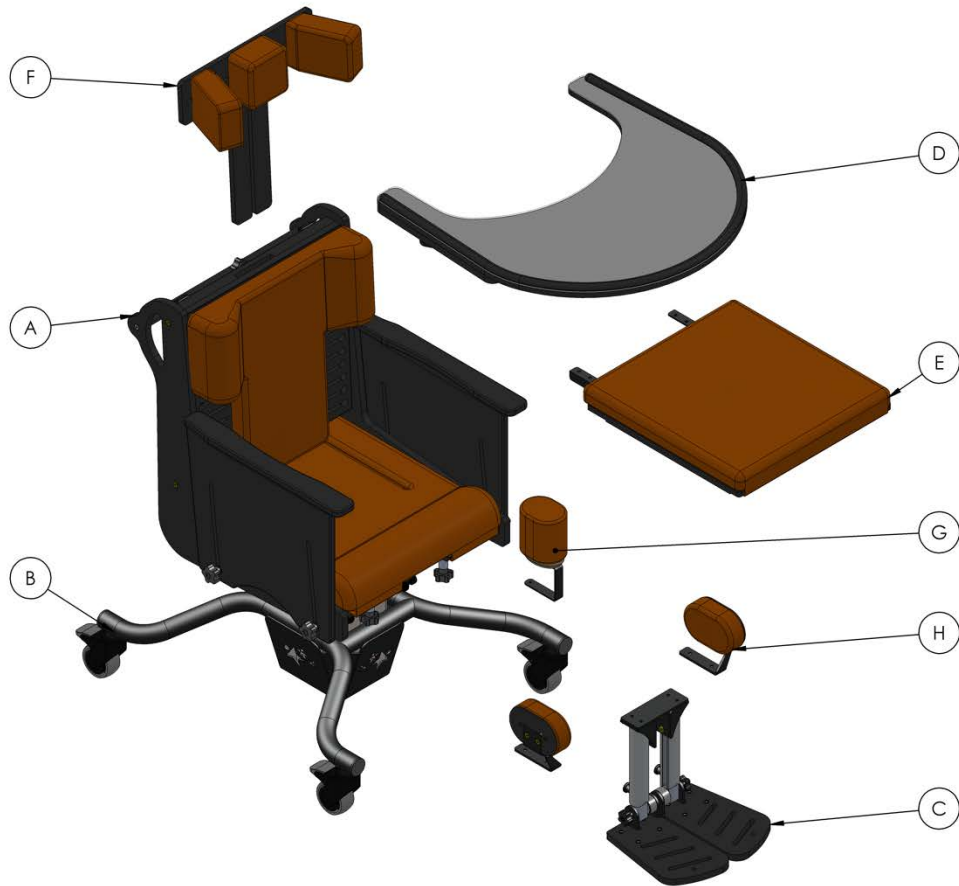
A clinical assessment of the child's needs should be undertaken to ensure the Brookfield + chair is correctly adjusted. Adjustments should only be made by a therapist, Smirthwaite Technical Product Advisor or suitably trained personnel.

Any incorrect use of the product and failure to follow the instructions may put the user at risk or impede the function. If you have any queries using this product or wish for further copies, please do not hesitate to contact our Customer Service Team on T: +44 (0)1626 835552.

This product has been designed and manufactured specifically and solely for use by clients with special needs.

2.0 ILLUSTRATION OF YOUR BROOKFIELD +

Brookfield + and available accessories



- | | |
|---------------------------------------|-------------------------------|
| A. Main Seat Capsule | E. Leg Extension Board |
| B. Power Assisted Star Chassis | F. Padded Headrest |
| C. Footrest | G. Pommel |
| D. Tray | H. Thigh Guides |

2.1 TECHNICAL DATA

| SIZE | 1LB | 1HB | 2LB | 2HB | 3LB | 3HB | 4LB | 4HB |
|----------------------|------------|---------|---------|---------|---------|---------|---------|---------|
| Dimensions | | | | | | | | |
| Tilt in space | Supine 30° | | | | | | | |
| Seat Height (mm) | 450 - 700 | | | | | | | |
| Back Height (mm) | 365-490 | 465-585 | 410-530 | 495-615 | 450-590 | 530-670 | 505-645 | 570-710 |
| Width (mm) | 325 | | 365 | | 435 | | 435 | |
| Seat Depth (mm) | 220-320 | | 275-385 | | 355-465 | | 425-570 | |
| Footrest Length (mm) | 240-310 | | 300-400 | | 300-430 | | 350-480 | |
| Footprint (mm) | 715 x 615 | | | | | | | |
| User Weight (kg) | 55 | | 65 | | 75 | | 85 | |

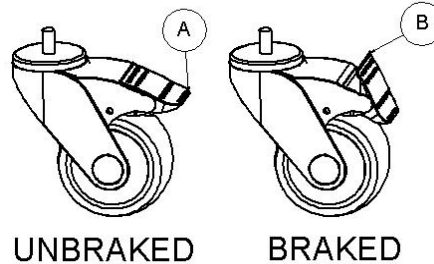
3.0 FOR YOUR SAFETY



STOP!

Please read these instructions **CAREFULLY** and **THOROUGHLY**.

Always lock the castors when attaching items, or making adjustments. To lock, apply foot to point (A); to unlock, apply foot to point (B).



LAP STRAPS & HARNESSSES SAFETY NOTICE

Lap straps and harnesses must be appropriate and safe for the user and the users clothing.

Lap straps and harnesses must be checked every time the chair is used to ensure they are fitted as prescribed by the clinician, take account of the users clothing and are tightened so that the user cannot sustain injury.

Checking the fit of lap straps and harnesses must be done with the user in the chair and should be undertaken as soon as the users sits in the chair.

- The user should **NOT** be left unattended whilst in the product. Always ensure a responsible therapist or carer is in attendance.
- The carer should be familiar with the methods of adjustment and have completed all adjustments appropriately to meet the needs of the child before transferring the child onto the product.
- Regular maintenance checks and cleaning are essential for the safe use of this equipment (see section 6.0).
- Ensure that all nuts, bolts and hand wheels are securely tightened and that none are missing.
- The chassis is **ONLY** to be used indoors on a flat level surface.
- Always fasten the lap strap harness and any other straps provided with the product.
- Always keep this product away from naked flames, cigarettes and sources of heat including open fireplaces, radiators and heaters.
- Always keep electrical components away from water or any excessive amount of liquid.
- **DO NOT** fit parts or accessories of other manufacturers to this product unless authorized to do so in writing by Smirthwaite Ltd. Failure to follow these instructions will not only invalidate the guarantee but could make the product dangerous to use. Smirthwaite Ltd will not accept liability for any injury or damage incurred through such malpractices.

- Any repairs required must be carried out by Smirthwaite Ltd authorized personnel.
- **DO NOT EXCEED USER MAXIMUM WEIGHT LIMITS.**
- If you believe the product or any fitted accessory to be faulty at any time, **DO NOT USE** – contact Smirthwaite Ltd by telephone on +44 (0)1626 835552.

4.0 UNPACKING YOUR BROOKFIELD + SEATING SYSTEM



STOP!

If in any doubt, **ALWAYS** seek **ADVICE**.

Always turn hand wheels, levers and screws clockwise to tighten or anti-clockwise to loosen.

- When delivered, the product will be supplied fully assembled, with the exception of the fitment of the additional accessories.
- Also supplied will be a 'S-Key' with 4mm hex ends and a 10mm spanner.
- Refer to Section 5.0 for details of how to fit and adjust your accessories prior to use.
- Please take note of any instructions on the packaging/box when unpacking.
- Once the chair has been carefully unpacked, please check all parts.



STOP!

If you believe this product to be faulty – **DO NOT USE**

Contact: Smirthwaite Ltd

T: +44 (0)1626 835552

F: +44 (0)1626 835428

E: enquiries@smirthwaite.co.uk

5.0 SETTING UP AND ADJUSTING YOUR BROOKFIELD + SEATING SYSTEM



STOP!

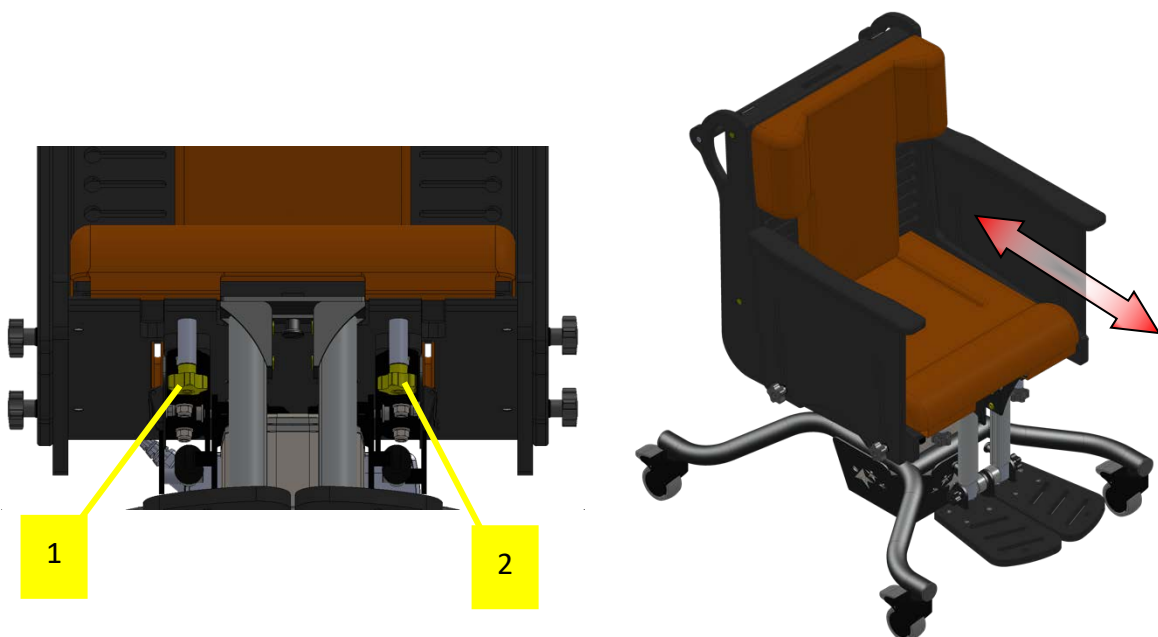
If in any doubt, **ALWAYS** seek **ADVICE**.

Always turn hand wheels, levers and screws clockwise to tighten or anti-clockwise to loosen.

5.1 SEAT ADJUSTMENTS

4 adjustments can be made to the seat; **depth, back height, seat height and tilt.**

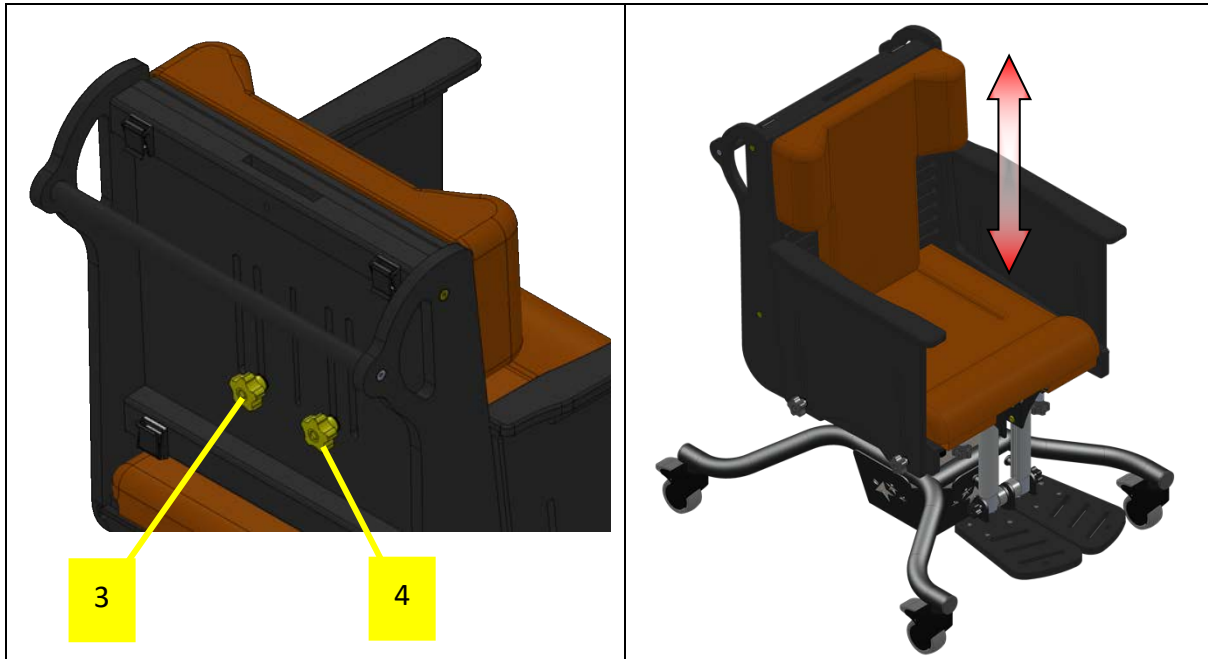
5.1.1 SEAT DEPTH



To move seat forwards or backwards

- Loosen hand wheels (1 & 2) by turning anti-clockwise. Located underneath the seat base.
- Slide seat to desired position.
- Allow 25mm gap between the back of knee and the edge of the seat.
- Tighten hand wheels (1 & 2) by turning them clockwise. This will set the seat depth position.

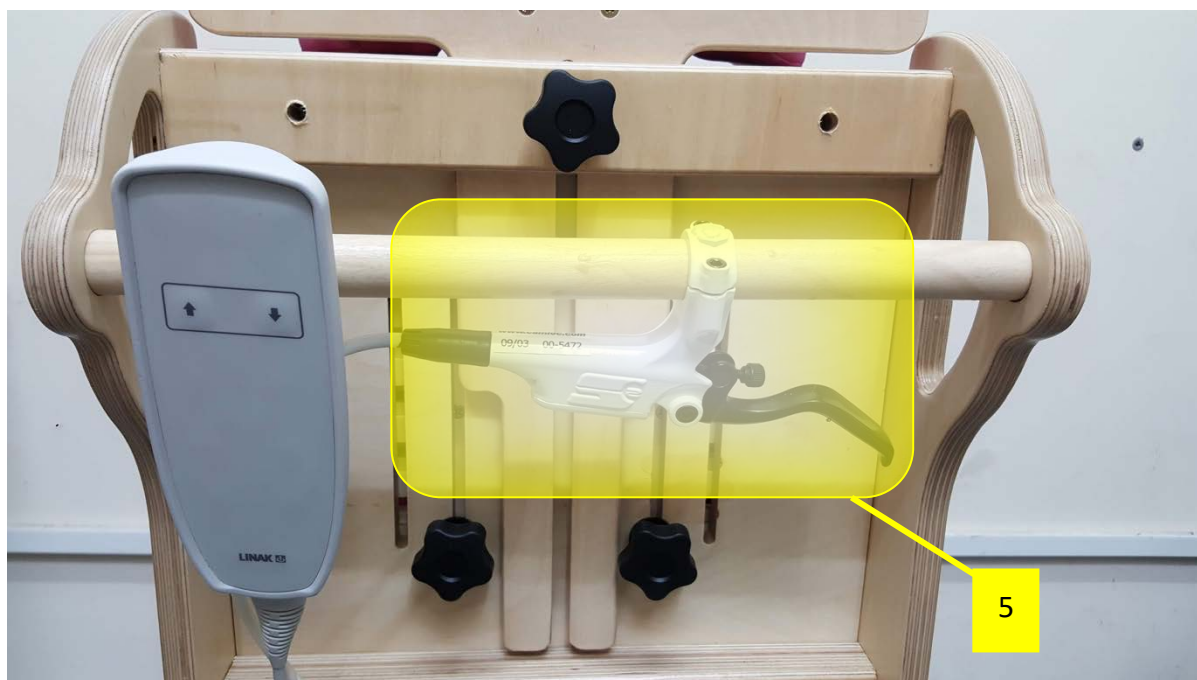
5.1.2 BACK HEIGHT



To move the back up and down:

- Ensure that a firm grip is applied to the back cushion before loosening the handwheels (3 & 4).
- Loosen the handwheels (3 & 4) by turning them anti-clockwise. Located on the back of the chair.
- Slide the back to the desired position.
- Tighten the handwheels (3 & 4) by turning them clockwise. This will set the back height position.

5.1.3 TILT IN SPACE



To adjust the tilt angle of the seat:

- Locate the TIS Handle (5) on the handle at the back of the chair.
- Squeeze the handle which will release the Tilt-in-space mechanism.
- Adjust the angle of the chair by pushing down or pulling up on the push handle.
- Release the handle to lock the chair in position.
- Ensure the brakes are applied to the castors before altering the angle of the chair.

5.1.4 HEIGHT



- The height of the chair can be altered by using the 'Actuator Control Pad' (6) which is hooked onto the push handle of the chair. This pad can be unhooked and can be moved to a more suitable position if required.
- Push either the 'Up' arrow or the 'Down' arrow to move the chair the required height. Only press one arrow button at a time.

5.2 ARMRESTS

The **height** of the armrest can be adjusted. They can also be completely **removed** and easily **refitted** if necessary.



5.2.1 HEIGHT

To adjust the height of the armrests:

- Ensure a firm grip is applied to the armrest before adjustment.
- Loosen the handwheels (7 & 8) by turning them anti-clockwise. Located on the side of the chair.
- Set the armrest to the desired height.
- Tighten the handwheels (7 & 8) by turning them clockwise. This will lock the arm rest in the desired position.
- Repeat for the other armrest.

5.2.2 REMOVAL AND REFITTING

To remove the armrests:

- Ensure a firm grip is applied to the armrest before removal.
- Loosen the handwheels (7 & 8) by turning them anti-clockwise. Located on the side of the chair. Loosen until the handwheels (7 & 8) can be completely removed from the chair.
- Lift the armrest away from chair.
- Repeat for the other armrest.
- Ensure the armrests, handwheels and washers are kept in a secure place.

To refit the armrests:

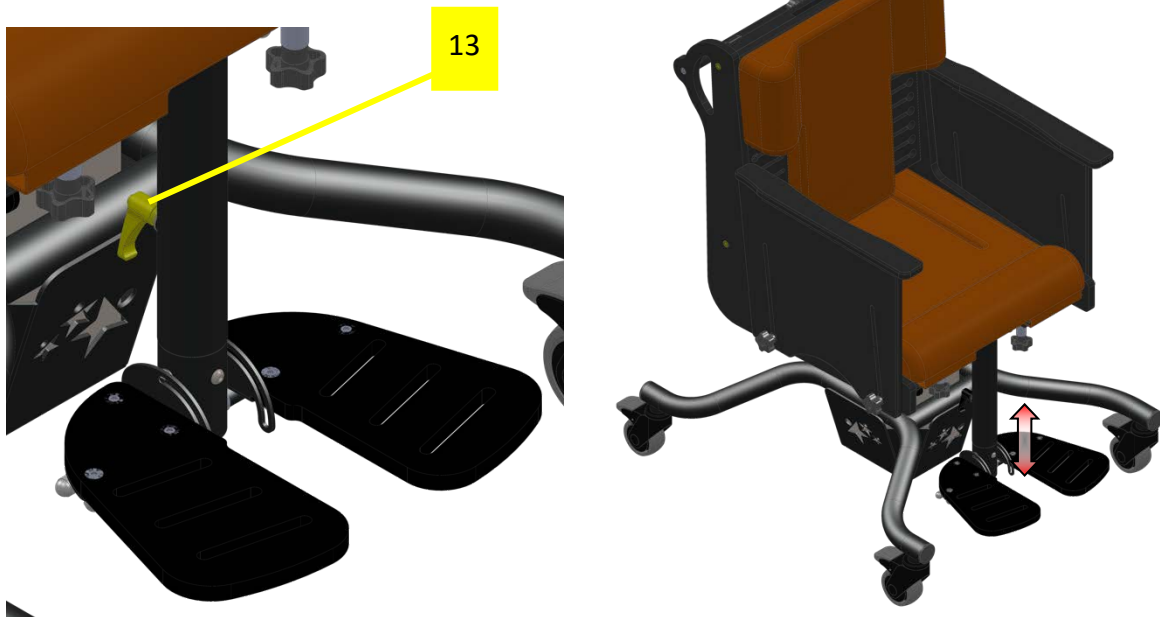
- Offer up the armrest to the side of the chair. Ensuring the curved side on the armrest top is facing the inside of the chair.
- Insert the thread of one of the handwheels through a black washer. Then pass the exposed thread through one of the slots in the armrest and into the corresponding hole on the side of the chair.
- Tighten the handwheel by turning clockwise until it is fully tightened.
- Repeat for the other handwheel.
- Repeat for the other armrest.

5.3 FOOTRESTS

5.3.1 FLIP-UP FOOTREST

The **height** of this footrest can be adjusted. The boards can also be **flipped up** and stowed away.

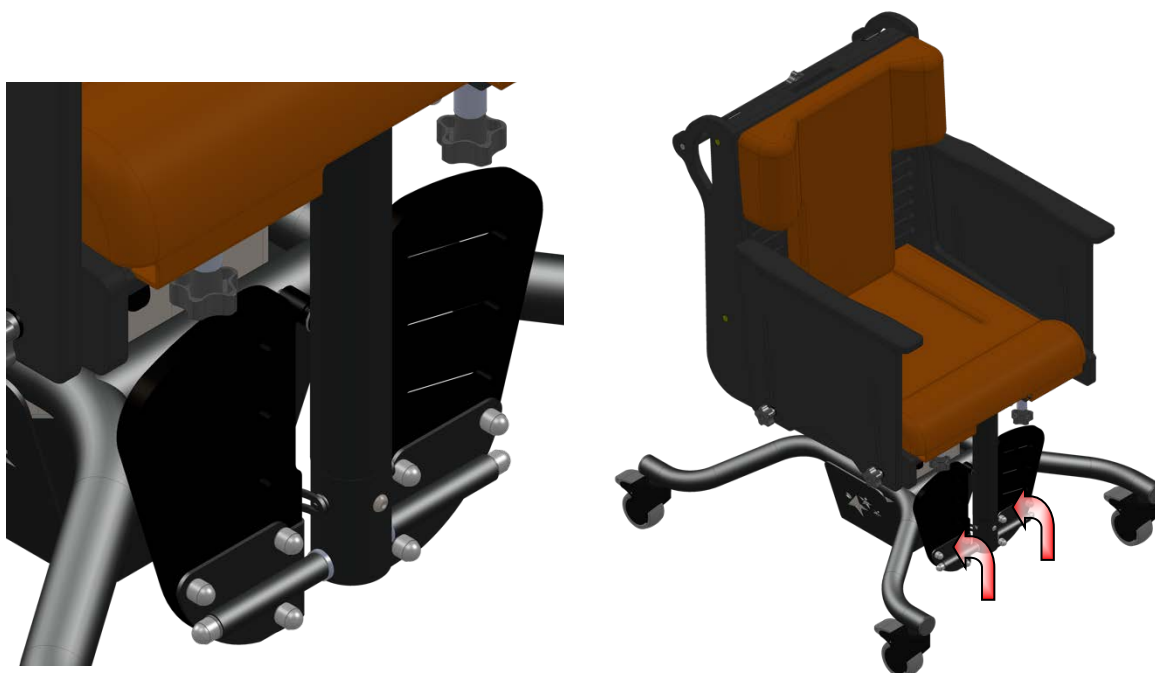
5.3.1.1 HEIGHT



To adjust the height of the flip-up footrest,

- Ensure a firm grip is applied to the base of the footrest.
- Loosen the lever lock (13), located on the back of the footrest, by turning it anti-clockwise.
- Slide the footrest up or down to the desired height.
- Lock the footrest in position by turning the lever lock (13) clockwise to tighten it.

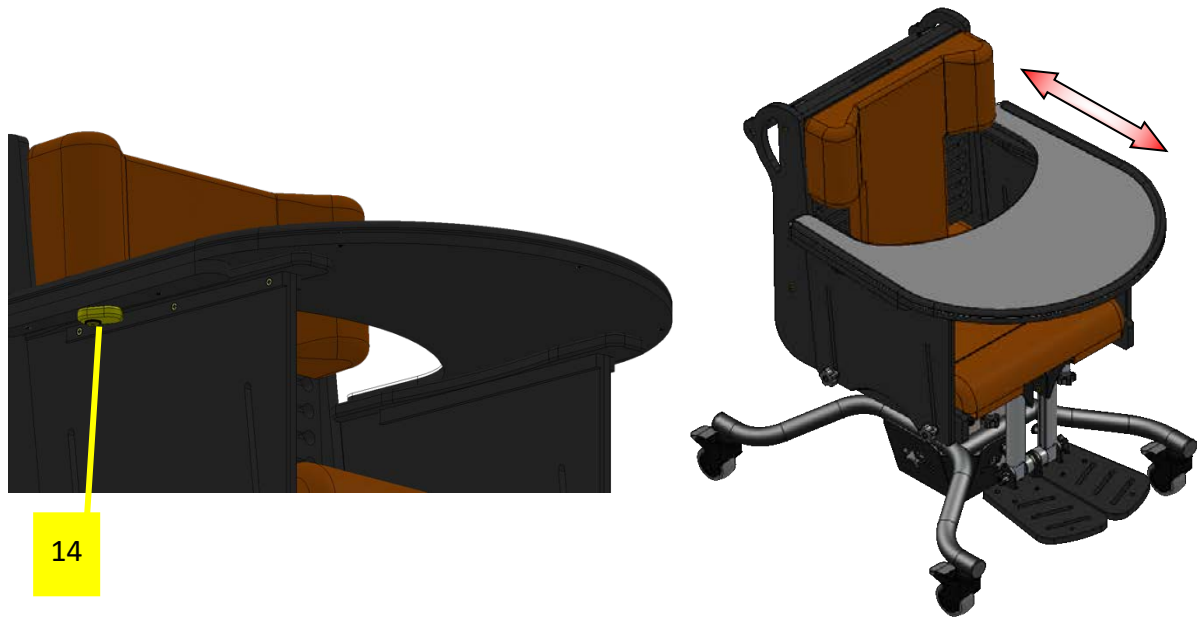
5.3.1.2 FLIP-UP BOARDS



Each footrest board can rotate independently from the other. To flip a footrest board up:

- Grip the front of the board.
- Pull the board up which will rotate it about the axle.
- Move the board through its allocated travel until it stops in its upright position.
- The board will stay in its upright position when released.

5.4 TRAY



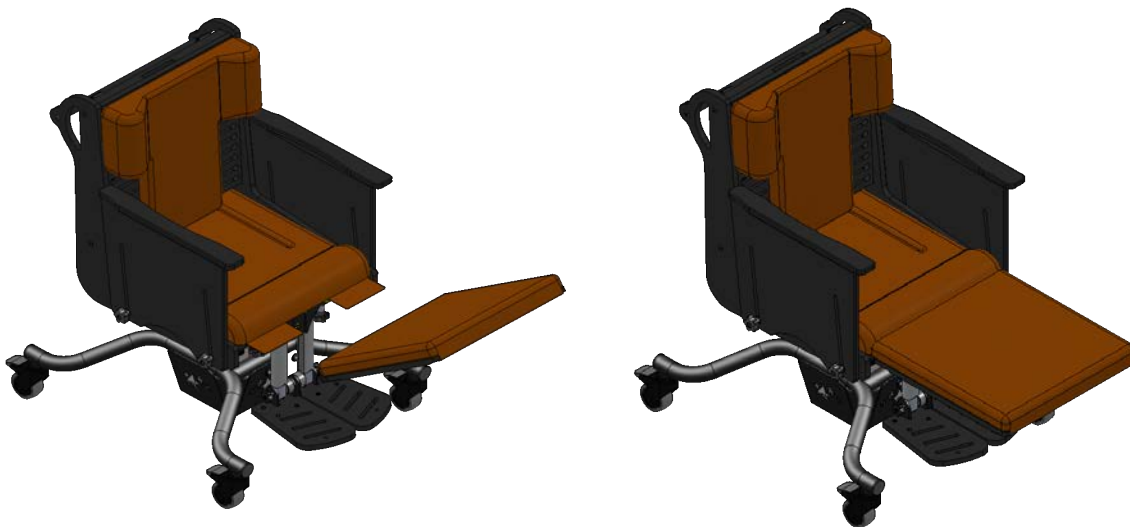
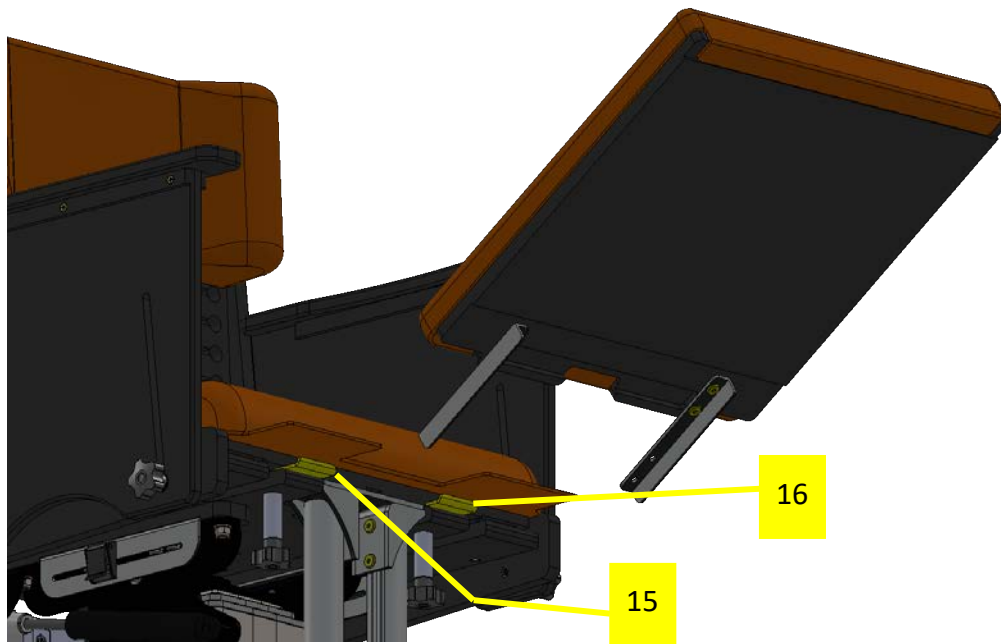
To attach the tray to the chair:

- Ensure the armrests are fixed to the chair and are set to the same height. (See section 5.2)
- Remove the film from the Dycem strips located on the underside of the tray. These strips are blue in colour and upon arrival will have a sticker attached that reads 'PLEASE REMOVE PROTECTIVE FILM BEFORE USE'.
- Place the tray in the desired position on top of the armrests ensuring the blue Dycem strips are in contact with the armrest tops.
- Rotate the toggles (14) until they are secured underneath the armrest tops. This will lock the tray in position.

To remove the tray from the chair:

- Rotate the toggles (14) so that they are no longer underneath the armrest tops.
- Lift the tray away from the chair.
- Store the tray in a secure place.

5.5 LEG EXTENSION



To attach the leg extension board to the chair:

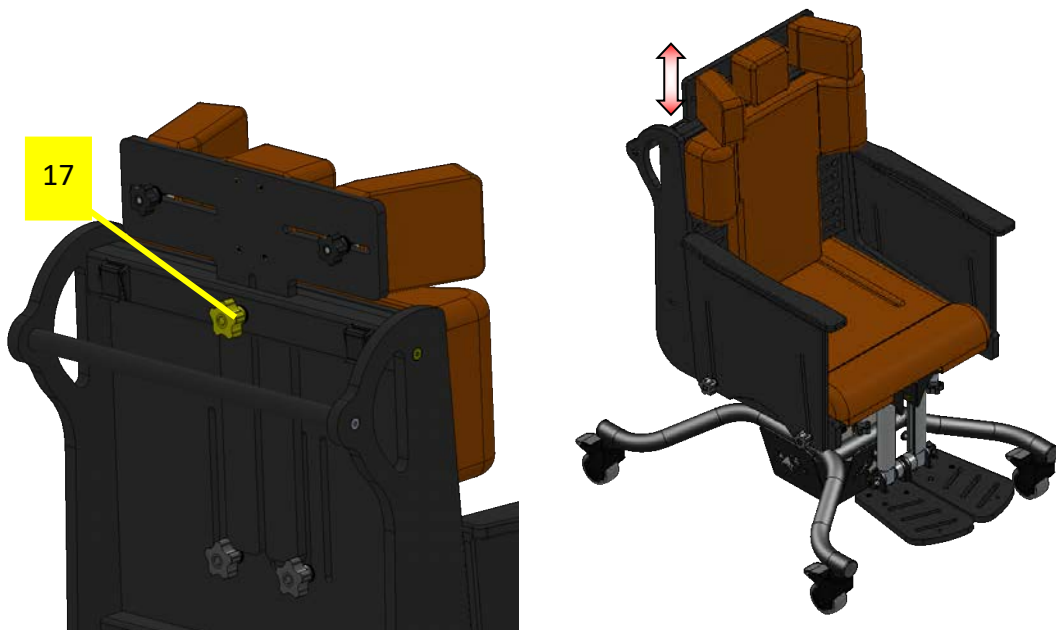
- Pull up the flaps at the front of the seat base that are covering the attachment hooks (15 & 16).
- Pull back the cushion that is attached to the leg extension board so the back strip of Velcro is exposed.
- Angle the leg extension board so that the prongs are facing downwards.
- Place the back of the leg extension board on the attachment hooks (15 & 16) and rotate it back to a flat position. Ensure that the prongs of the leg extension board go underneath the main seat base.
- Attach the 2 flaps on the front of the seat base to the exposed Velcro strip on the leg extension board.
- Reattach the leg extension board cushion to the Velcro strip.

To remove the leg extension board from the chair:

- Peel back the cushion of the leg extension board so the back strip of Velcro and the 2 flaps from the seat base cushion are exposed.
- Detach the 2 flaps of the seat base cushion from the Velcro strip on the leg extension board.
- Rotate the board so that the prongs at the back of the board are facing downwards.
- Remove the leg extension board from the chair.
- Reattach the 2 flaps on the seat base cushion to the attachment hooks (15 & 16).
- Reattach the leg extension board cushion to the exposed Velcro strip.
- Store the leg extension board in a secure place.

5.6 PADDED HEADREST

If the headrest is ordered with the chair then it will arrive attached. Its **height** can be adjusted and it can also be **removed and refitted**.



5.6.1 HEIGHT

To adjust the height of the padded headrest:

- Loosen the handwheel (17), located on the back of the chair, by turning it anti-clockwise.
- Slide the headrest up or down to the desired position.
- Tighten the handwheel (17), by turning it clockwise, to lock the headrest in the desired position.

5.6.2 REMOVAL AND REFITTING

To remove the headrest:

- Loosen the handwheel (17), located on the back of the chair, by turning it anti-clockwise.
- Slide the headrest up so it comes away from the chair.
- Store the headrest in a secure place.

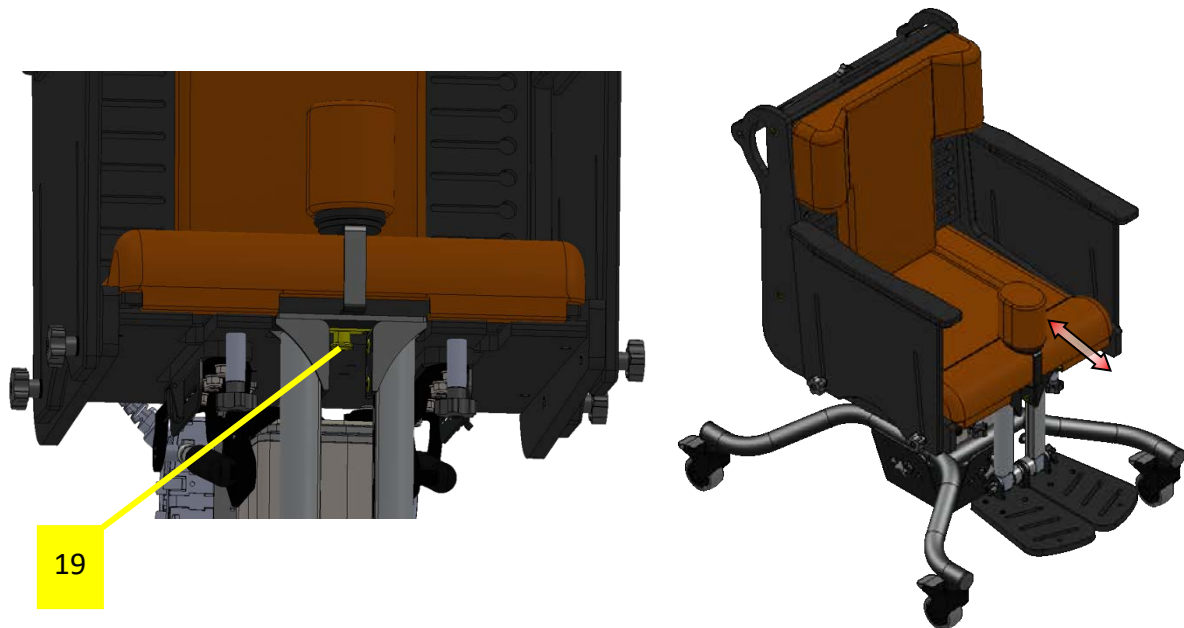
To refit the headrest:



- Ensure the shoulder nut (18), located on the back of the chair, is orientated so the flat sides are facing the sides of the chair.
- Slide the headrest into the slot at the top of the chair ensuring that the shoulder nut (18) locates within the slot on the headrest.
- Set to the desired height and tighten the handwheel (18), by turning it clockwise, to lock the headrest in the desired position.

5.7 POMMEL

If the pommel is ordered with the chair, then it will arrive attached. It can easily be **removed and refitted**.



To remove the pommel from the chair:

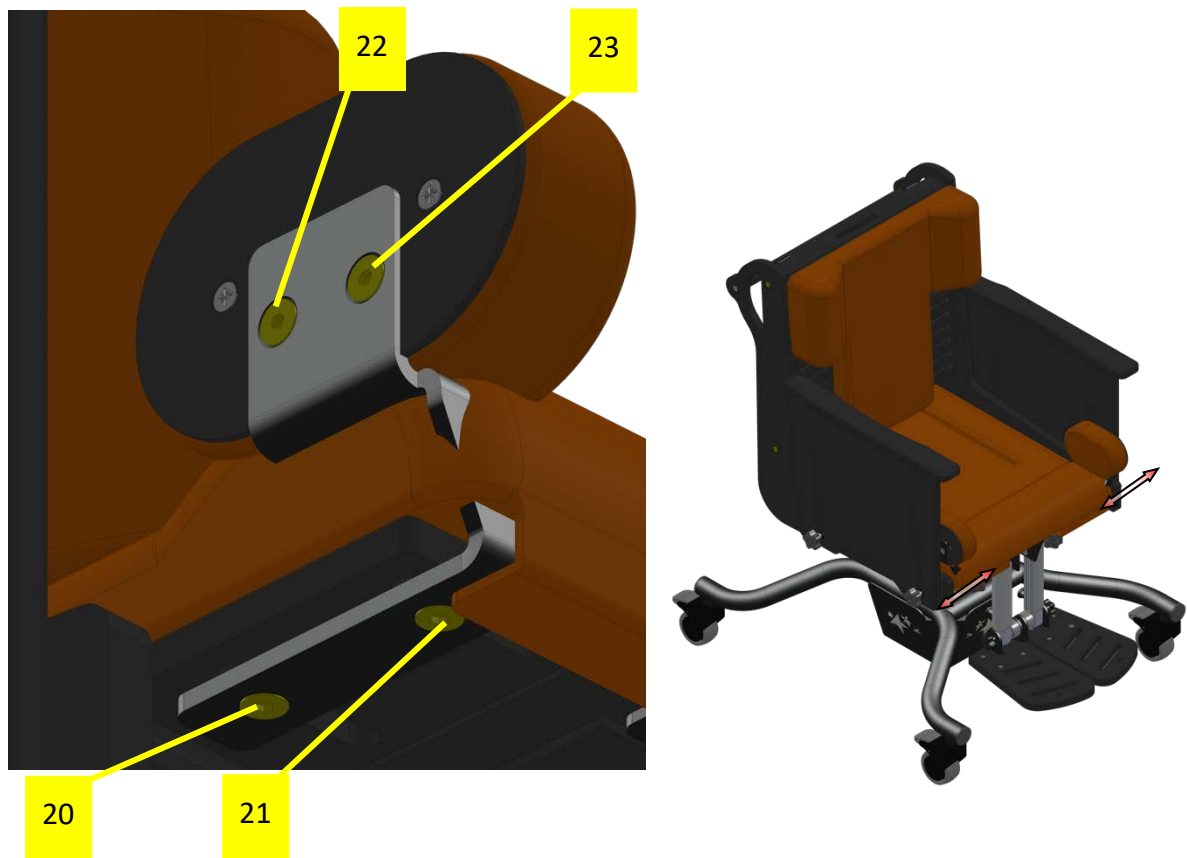
- Locate the plunger pin (19) underneath the seat base and behind the footrests (if attached)
- Pull the plunger pin (19) downwards until it is fully extracted.
- Keeping the plunger pin (19) extracted, pull the pommel out and away from the chair.
- Release the plunger pin (19).
- Store the pommel in a secure place

To refit the pommel to the chair:

- Push the arm of the pommel into the slot located just above the plate that attaches the footrest to the chair. This will be at the front of the chair.
- With the pommel in position, pull the plunger pin (19) until it is full extracted.
- Keeping the plunger pin (19) extracted, slide the pommel backwards until it hits the back of the slot.
- Release the plunger pin (19).
- Move the pommel forward and backwards slightly until the plunger pin (19) clicks and fully retracts. This will lock the pommel in position.

5.8 THIGH GUIDES

If thigh guides are ordered with the chair, they will arrive already attached. The thigh guides come in **2 sizes** and the **width** position of the thigh guides can be adjusted.



5.8.1 WIDTH POSITION

To change the position of the thigh guides:

- Slide the seat base forward (see section 5.1.1) until the 2 adjustment screws (20 & 21) are exposed. These adjustment screws (20 & 21) are located beneath the seat base.
- Loosen the adjustment screws (20 & 21), by turning them anti-clockwise, using the S-key provided.
- Slide the thigh guide to the desired position.
- Tighten the adjustment screws (20 & 21), by turning them clockwise, using the S-key provided. This will lock the thigh guide in position.
- Repeat for the other thigh guide.
- Return the seat base to its correct position (see section 5.1.1).

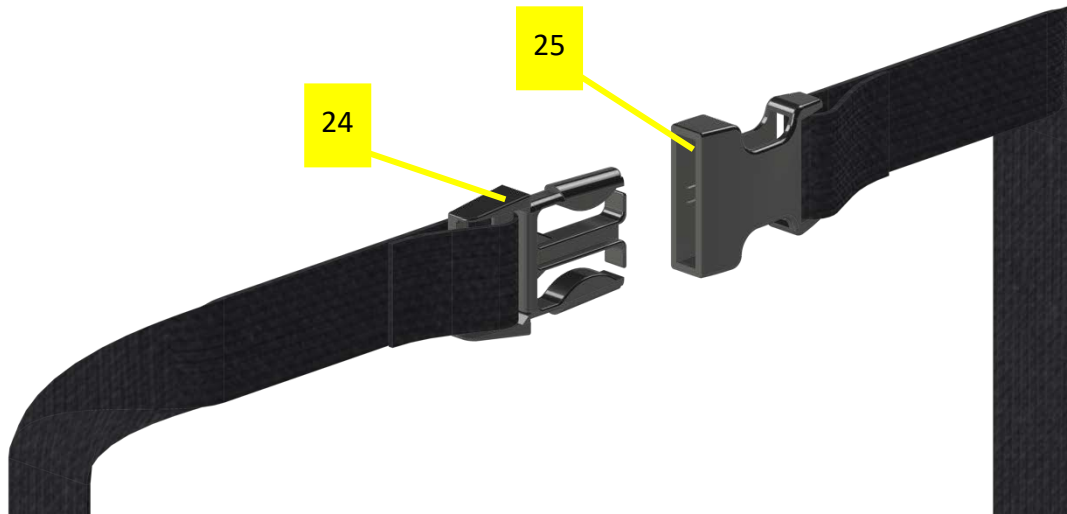
5.8.2 CHANGING THE PADS

The thigh guides come in 2 sizes, each with a different size pad. To switch between the 2:

- Ensure a firm grip is applied to the thigh guide that is being removed.
- Undo the 2 fixing screws (22 & 23), by turning them anti-clockwise, until they come away from the chair. This can be done using the S-key provided.
- Lift the thigh guide pad away from the chair.
- Set the fixing screws (22 & 23) into the corresponding holes on the thigh guide pad that has just been removed. Tighten them slightly by turning them clockwise using the S-key provided. This ensures that the screws stay with the pad.
- Remove the fixing screws from the back of the replacement thigh guide pad by turning them anti-clockwise using the S-key.
- Offer up the thigh guide pad to the bracket so that the holes align.
- Insert a fixing screw through the bracket and into the back of the thigh guide pad.
- Tighten the fixing screw, by turning it clockwise, using the S-key provided.
- Repeat for the second fixing screw.
- Repeat this process for the other thigh guide.
- Ensure loose thigh guides are kept with their fixing screws in a secure place.

5.9 HARNESSING

5.9.1 BUCKLE OPERATION (GENERAL)



- The buckle is secured by pushing the male plug (24) into the female receiver (25).
- To release the buckle, press both sides of the male plug (24) and simultaneously pull the 2 parts of the buckle away from each other.

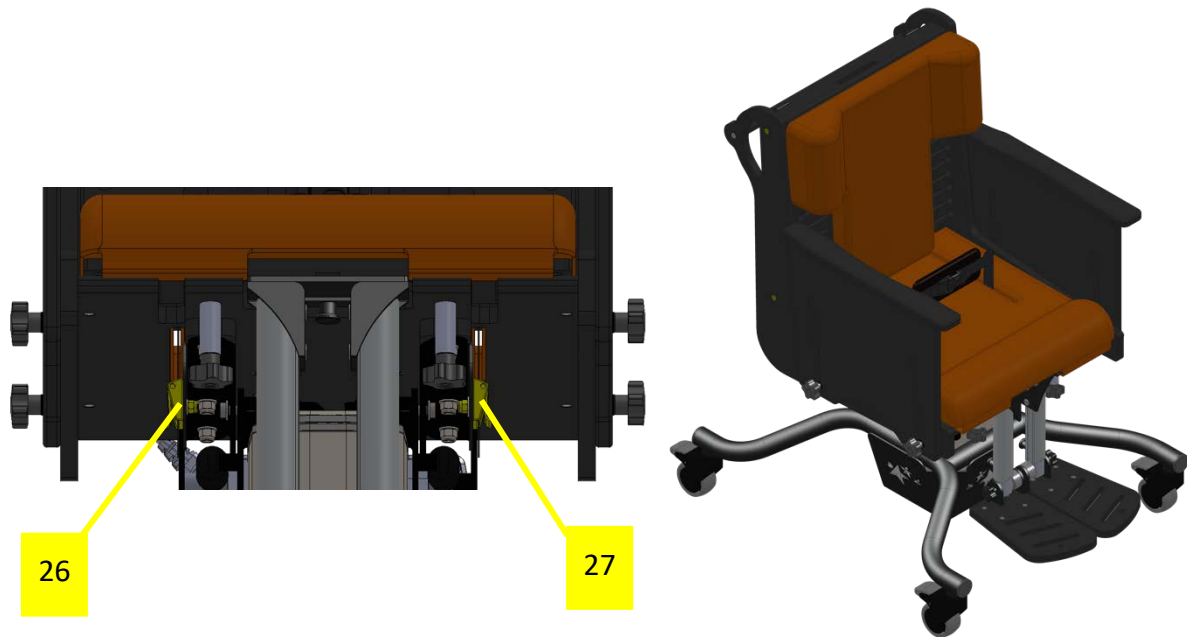
5.9.2 VELCRO STRAP



- The strap is secured by pressing the two Velcro sections together and is released by pulling the sections apart.
- When Velcro straps are used, the Velcro should overlap by at least 75mm (3 inches).

5.9.3 PELVIC LAP STRAP

The **position** and **length** of the pelvic lap strap can be adjusted.



5.9.3.1 POSITION

To alter the position of the CAM locks that hold the lap strap:

- Locate the CAM locks (26 & 27) underneath the chair.
- Pull the top of the CAM lock so that the head of the fixing screw is exposed.
- Hold the nyloc nut that is behind on of the CAM locks (26 & 27) using the supplied 10mm spanner.
- Loosen the screw, by turning it anti-clockwise, using the supplied S-key.
- Slide the CAM lock to the desired position.
- Use the supplied S-key and spanner to tighten the fixing screw which will lock the CAM lock in position.
- Push the top of the CAM lock back down.
- Repeat for the other CAM lock.

5.9.3.2 LENGTH

- Push the strap ends through the slots in the seat base until they are clearly visible underneath the chair.
- Pull the tops of the CAM locks (26 & 27) so that is perpendicular to the base.
- Feed the ends of the straps through the CAM Locks (26 & 27) so that they are at the desired length.
- Push the tops of the CAM locks (26 & 27) so that they are closed.

6.0 CARE AND MAINTENANCE



IMPORTANT!

CLEANING IS RECOMMENDED ON A REGULAR BASIS

- Clean wooden with a damp cloth and mild detergent.
- Clean metalwork with a damp cloth.
- Stubborn marks on the woodwork should be cleaned using a soft brush
- Do not soak or immerse the product in water
- Store the product in a cool dry place and out of direct sunlight
- DO NOT use bleach, solvents, abrasives, synthetic detergents, wax polishes, antibacterial sprays or wipes
- Operating temperature for the actuator is +5°C - +40°C
- The actuator should be used for no more than 2 minutes at a time followed by a downtime of at least 18 minutes.
- For further information, please refer to your regional healthcare cleaning guidelines

6.1 CHARGING THE BATTERY

- Apply the brakes to the castors before charging. Also do not use the chair whilst charging.
- When the battery is low a buzzer will sound. When this happens plug the charging cable into the socket on the battery pack assembly on the push handle of the chair.
- Plug the other cable into a mains socket and turn on to begin charging the battery.
- The battery will become fully charged in approximately 6 hours.

6.2 DAILY CHECKS

- Check for signs of wear, tear or damage
- Check for missing parts
- Check that all screws are present and tighten correctly, and are not cross-threaded or damaged
- Check all straps for fraying, and that buckles are not missing/damaged
- Check that the castors run freely and the brakes on each castor function correctly
- Check that the high-low actuator feature operates correctly
- Check that the tilt-in-space feature operates correctly
- Check that the footplate is set to the correct height for the client, and that it is securely in place.

6.3 SERVICE INTERVAL

The Brookfield + Seating System should be serviced every 12 months. Servicing must only be undertaken by a Smirthwaite Ltd service engineer, or by a Smirthwaite Ltd trained representative.

6.4 NOMINAL SERVICE LIFE

Your product has a nominal service life of 7 years, during which full post-sales support will be available with regard to spares and servicing.

Product service life has been determined based upon the design complexity of product, and the anticipated exposure to normal use.

Good practice dictates all Smirthwaite Ltd products have been designed and manufactured to high levels of safety and quality, and will meet requirements of normal use when maintained in line with our servicing recommendations.



STOP!

If the product has been out of use for an extended period of time (6 months or more) it should always be serviced prior to being re-issued.

If the product has been subjected to 'heavy' or 'constant' use, the service should be reduced to half the recommended period.

Constant and/or heavy use is considered to be:

- Daily use above 7 hours duration
- Weekly use above 5 days duration
- Monthly use above 10 months per year
- Use by a client who is at 90% to 100% of the maximum weight limit of the product. The maximum weight limit must **NEVER** be exceeded
- Use by a client who is extremely active, either voluntarily or involuntarily

6.5 EXTENDING NOMINAL SERVICE LIFE

At Smirthwaite Ltd we are proud to produce products that have a reputation for quality and durability.

We believe our products have the potential to provide benefits to our clients beyond the nominal service life documented above.

We will continue to provide full support beyond the nominal service life provided the following conditions are met:

1. A full service schedule has been maintained.
2. A full service and inspection are undertaken at the end of the nominal service life period.
3. The product is subsequently serviced annually (or biannually if under 'heavy/constant' use conditions).
4. Smirthwaite Ltd reserves the right to limit support where parts/components are no longer available.

6.6 DOCUMENTATION/RECORDS

- It is the responsibility of the current equipment owner to ensure the 'Instructions for Use' manual and any further manuals for accessories fitted to the equipment are handed over to the new owner at the time of exchange/sale.

- It is the responsibility of the current equipment owner to ensure the service and inspection record form is kept up to date.

6.7 PRODUCT CONFIGURATION

- Smirthwaite Ltd will document and maintain a record of the original product configuration at the time of first sale.
- Smirthwaite Ltd will not be held responsible for any subsequent changes to this configuration unless authorized to do so in writing by Smirthwaite Ltd.
- It is the equipment owner's responsibility to maintain their own records of changes to the equipment configuration and to be able to provide such records to subsequent owners to maintain traceability. We recommend an inspection/service by a Smirthwaite Ltd service engineer (or Smirthwaite Ltd trained engineer) whenever a significant change is made to product configuration to ensure the product is safe to use. **If in any doubt, ALWAYS seek ADVICE.**



IMPORTANT REMINDER!

DO NOT fit parts or accessories of other manufacturers to this product unless authorized to do so in writing by Smirthwaite Ltd.

Any servicing or repairs required must be carried out by Smirthwaite Ltd (or a Smirthwaite Ltd trained engineer).

If you believe this product to be faulty – DO NOT USE

Contact: Smirthwaite Ltd

T: +44 (0)1626 835552

F: +44 (0)1626 835428

E: enquiries@smirthwaite.co.uk

If in any doubt, ALWAYS seek ADVICE.

7.0 WARRANTY & SERVICE

Smirthwaite Ltd warrants the products detailed on your order to be free from defects in materials and workmanship for a period of 2 years from date of delivery. If a fault develops during the period, please call Customer Services by email or telephone 01626 835552 who will advise you on the best course of action. Possible action may be for us to arrange to send

out one of our Service Engineers, or have the goods returned to us. Should a repair not be possible within the guarantee period we will replace the product for new or nearest equivalent product. In the unlikely event that we cannot repair or exchange we will refund in full.

This warranty is for the UK only. The warranty excludes faults due to accident, neglect, misuse, not following the Instructions and normal wear and tear. This warranty is in addition to your legal rights. Goods will only be collected from the original delivery address.

A charge may be made where the goods cannot be repaired under the terms of the warranty. You will be advised before this is made.

T: +44 (0)1626 835552 E: info@smirthwaite.co.uk

8.0 CONTINUOUS IMPROVEMENT

Smirthwaite Ltd are committed to continuous improvement to their product range. Should you have any suggestions or comments please contact our product design department, using enquiries@smirthwaite.co.uk

Smirthwaite Ltd reserves the right to change the specification or material without prior notice.

For catalogues, help and further information on our products please contact us at:

Smirthwaite Ltd

16 Wentworth Road

Newton Abbot

Devon, TQ12 6TL

T: +44 (0)1626 835552

F: +44 (0)1626 835428

E: enquiries@smirthwaite.co.uk

9.0 WARRANTY & AFTERSALE

9.1 PRODUCT INFORMATION

| | |
|----------------------|--|
| Model: | |
| Size: | |
| Date of Manufacture: | |
| Serial Number: | |
| Final Inspection: | |

9.2 SERVICE & INSPECTION RECORD FORM

| Date | Procedure | Service Personnel |
|------|-----------|-------------------|
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Smirthwaite Ltd, 16 Wentworth Road, Newton Abbot, Devon, TQ12 6TL

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