



User Manual Brookfield

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24-09-24

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1.0 Introduction



This user manual should be kept safe for future reference.



Please read and understand this manual in its entirety before using your Brookfield Chair.

The information in this manual is important for the safety of anyone near the chair and must be read and understood to help prevent injuries. It is also crucial to the proper operation and maintenance of the Brookfield chair.

Should any questions arise from reviewing this manual, contact your local authorised representative.

Failure to comply with warnings in this manual may result in; injury to the operator and/or client and/or damage to the chair or related components.

If, during the use of this device or because of its use, a serious incident has occurred please report it to the manufacturer and to your national authority.

Store this manual with the documents included with the Brookfield chair. Contents of this manual are subject to change without prior written notice.



Do not attempt to use this equipment without first understanding the contents of this manual.



Unauthorised modifications on this product may affect its safety. The manufacturer will not be held responsible for any accident, incident or deficiencies of performance that occur because of any unauthorised modification to its products.

1.1 Manufacture

The chair is manufactured at the address below:



Smirthwaite
16 Wentworth Road Heathfield, Newton Abbot TQ12 6TL
Telephone number: 01626 835552

1.2 European Authorised Representative






















The address of the European Authorised Representative for this product:



European Healthcare & Device Solutions (Ireland) Ltd.
Stratton House, Bishopstown Road,
Cork, Ireland.
T12 YgTC.
Telephone number: +353(86)2280846.

1.3 Symbols Used

The Table below includes all Symbols from BS EN ISO 15223-1:2021 that can be found in this Manual and on the Product and what they represent. Refer to this Table when you are unsure of what a symbol represents.

			
Place of Manufacture	Country of Manufacture	Serial number	Catalogue number
			SWL
Medical Device	CE Marking	European Authorised Representative	Safe Working Load
			
For internal use only	Packaging indicator – Keep dry	Do not use if package is damaged	Packaging indicator – This way up
			IP_{N₁}N₂
Fragile, handle with care	Please observe local laws on recycling	Non-sterile	Degree of protection provided by enclosure.
			
Temperature range	Humidity range	Atmospheric pressure limitation	Consult instructions for use
	UK CA		
Caution – see instructions for use	UK Conformity Assessment Marking	Type 'B' applied part	Type 'BF' applied part

1.4 Contraindications/Limitations

Contraindications of the chair include:

There are no known "contraindications" associated with the usage of the Brookfield chair and its accessories, provided they are used as per manufacturer's recommendations and guidelines.

It is recommended that a client specific assessment is completed by a trained and knowledgeable health care professional to determine the best method of transfer and use.



Smirthwaite Ltd. does not recommend a required number of operators for the use of our products. This information and recommendation can only be provided after a thorough personalised, case specific assessment, as there are many factors that can influence these decisions.

Limitations of the chair include:

- The chair should only be operated by competent and trained persons.
- The chair should only be used with patients weighing under the safe working load of the chair.
- Between the chair and other accessories, the lowest safe working load of the components should not be exceeded.
- The chair is only to be used within the environment it is installed into. The chair must only be relocated by an authorised person.
- The chair is only compatible with the allocated accessories found within this manual.
- The chair is designed for human use only. There is no other application to this product.
- The operator of the chair must always pay attention to the well-being of the patient.
- Users should not be left unsupervised during operation.
- The chair is not designed for self-adjustment. A carer must operate the chair during use.

1.5 Intended Purpose



For internal use only. The Brookfield chair is intended to enable users with moderate postural support needs to develop and maintain healthy posture and promote visual, hearing, communication, fine motor control and social engagement.

1.5.1 Indications

The Brookfield Postural support chair is indicated for use by children and adults from the age of 2 year to 18years old with difficulty maintaining postural control.

1.5.2 Intended User

The Brookfield has been designed specifically for children, teenagers and adults with postural support needs. Caregivers including carers, therapist, and teaching staff will be responsible for maintaining and cleaning the chair as per the recommended guidelines in section 'Cleaning'. Under their care, they will assist the users in and out of the chair and ensure their safety while seated in the Brookfield. This includes conducting safety checks, making necessary adjustments and recharging the batteries where applicable.

The Brookfield is designed to be checked and adjusted by a therapist to ensure the child is seated correctly.

The device is used under instruction, and the operation of the aid is undertaken by a trained carer. A risk assessment must be performed before using the chair to ensure safe use can be established.



You may need to seek specialist advice on how to assist some people with specific moving and handling needs. Sources of advice include, but are not limited to, professional bodies and organisations, occupational therapists, physiotherapists, manual handling advisers and ergonomists with experience in health and social care.

1.6 Safety Instructions and Warnings



Ensure to read and understand all the statements below, for the safety of the caregivers and users, along with warranty requirements.

- The user should NOT be left unattended whilst in the chair. Always ensure a responsible therapist or carer is in attendance.
- For the initial setting up of the Brookfield and at subsequent/future review of the child, measurements of the child's seat depth and height is required.
- The therapist should be familiar with the methods of adjustment and have completed all adjustments appropriately to meet the needs of the child using the measurements taken before transferring the child into the chair.
- Before making any adjustments, tilt the chair slightly onto its side and ensure all castors on the mobile base are locked with the castors facing inwards.
- The therapist should be familiar with the methods of adjustment and have completed all adjustments appropriately to meet the needs of the user before transferring the user onto the chair.
- Adjusting the seat height of the Brookfield is easier and safer if carried out by two people.
- If you believe the chair or any fitted accessory to be faulty at any time, do not use – contact Smirthwaite Ltd. by telephone on +44 (0)1626 835552.
- The chair is only to be used indoors on a flat level surface.
- Do not exceed user maximum weight limits.
- Always fasten pelvic straps or any other straps provided with the chair.
- Always keep this product away from naked flames, cigarettes and sources of heat including open fireplaces, radiators, heaters.
- DO NOT fit parts or accessories of other manufacturers to this product unless authorised to do so in writing by Smirthwaite Ltd. Failure to follow these instructions will not only invalidate the guarantee but could make the chair 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 authorised personnel.
- Lap straps 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.
- A risk assessment must be performed before using any manufactured chair, to ensure safe use can be established.
- The chair is intended to be installed on a flat and levelled surface prior to use.
- All chairs are less stable on sloping surfaces. A 5-degree slope is the maximum permitted.
- Take care during the transfer of the person; do not move the person at speed, as this increases the risk of an accident.

- All chairs are less stable when the load is moving.
- The chair must be installed only by persons authorized by Smirthwaite or who have the rights to install and commission the chair safe for use.
- Under no circumstance should the chair be put in control of a person who has not been properly trained in the use and care of this equipment. Failure to adhere to this warning may result in serious injury to the operator and/or the individual being transferred.
- The chair, and its accessories (including straps and harness) are not toys. Do not use it for unsafe practices. Do not allow children to play with the chair or any of its components. The chair should not be used for any practice except its intended use.
- In facilities where more than one operator will be responsible for using the chair, it is imperative that all such members be trained on the chair prior to use. A training program should be established by the facility to acquaint new operators with this equipment.
- To maintain optimum function, the chair should be inspected and maintained on a regular basis. See section 'Daily checks, Servicing and Cleaning' within this user manual.
- The chair and its accessories are intended only for seating of a person. Smirthwaite will not be responsible for any damage caused by the misuse, neglect, or purposeful destruction of the unit, and/or its associated components.
- In areas where children are likely to be present, be vigilant during use.
- Any accessories used with the chair including the harness, should be checked to ensure that they are in good working order. Check for signs of wear to each component prior to use. Report any unusual wear to your local authorized dealer.
- The chair and its associated parts are certified to a maximum load of 80kg (size 1 & 2)/120kg (size 3). Do not exceed the maximum rated load of any of the components.
- Ensure that a clear space is maintained around the chair. Before use, check for and move all obstacles out of the way.
- Protecting the people present, visually monitor the harness (if applicable) to ensure the user is safe, always be vigilant of the user when there is no harness supporting them.
- To reduce the risk of unintended use, when the chair is not in use remove the harness from the product to prevent entrapment or strangulation should the device be tampered with.
- Between chair and any accessory used with it, the lowest maximum load shall always be used.

2.0 Components/Key Parts

When delivered, the chair comes complete with moulded back, contoured seat, buckle pelvic strap and height adjustable armrests. It will be supplied fully assembled except for the attachment of any special accessories ordered. Please see below to familiarise yourself with the components of the Brookfield chair. If you have not received all the components listed below, contact your local Smirthwaite dealer immediately – contact details are provided on the last page of this manual.

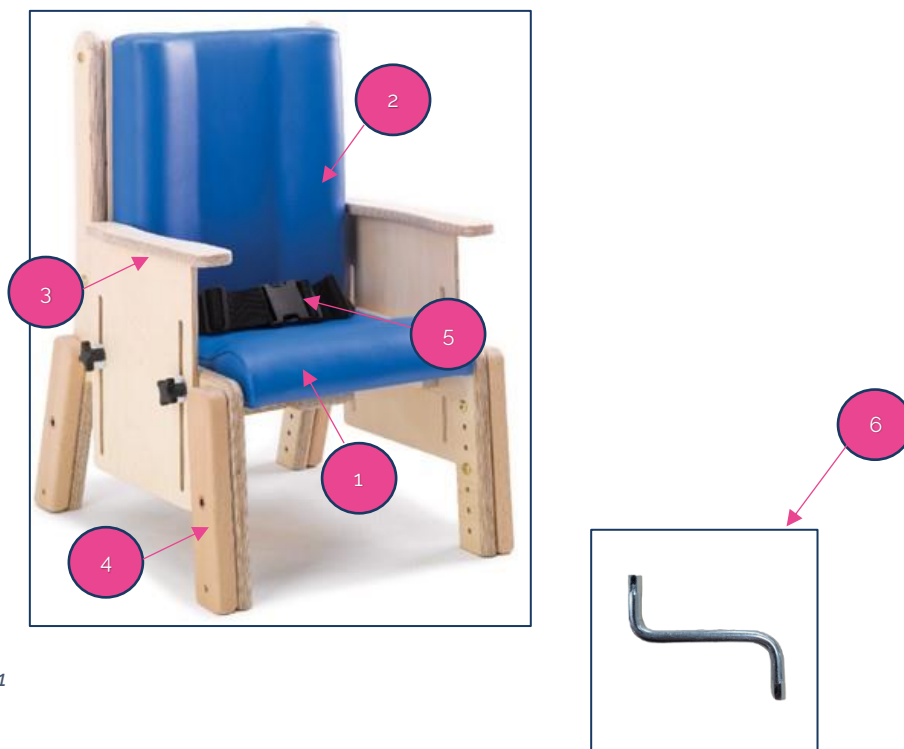


Fig. 2-1

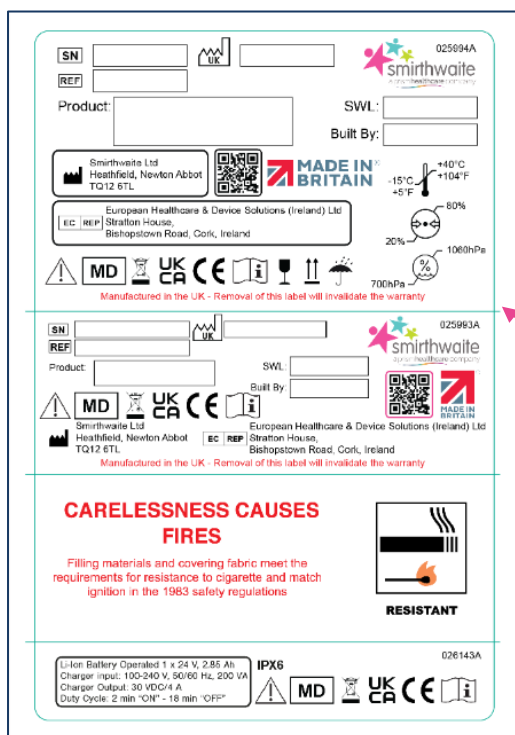


Table 2-1

Item	Description
1	Contoured Seat
2	Moulded Backrest
3	Height Adjustable Armrest
4	Leg Outrigger
5	Pelvic Lap Strap
6	Seat Adjustment Tool
7	Information Label (located bottom of backrest)

3.0 Compatible Accessory List

The Brookfield chair comes with a variety of compatible accessories. These accessories and part codes are listed below.

Approved Accessories Chair	Size 0 Code	Size 1 Code	Size 2 Code	Size 3 Code	Size 4 Code	Size 5 Code
Ski & Half Footrest	SK007	SK008	SK009	SK010	SK011	SK031
Ski & Full Footrest	SK018	SK019	SK020	SK021	SK022	SK030
Reversible Footboard	FB001	FB002	FB003	FB004	FB005	FB050
Adjustable Footrest	FR001	FR002	FR003	FR004	FR004	FR105
Folding Footrest	FR014	FR015	FR016	FR017	FR017	FR118
Footplate And Straps	FP002	FP003	FP004	FP005	FP005	FP106
Independent Adjustable Footrest	4187	4187	4187	4187	4187	4187
Mobile Dolly Base	DL001	DL002	DL003	DL004	DL005	DL016
Minimum Raise Mobile Base	Not available	MB001	MB002	MB003	MB004	MB015
Kicking Board	KB006	KB007	KB008	KB009	KB009	KB015
Knee Blocks	KN001	KN001	KN001	KN001	KN001	KN001
Independent Adjustable Split Seat	Not available	SE021	SE022	SE023	SE024	SE045
Pommel	PL013	PL010	PL010	PL012	PL012	PL017
4-Point Midline Pelvic Strap	Not available	HN070	HN071	HN072	HN073	HN099
Wooden Tray	TR072	TR073	TR074	TR005	TR005	TR075
Wooden Tray with Wing Cutouts	Not available	TR008	TR009	TR010	TR010	TR011
Quick Release Tray	TR102	TR103	TR104	Not available	Not available	Not available
Tray Handrail Full Width	HR001	HR002	HR002	HR003	HR003	HR005
Tray Handrail Half Width	HR004	HR004	HR004	HR004	HR004	HR004
Quick Fix Lateral Supports (Flexi)	Not available	WG001	WG002	WG003	WG003	WG014
Quick Fix Lateral Support Wings (Fixed)	Not available	WG004	WG005	WG006	WG006	WG009
Quick Fix Pelvic Supports	Not available	WG007	WG007	WG007	WG007	WG007
Strap For Lateral Wings (Buckle Fixing)	Not available	ST020	ST021	ST022	ST022	ST042
Strap For Lateral Wings (Hook and Loop Fixing)	Not available	ST046	ST047	ST048	ST049	ST079
Brookfield Swing Away Lateral Flexi	Not available	HN069	HNB001	HNB002	HNB003	HNB008
Brookfield Swing Away Lateral Fixed	Not available	HNB004	HNB005	HNB006	HNB007	HNB009
25mm Spacers to Reduced Depth. Low Back	BK001	BK003	BK005	BK007	BK009	BK411
25mm Spacers to Reduced Depth. High Back	BK002	BK004	BK006	BK008	BK010	BK412
Lumbar Pad for Moulded Back	PD007	PD008	PD009	PD010	PD010	PD070
Lumbar Pad for Flat Back	PD002	PD003	PD004	PD005	PD005	PD075
Sacral Pad for Moulded Back	PD018	PD019	PD020	PD021	PD021	PD071
Sacral Pad for Flat Back	PD013	PD014	PD015	PD016	PD016	PD076
Backrest Extension Support	HT006	HT007	HT008	HT010	HT010	HT040
Headrest Fully Adjustable	HT001	HT002	HT003	HT005	HT005	HT045
Low Moulded T-Shaped Back	Not available	BK059	BK061	BK063	BK065	BK467
High Moulded T-Shaped Back	Not available	BK060	BK062	BK064	BK066	BK468

Low Flat T-Shaped Back	Not available	BK067	BK069	BK071	BK073	BK475
High Flat T-Shaped Back	Not available	BK068	BK070	BK072	BK074	BK476
Low Fully Adjustable Back	Not available	BK083	BK085	BK087	BK089	BK491
High Fully Adjustable Back	Not available	BK084	BK086	BK088	BK090	BK492
25mm Spacers to Reduced Depth. High Back	BK002	BK004	BK006	BK008	BK010	BK412
Low Moulded Back with Cut-Out Lateral Supports	Not available	BK019	BK021	BK023	BK025	BK427
High Moulded Back with Cut-Out Lateral Supports	Not available	BK020	BK022	BK024	BK026	BK428
Low Flat Back with Cut-Out for Lateral Supports	Not available	BK035	BK037	BK039	BK041	BK443
High Flat Back with Cut-Out for Lateral Supports	Not available	BK036	BK038	BK040	BK042	BK444
Four-Point Harness	HN002	HN003	HN003	HN004	HN004	HN305
Waistcoat Harness - Small	HN009	HN009	HN009	Not available	Not available	Not available
Waistcoat Harness - Medium	Not available	Not available	HN010	HN010	Not available	Not available
Waistcoat Harness - Large	Not available	Not available	Not available	HN011	HN011	HN312
Groin Harness	HN039	HN040	HN040	HN041	HN041	HN342
Adjustable Height Push Handle (Low Back)	PH016	PH018	PH020	PH022	PH024	PH036
Adjustable Height Push Handle (High Back)	PH017	PH019	PH021	PH023	PH025	PH037
Fixed Height Push Handle	PH030	PH031	PH032	PH033	PH033	PH038
4 Glisdomes Complete with Screws	GD001	GD001	GD001	GD001	GD001	GD001
4 Mobile Legs With 75mm Castors	LG001	LG002	LG003	LG004	LG005	LG046
25mm Pelvic Cushions (Pair)	CS005	CS006	CS007	CS008	CS009	CS310
38mm Pelvic Cushions (Pair)	CS014	CS015	CS016	CS017	CS018	CS319
50mm Pelvic Cushions (Pair)	CS023	CS024	CS025	CS026	CS027	CS328
62mm Pelvic Cushions (Pair)	CS032	CS033	CS034	CS035	CS036	CS337
75mm Pelvic Cushions (Pair)	CS041	CS042	CS043	CS044	CS045	CS346
25*25mm Pelvic Cushions (Pair)	CS050	CS051	CS052	CS053	CS054	CS355
38*25mm Pelvic Cushions (Pair)	CS231	CS232	CS233	CS234	CS235	CS336
50*25mm Pelvic Cushions (Pair)	CS077	CS078	CS079	CS080	CS081	CS382
62*25mm Pelvic Cushions (Pair)	CS086	CS087	CS088	CS089	CS090	CS391
75x50mm Pelvic Wedge (Pair)	CS095	CS096	CS097	CS098	CS099	CS400
75x62mm Pelvic Wedge (Pair)	CS104	CS105	CS106	CS107	CS108	CS409
75x75mm Pelvic Wedge (Pair)	CS113	CS114	CS115	CS116	CS117	CS418
75x100mm Pelvic Wedge (Pair)	CS122	CS123	CS124	CS125	CS126	CS427

3.1 Attaching accessories

The following sections provide detailed instructions on how to install, remove, and adjust the accessories of your chair. For a successful and safe assembly, please follow these instructions carefully. If you are unsure about any steps, seek advice.

3.1.1 Wooden Tray

To fit the Tray, follow these steps:

1. Check the armrests are set at the same height. Adjust them if necessary to ensure they are even.
2. Hold the Tray with both hands, placing one hand on each side of tray for stability.
3. Align the blue strip of the tray with the armrests and carefully slide the tray onto the armrests (see Fig. 3.1.1-1 Ref 1)
4. Slide the tray into a comfortable and functional position for the user.
5. Locate the turning clips on the underside of the tray and turn the clips to lock the tray into place (see Fig. 3.1.1-1 Ref 2).

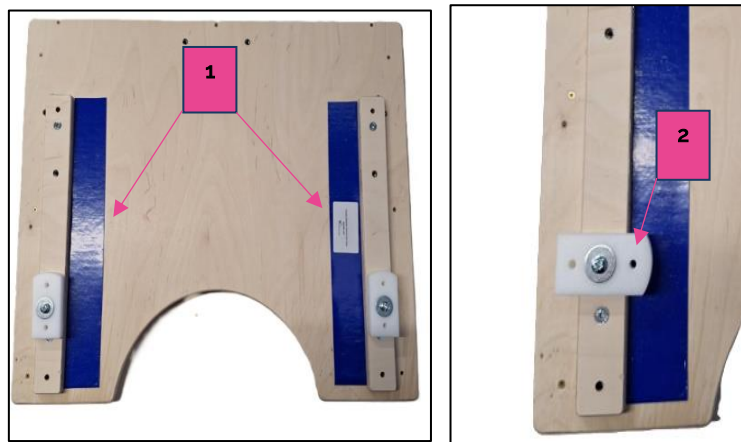


Fig. 3.1.1-1

3.1.2 Quick Release Tray

The Tray is installed and removed following the same process. Follow the instructions below to install or remove the tray.

To fit the Tray, following these steps:

1. Locate the release handle (1) Fig. 3.1.2-1 and pull towards the front of the tray
2. Whilst gripping this handle in this position, slide the tray back onto the chair arms up to the desired position.
3. To fix the tray in position, let go of the handle and the tags (2) Fig. 3.1.2-1 will deploy.
4. The tray may need to be pulled forward or pushed backwards slightly, so that the tags locate into notches (3) 3.1.2-2 on the underside of the arm tops.

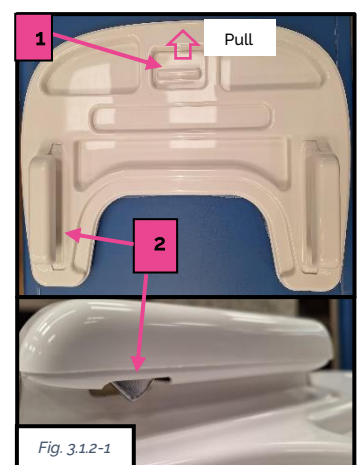


Fig. 3.1.2-1

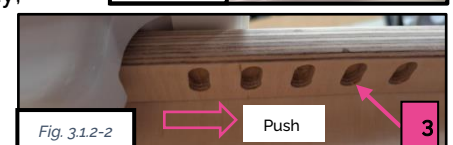


Fig. 3.1.2-2

3.1.3 Tray Full and Half Handrail

3.1.3.1 Attaching

1. Loosen the handwheel on the side clamp/s of the handrail (see Fig. 3.1.3.1-1 Ref 1).
2. Slide the clamps onto the side of the tray from the front, ref to see Fig. 3.1.3.1-1 Ref 2 for full handrail, and Fig. 3.1.3.1-1 Ref 3 for half handrail
3. To lock into position, tighten the handwheels.

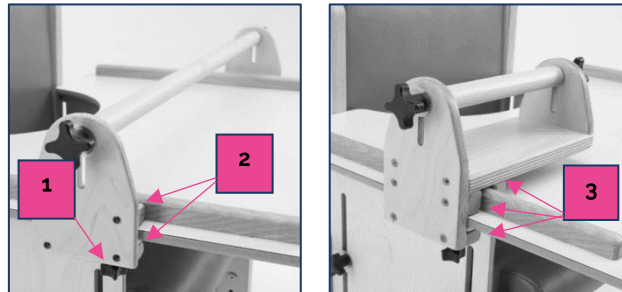


Fig. 3.1.3.1-1

3.1.3.2 Adjusting Depth

1. Loosen the handwheel on the side of the handrail under the tray (see Fig. 3.1.3.1-1 Ref 1)
2. Slide the handrail into a comfortable and functional position for the user.
3. Once in position tighten the handwheels into position.

3.1.3.3 Adjusting Height

1. Loosen the hand wheels located on the side of the handrail (see Fig 3.1.3-1 Ref 1).
2. Slide the handrail to the desired height (see Fig 3.1.3.3-1 Ref 2)
3. Once in position tighten the handwheel to secure in place.

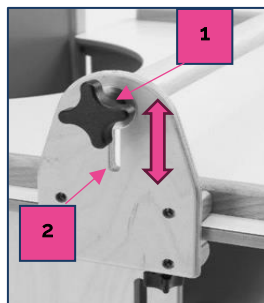


Fig. 3.1.3.3-1

3.1.4 Ski & Half/Full Footrest

The ski or half/full footrests are installed and removed following the same process.

To fit the footrest or ski, follow these steps:

1. Using the four screws provided, attach the ski or footrest to the leg's outriggers on each side of the chair (see Figure 3.1.4-1.).
2. Ensure the screws are tightly fitted to ensure secure attachment.
3. To adjust the height and angle, loosen the handwheels on each side (see Fig 3.1.4-2,) then position the footrest to the desired height and angle.
4. Once in the correct position, retighten the handwheels to secure in place.

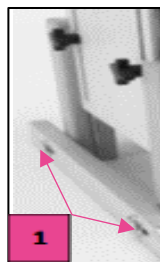


Fig. 3.1.4-1

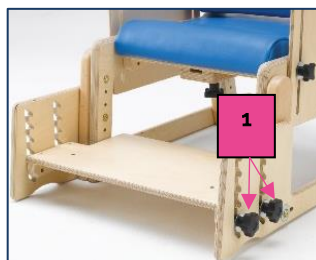


Fig. 3.1.4-2

3.1.5 Reversible Footboard

To fit the Reversible Footboard, follow these steps:

1. Using the four screws provided, attach the footboard to the legs' outriggers on each side of the chair (see Figure 3.1.2-1.).
2. Ensure the screws are tightly fitted to ensure secure attachment.
3. To reverse the footboard, remove the four screws (see Figure 3.1.1-1), rotate the entire board.
4. Once in the reverse position re-attaching using the screw and ensure they are tightly fitted before use.



Fig. 3.1.5-1

3.1.6 Adjustable Footrests

To fit and adjust the footrest, follow these steps

1. To attach the footrest to the chair, slide it onto either side of the front leg's outriggers and using the provided screws secure it in place (see Fig 3.1.6-1 Ref 1)
2. To adjust the height of angle, loosen the handwheels on each side of the footrest (See Fig. 3.1.6-1 Ref 2).
3. Position the footrest to the desired setting and then tighten the handwheels to secure it in place.

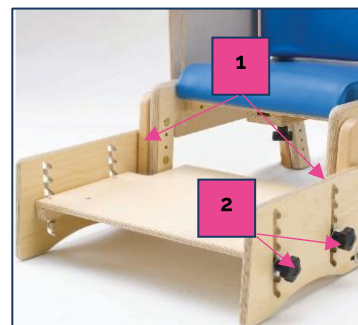
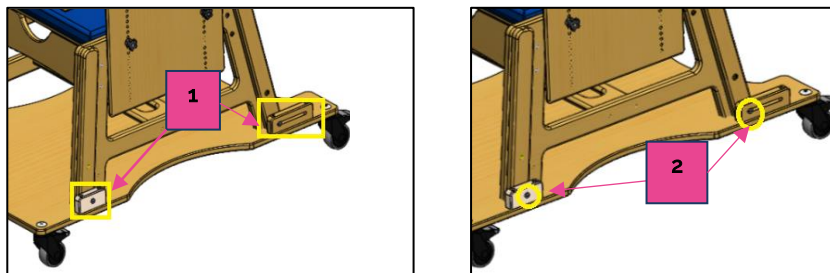


Fig. 3.1.3-1

3.1.7 Mobile Dolly Base

To fit the mobile dolly base, follow these steps:

1. Place the chair onto the dolly base and align the front and rear legs of the chair with the corresponding block on the dolly base (see Fig. 3.1.4-1 Ref 1).
2. Use the screws provided with the dolly accessory pack to secure the four legs into position. (see Fig 3.1.4-1 Ref 2).
3. Make sure there is enough space at the front of the dolly for the user's feet.



3.1.8 Minimum Raise Mobile Base

To fit and adjust the minimum raised mobile base, follow these steps:

1. Place the chair into the mobile base. (See Fig. 3.1.5-1)
2. Using the 4 bolts provided with the mobile base accessory pack, secure to the leg's outriggers. (see Fig. 3.1.5-1 Ref 1).
3. To Adjust the footrest, loosen the handwheels located on the seat of the mobile base (see Fig. 3.1.5-1 Ref 2).
4. Position the footrest to the desired setting and then tighten the handwheels to secure in place.

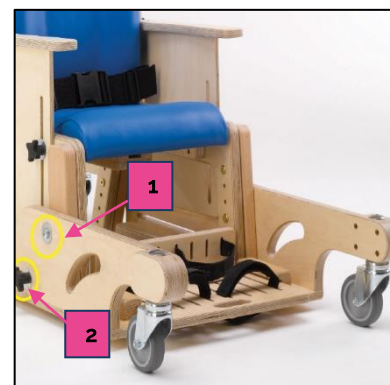


Fig. 3.1.5-1

4.0 Operating/Adjustment Instructions



Appropriate training in postural seating procedures should be undergone by any person operating the chair, for their own and the client's safety and comfort. These instructions are designed to cover the methods of using the Brookfield.

4.1 Operating

4.1.1 Manoeuvring the Chair

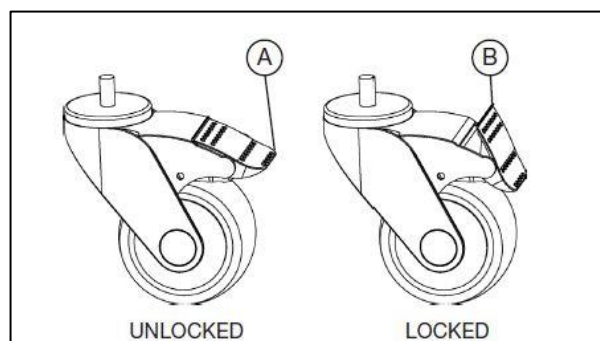
The Brookfield size 4 and 5 are designed with castors, allowing transfer and manoeuvrability of the chair, to manoeuvre correctly, follow the guidance below.

1. To manoeuvre the chair, hold onto the handles and push forward, the designated handle is located behind the backrest and can be held at the comfiest location. Always use two hands to manoeuvre the chair.
2. To manoeuvre the chair in the forward direction of travel, the handle must be used.
3. To rotate the chair, ensure both hands are used on the handle to control the product. Alternatively, it is possible to rotate the chair by applying a single brake, which will allow the user to rotate the chair around the castor. This manoeuvring must be done with a smooth, slow action to avoid discomfort to the patient. See section 4.1.2 on how to activate the brakes.

4.1.2 Brakes

1. The Brookfield mobile chairs have four braked castors.
2. The castors should/can be applied when parking, to avoiding lateral movement, and using the chair and as an emergency stopping system.
3. To apply the brake, simply press the lower end of the brake pedal down with your foot.
4. To release the brake, simply press the top end of the brake pedal down with your foot.

Fig. 4.1.2-1



4.1.3 Buckle Strap Operation

Below is a step-by-step instruction guide on how to operate the Pelvic straps and Thoracic Support buckle.

1. Press areas (U) to unlock the buckle and pull the two buckle parts apart.
2. To fasten simply reconnect the two parts – the buckle will 'click' and lock.

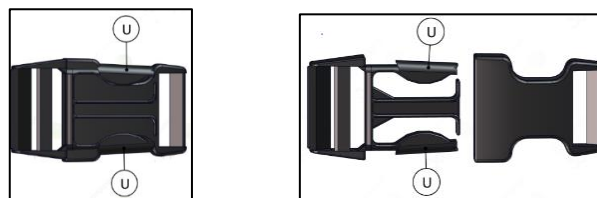


Fig. 4.1.3-1

4.1.4 Hook and Loop Strap

1. Secure in place by pressing the Hook and Loop Section of the strap together.
2. To ensure they are securely fixed they should overlap by at least 75mm.
3. To release gently pull the straps apart.

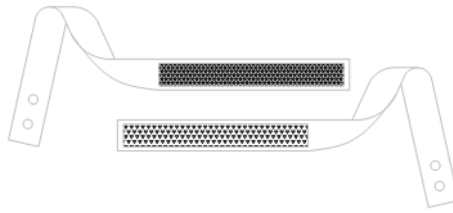


Fig. 4.1.4-1

4.2 Adjustments

The Brookfield has components that are adjustable to your requirements. See the instructions below on how to adjust these components correctly. If you are unsure of any process, do not continue and seek advice.

4.2.1 Seat Dept

The following steps apply to all seat options, including the split seat:

1. Loosen the handwheels located on the underside of the seat (see Fig. 4.2.1-1 Ref 1).
2. Slide the seat forwards or backwards into the desired position (see Fig. 4.2.1-2 Ref 2), allowing a 25mm gap between the back of knee and the edge of seat.
3. Once in the required position tighten the handwheels to secure into place.

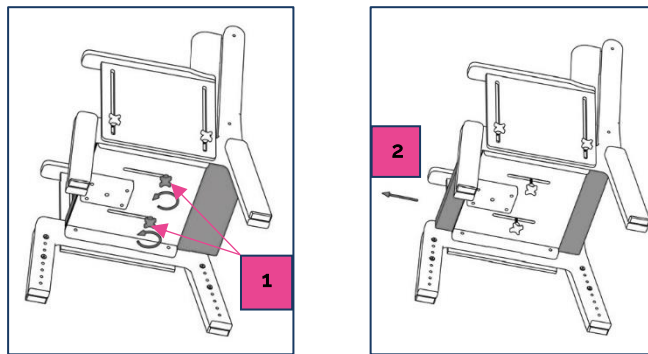


Fig. 4.2.1-1

4.2.2 Seat Height

The adjustment is the same on chairs with or without castors.

1. Locate the tool provided with the chair for adjusting the seat height.
2. Using the tool unscrew the 2 screws per leg. This will allow you to reposition the seat. See Fig. 4.2.2-1 Ref 1).
3. Move the seat to your desired height.
4. Insert and tighten the screws, making sure the seat is at the same height on each leg.
5. Place the chair on a level surface to ensure it is stable before use.

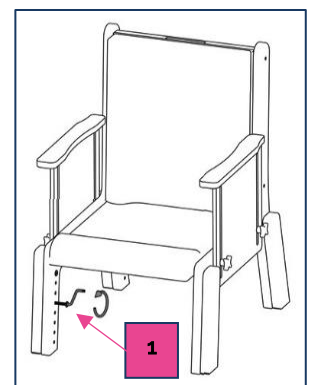


Fig. 4.2.2-1

4.2.3 Backrest Height

1. Loosen the handwheels located on the back of the backrests. There are 2 handwheels on all sizes, except size 5, which has 4 (see Fig.4.2.3-1 Ref 1)
2. Slide the cushion up or down to the desired position. (see Fig. 4.2.3-2 Ref 2)
3. Once in the correct position tighten the handwheels to secure into place.

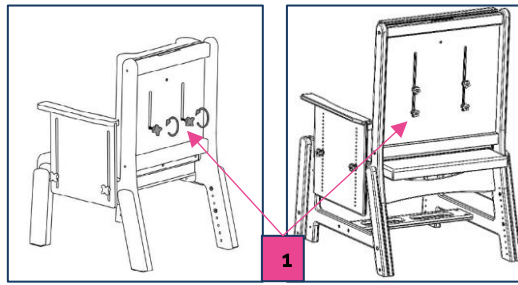


Fig. 4.2.3-1

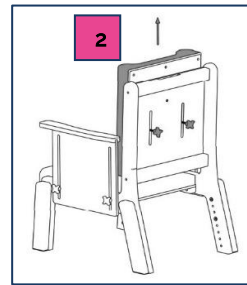


Fig. 4.2.3-2

4.2.4 Armrest Height (Size 1-4)

To assist with side transfer onto the seat, the armrest can be lowered to the minimum setting.

1. Loosen the handwheels located on side of the armrests (see Fig. 4.2.4-1 Ref 1).
2. Slide the armrest up or down to the desired position. (see Fig. 4.2.4-1 Ref 2).
3. Once the armrest is in the correct position, tighten the handwheels to secure the armrest into place.

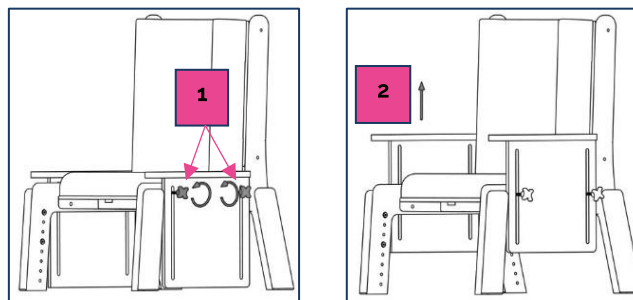


Fig. 4.2.4-1

4.2.5 Armrest Height (Size 5)

The armrests can be lowered to the minimum setting to assist the user to side transfer onto the seat.

1. Unscrew and remove the handwheels located on the side of the armrests (see Fig. 4.2.5-1 Ref 1)
2. Lower or raise the armrest to the desired position using the adjustment holes in the armrest (See Fig. 4.2.5-2 Ref 2).
3. Once the armrest is in the correct position, reinsert the handwheels and tighten them to secure the armrest in place.

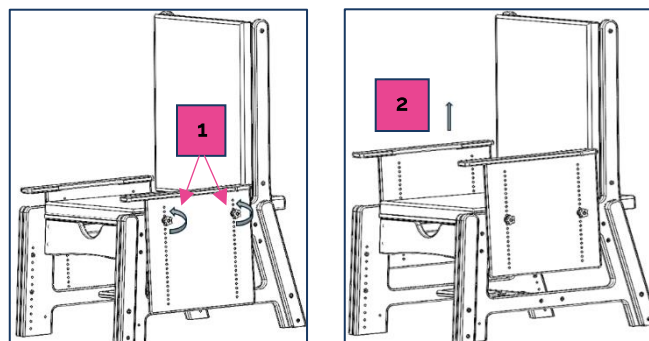


Fig. 4.2.5-1

4.2.6 Footplate & Straps

The footplate and straps can only be used with one of the following: Reversible Footboard, Ski & Half Footrest, Ski & Full Footrest, Adjustable Footrest, Mobile Dolly Base, Minimum Raise Mobile Base.

1. The straps can be fitted to any of the available slots in the footplate by unfastening the hook and loop attachments and threading them through the appropriate slot in the footplate (see 4.2.6.1 Ref 1).
2. The distance between the chair and the footplate can be adjusted by loosening the two bolts on either side of the footplate with a hex key (see Fig. 4.3.6.1 Ref 2).
3. Slide the footplate to the desired setting and tighten the screws to secure it in place.

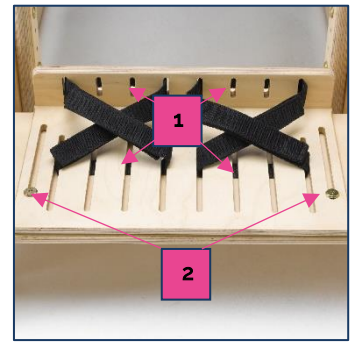


Fig. 4.2.6-1

4.2.7 Folding Footrest

1. The height of the folding footrest can be adjusted by first loosening the two handwheels located on the back of the kicking board (see Fig 4.2.7-1 Ref 1).
2. Slide the footrest to the desired height and tighten the handwheels to lock in place.
3. To rotate the footrests, lift them up from the inner side and move them to the side (see Fig4.3.7-1 Ref 2).

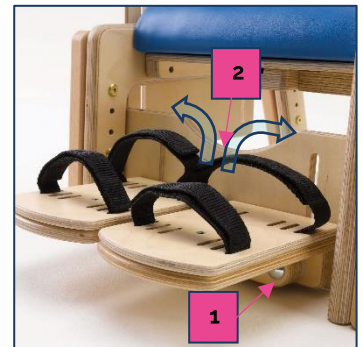


Fig. 4.2.7-1

4.2.8 Independent Adjustable Footrest

1. Loosen the handwheels located on the side of the Footrest (see Fig. 4.2.8-1 Ref 1).
2. Adjust the footrest to the desired height and angle.
3. Once in position, tighten the handwheels to secured in place.

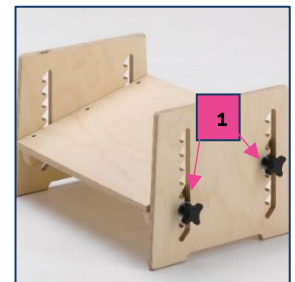


Fig. 4.2.8-1

4.2.9 Knee Blocks

1. To adjust the width of the knee blocks, loosen the handwheels (see Fig. 4.2.9-1 Ref 1).
2. Slide the knee blocks to the desired position.
3. Once in the required position, tighten the handwheels to secure in place.

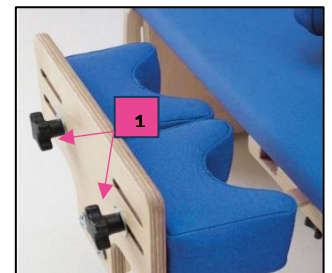
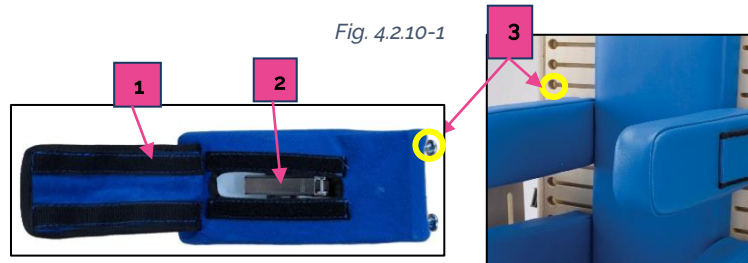


Fig. 4.2.9-1

4.2.10 Quick Fix Lateral and Pelvic Supports

4.2.10.1 Adjusting Width

1. Located the flap on the side of the Lateral/Pelvic Support. Gently peel it back to expose the internal mechanism (see Fig 4.2.10-1 Ref 1)
2. Locate the lever inside the exposed area and firmly pull the lever to release the support from its locked position (see Fig. 4.2.10-1 Ref 2)
3. With the lever released, slide the support to the desired width.
4. Push the lever back into its original position to lock the support in place. Finally, close the flap securely to cover the mechanism.



4.2.10.2 Adjusting Height

1. Gently peel back the flap located on the side of the lateral/pelvic supports and pull the lever to release the support.
2. Slide the support all the way to hole on the side on the backrest, to allow you to remove the support completely. See Fig 4.2.10-1 Ref 3)
3. Align the support attachment point with the desired holes in the sides of the backrest. Slide the support into position, (see Fig. 4.2.10-1 Ref 3)
4. Once in the required position, push the lever back to lock it and re-attach the flap to cover the mechanism.
5. To attached follow the instructions in reverse.

4.2.11 Headrest

4.2.11.1 Adjusting Width

1. Loosen the handwheels located on the back of the headrest (see Fig 4.2.11-1 Ref 1).
2. Slide the headrest to the desired position.
3. Once in position, tighten the handwheels to secure in place.

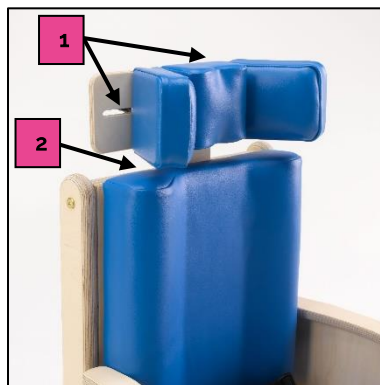


Fig. 4.2.11-1

4.2.11.2 Adjust Height

1. Loosen the handwheel located between the handrest and backrest (see Fig. 4.2.11.1- Ref 2)
2. Slide the headrest up or down to the desired height.
3. Once in position, tighten the handwheel to secure in place.

4.2.12 Adjust Push Handle Height.

1. Loosen and removed both the handwheels located on the side to chair (see Fig. 4.2.12-1 Ref 1)

2. Position the handle at the desired height by aligning it with the corresponding hole on each side of the chair (see Fig. 4.2.12-1 Ref 2).
3. Re-insert the handwheels and tighten to secure into position.

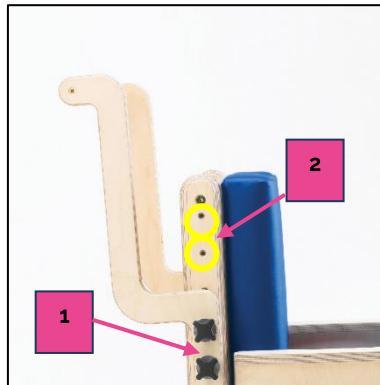
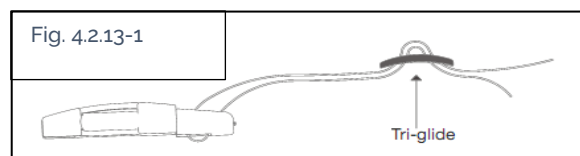


Fig. 4.2.12-1

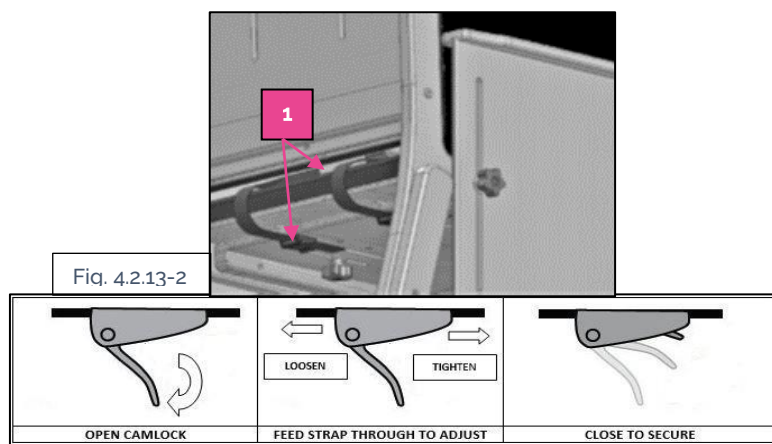
4.2.13 Pelvic Lap Straps.

To fit, remove and adjust the pelvic strap, follow the steps set out below:

1. Use the tri-glide to set the strap to your desired length as shown below in Fig. 4.2.13-1.



2. If further adjustment is needed, feed more or less of the strap through the cam-lock fasteners located underneath seat (see Fig. 4.2.13-2 Ref 1).

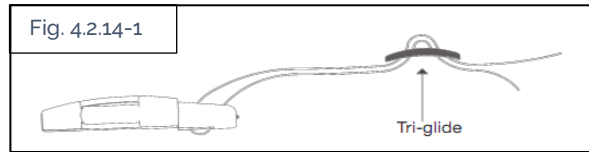


3. To remove the strap completely open the cam-locks and retract the two end straps from between the back and seat (see Fig. 4.2.13-2 Ref 1).
4. To fit follow the above instructions in reverse.

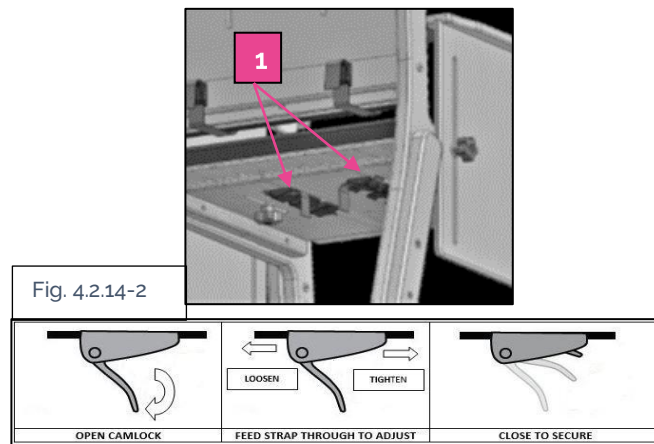
4.2.14 4- Point Pelvic Strap

To adjust the length or remove the 4-point pelvic strap, follow the steps set out below:

1. Use the tri-glide to set the strap to your desired length (see Fig. 4.2.14-1).



2. If further adjustment is needed, feed more or less of the strap through the cam-lock fasteners (1) located at on the underside of the seat (see Fig. 4.2.14-2).



3. To remove the strap completely open the cam-locks and retract the strap from the chair.

4.2.15 Pommel

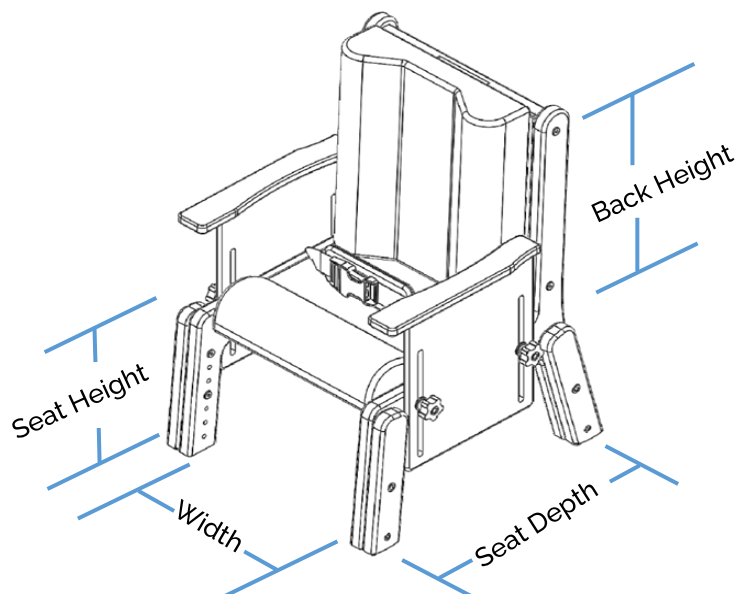
To adjust the pommel, follow the steps set out below:

1. Loosen the handwheels located on the underside of the seat shown in Fig. 4.2.15-1
2. Slide the Pommel into the position appropriate for the user.
3. Once in position re-tighten the locking handwheels to secure in place.



Fig. 4.2.15-1

5.0 Technical Specifications



5.1 Brookfield Chair Dimensions

The diagram above includes the relevant dimensions of the chair, for further details on the chair specification, see the table below. All dimensions are in millimetres unless otherwise stated.

Table – 5-1-1

Code	Size	Seat Height (mm)	Seat Width (mm)	Seat Depth (mm)	Back Height (mm)	Max User Weight (kg)	Product Weight
6569	0LB	205-280	280	210-310	315-415	45	10
6570	0HB	205-280	280	210-310	390-490	45	12
6571	1LB	255-330	325	220-320	365-490	55	12
6572	1HB	255-330	325	220-320	465-585	55	14
6573	2LB	280-380	365	275-385	410-530	65	18
6574	2HB	280-380	365	275-385	495-615	65	20
6575	3LB	345-445	435	355-465	450-590	75	23
6576	3HB	345-445	435	355-465	530-670	75	25
6577	4LB	425-575	435	425-570	505-645	85	28
6578	4HB	425-575	435	425-570	570-710	85	30
6579	5LB	450-700	550	450-600	600-750	150	28

5.2 Standards Applied

The standards that have been applied to the device are as follows:

- BS EN ISO 21856:2022 – Assistive Products – General requirements and test methods
- IEC 62366-11:2015 – Usability Engineering
- ISO 10993-1:2020 – Biological Evaluation of Medical Devices
- EN ISO 15223-1:2021 – Medical Device Symbols
- BS ISO 20417:2021 – Information Supplied by the manufacture.
- EN ISO 14971: 2019 Medical devices. Application of risk management to medical devices

6.0 Environmental Conditions

The chair is intended to be used in dry environments.

The chair is intended to be used within a professional healthcare facility or home healthcare environment. The chair is not suitable for any other environment.

The chair is not intended to be used in environments where there are rapid changes in the environmental temperature and humidity.

The operation of the chair is not adversely affected by lint, dust or light.

6.1 Normal operating conditions

+5°C to +40°C (41°F to 104°F) at a relative humidity between 15% to 90% RH, non-condensing but not requiring a water vapour pressure greater than 50hPa and atmospheric pressure between 700hPa to 1060hPa.

6.2 Shipping and storage conditions

-25°C to +5°C (-13°F to 41°F) with any humidity level

+5°C to +35°C (41°F to 95°F) at a relative humidity up to 90%,

+35°C to 70°C non-condensing at a water vapour pressure up to 50hPa

During all transportation it is recommended that the chair remains in its original packaging.

It is recommended that the chair is stored in a cool, dry place out of direct sunlight. If cleaning is required after storage, please see section on 'Cleaning' of the user manual for instructions.

Shipping and storage conditions are also contained on Brookfield Box Label:

7.0 Daily Checks



Inspection is to be completed prior to each use by the user of the Brookfield chair.

Should any of the components in the table below fail the inspection, DO NOT use the chair.

Contact your local authorised dealer for service – contact details are on the last page of this manual.

Ensure all component inspections in the Table below are completed prior to each use of the chair.

Check List before Use

Table 7-1

Component	Service/Inspection required.
Generic	<p>Visual inspection of the external of the chair. Significant damage that may affect the function of the chair along with a clear safety hazard is unacceptable.</p> <p>Check the labelling on the chair to ensure they are all still legible, this includes the Serial Number and other important markings. If labels are not legible, then contact your local authorised dealer immediately.</p> <p>Check all main nuts and bolts to see if they are loose and tighten as needed.</p> <p>Check all upholstery for signs of wear and tear, if you have concerns, then contact your local authorised dealer immediately.</p> <p>The product is not waterproof and is not intended to be exposed to water for elongated periods of time. Always ensure that the product is kept dry.</p>
Castors (If supplied)	<p>Examine the products castors for signs of damage or wear, ensure they run freely and are not cracked.</p> <p>Check to see all castors are flat on the floor and chair is stable.</p> <p>Ensure the product can rotate freely with ease.</p>
Brakes (If castors are supplied)	<p>Ensure the brakes function when activated.</p> <p>Ensure the chair can move freely when the brakes are deactivated. (Ensure they aren't rubbing on the wheels).</p>
Legs	<p>Ensure that the four legs are always in contact with the floor. Uneven legs are a safety hazard.</p> <p>Ensure that the product is used on a level surface.</p> <p>Examine the legs for any cracks or fractures which are a potential safety risk.</p> <p>Ensure that the legs are not bend or out of position.</p>
Frame	<p>Examine the full frame of the product for any cracks or fractures.</p> <p>Ensure the frame is solid and there are no loose attachments between the frame and the accessories or any other constructional part.</p>
Footrest	<p>Inspect the footrests for damage including cuts and breaks.</p> <p>Ensure that the footboard is fixed in position and does not slide back and forth, if this does occur, tighten the star handles on the underside of the footboard.</p> <p>Ensure that all the nuts and bolts that secure the footrest are secure.</p> <p>Inspect the footrest for any deformation due to fatigue. A badly deformed footboard must be replaced.</p>

Seat Pad	<p>Inspect the seat pad for damage including cuts and breaks.</p> <p>Ensure that all the nuts and bolts that secure the seat pad are secure.</p> <p>Inspect the seat pad for any deformation due to fatigue. A badly deformed seat pad must be replaced.</p>
Arm Rests	<p>Inspect the arm rests for damage including cuts and breaks.</p> <p>Ensure that the arm rests are in a fixed in position and aren't loose. Tighten the star handles to avoid unwanted movement.</p> <p>Ensure that all the nuts and bolts that secure the arm rests are secure.</p> <p>Inspect the arm rests for any deformation due to fatigue. A badly deformed arm rest must be replaced.</p>
Back Rest	<p>Inspect the back rest for damage including cuts and breaks.</p> <p>Ensure that the back rest is not sloped, the fixings on either side of the frame must be level prior to use. A sloped back rest is the result of an incorrect adjustment.</p> <p>Ensure that the back rest is in a fixed in position and isn't loose. The back rest should be locked in place into one of the angle configurations.</p> <p>Inspect the back rest for any deformation due to fatigue. A badly deformed back rest must be replaced.</p>
Tray (if supplied)	<p>Inspect the tray for damage, including cuts or breaks. Ensure no parts are loose or damaged. Inspect the tray for any deformation due to fatigue. A badly deformed tray must be replaced.</p>
Accessories	<p>Ensure that all accessories used are in good condition.</p> <p>Ensure that there is no cuts and breaks, cracks or fractures to the accessory, any damage that may affect its function or safety.</p> <p>Ensure that all accessories are fixed onto the product correctly, ensure to follow the assembly instructions when assembling yourself.</p> <p>Ensure all fixings are secured and will not come undone during use of the product.</p> <p>Ensure that the accessory used is compatible with your product.</p> <p>Any straps used, ensure that they are not worn, no fraying is present and that the locking clips are functional.</p>

8.0 Cleaning

To reduce the risk of cross-contamination it is recommended to clean the chair and accessories before use by a different person.



Please follow the recommended cleaning guidelines below on cleaning and disinfecting the chair.

8.1 Frame Cleaning

For mild cleaning the frames can be cleaned using a damp cloth, soap and water, or an antibacterial spray. Avoid the use industrial bleaches, abrasive cleaners, or organic solvents and refrain from immersing the chair in water. For more stubborn marks on the woodwork gently clean them with a soft brush.

All cleaning solutions must be thoroughly rinsed off the product at the end of the cleaning process and the product dried using a dry cloth/towel. Always ensure the product is dry before use.

8.2 Fabric Cleaning

All materials can be wiped down using a damp cloth to remove any mild dirt, dust, and minor spillages. When a spillage occurs, it is recommended that it be cleaned as quickly as possible to avoid any staining; it is good practice to dab the spillage and not to rub it as this could cause staining. For more persistent stains and dirt, hot water with an antibacterial spray can also be used.

All cleaning solutions must be thoroughly rinsed off the product at the end of the cleaning process and dried using a dry cloth/towel. Always ensure the product is dry before use.

8.3 Pelvic Strap Cleaning

If the pelvic become heavily soiled, it can be machine washed at a low temperature with a mild detergent but ensure it is drip-dried for optimal care.

8.4 Disinfecting (if necessary)

Should the chair require a more thorough cleaning, the use of the Actichlor™ disinfectant product (which is widely available in tablet form and used throughout the healthcare industry) is recommended.



Follow the manufacturer's safety instructions for the use of this cleaning product before use to ensure safe use for the operator and the user.

Ensure the cloth is damp before the cleaning process.

Application is through a clean damp cloth applied to wipe the product down. Use in the following dilutions to ensure an effective clean:

- Actichlor™ dissolvable chlorine tablets provide a concentration of 1000 ppm of available chlorine (0.1%) per 1 tablet.
- 1 tablet (1.7g formed tablet (x1)) will create a virucidal solution, diluted in 1 litre of water to provide effective means to clean a "dirty" product. This is also ideal for use after an outbreak of the Norovirus/winter vomiting and can be used as a precaution against C.Diff. It is effective against viruses, bacteria, spores, yeasts, and moulds.
- A minimum of 5 minutes contact time with the outer components is recommended to prevent virucidal infections, whilst maintaining the integrity of the product. The product can withstand a longer contact period, however a minimum of 5 minutes is required to provide an effective cleaning regime.
- Blood spills should be dealt with by an increased concentration of the solution – please refer to the instructions on the manufacturer's product labelling.

Dilution chart					
Product used as	Product condition	Concentration (ppm)	Dilution qty* (l)	Tablets per 1l (0.26gal)	Contact time (minutes)
Bactericidal	Clean	200	5 (1.32gal)	1	1
	Dirty	1000	1 (0.26gal)	1	5
Yeasticidal	Clean	200	5 (1.32gal)	1	1
	Dirty	1000	1 (0.26gal)	1	5
Fungicidal	Clean	2000	1 (0.26gal)	2	15
	Dirty	5000	1 (0.26gal)	5	15
Mycrobactericidal	Clean	1000	1 (0.26gal)	1	15
	Dirty	5000	1 (0.26gal)	5	15
Virucidal	Clean	500	2 (0.53gal)	1	5
	Dirty	1000	1 (0.26gal)	1	5
Sporcidal (C. Diff)	Clean	1000	1 (0.26gal)	1	10
	-	-	-	-	-
Sporcidal	Clean	5000	1 (0.26gal)	5	10
	-	-	-	-	-

- Dilution is made with water. DO NOT dilute within any other medium.
- When diluted in water, one tablet gives 1000ppm of available chlorine.
- The concentration of the solution depends upon whether the object being cleaned is noticeably dirty (indicated in the table by "Product condition").

Table 9.3-1

Handling and storage safety precautions when using this cleaning agent:		
Advice on Safe Handling	Hygiene Measures	Conditions for Safe Storage
Avoid contact with skin and eyes. Do not breathe dust, fumes, gas, mist, vapours, spray. Use only with adequate ventilation. Wash hands thoroughly after handling. Mixing this product with acid or ammonia releases chlorine gas.	Handle in accordance with good industrial hygiene and safety practice. Remove and wash contaminated clothing before re-use. Wash face, hands, and any exposed skin thoroughly after handling.	Keep out of reach of children. Keep container tightly closed. Store in suitable labelled containers. Storage temperature: 0-25°C (32-77°F).
Individual Protective Measures		Dissolve
Hand protection: Gloves		Dissolve in cold water – With no agitation, 1 tablet will take approximately 10 minutes to fully dissolve in the water used.
The information above has been extracted from the Actichlor™ MSDS (Manufacturers Safety Data Sheet). For a full review of the data please follow the link below: http://www.nhsggc.org.uk/media/236215/msds-actichlor-plus.pdf		

Table 9.3-2

9.0 Servicing



No service is to be carried out on the Brookfield chair while transferring a person to reduce the risk of injury.

Service must be completed by a Smirthwaite authorised service engineer, or by as Smirthwaite Ltd trained representative.

Do not attempt to service the product yourself, or warranty is void.

To ensure the safety and optimal performance of your Brookfield chair, it is essential to perform routine maintenance. We recommend servicing your chair every three years to maintain its quality and standards. Servicing must only be undertaken by a Smirthwaite Ltd. service engineer, or by a Smirthwaite Ltd. trained representative. The service history of the product should be documented each service in the Service Log at the back of this User Manual.

9.1 Nominal Service

Your product has a nominal service life of 10 years, during which full post-sales support will be available regarding 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.



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

- 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.

9.2 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. reserve the right to limit support where parts/components are no longer available.

9.3 User Serviceable Parts

Please contact Smirthwaite Ltd. or your local dealer for information to assist service requirements on the Brookfield – e.g. to ascertain the necessary information for replacement parts and components. Contact details are shown on the last page of this manual.

Contact your local authorised Smirthwaite Ltd. dealer if you:

- Need more information.
- Have any questions about the use or service of your product.
- Notice any change in the performance.
- Want to report an unexpected occurrence.
- Want to arrange a service.
- Need to ascertain necessary information for replacement parts and components.

Contact details of your local Smirthwaite Ltd. dealer are shown on the last page of this manual.

9.4 Documentation/ Records

It is the responsibility of the current equipment owner to ensure the User Manual (As well as 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.

10.0 Troubleshooting

Should a problem arise with the use of the Brookfield chair, review the table below. Find the fault and complete the recommended solution.

If the fault is not found and/or the solution does not correct the problem, contact your local Smirthwaite authorised dealer immediately – contact details are provided on the last page of this manual.

Table 10-1

Fault	Action
Castors do not operate.	Ensure the brake has been fully disengaged, Check the castors are free running Check the castors are touching the ground.
Movement is compromised by excessive force required to move the chair	Check the castors are not fouled with debris that would restrict its movement (clean out, test, and return to service).
Adjustment features loose/sliding (arm rests, Tray, seat, thoracic supports)	Ensure that the handwheels are fully tightened in your preferred location. If the handwheels are loose this allows the adjustments to move and adjust into unwanted locations. These features must always be set in position prior to use for the safety of the user.

11.0 Disposal

When the chair has completed its life cycle and can no longer perform to its intended use safely the chair must be decommissioned by an approved service engineer. The following specifies the importance of correct disposal procedure including local laws and being environmentally friendly.

Please observe the local laws on recycling and respect the current laws for disposal within the community the device is being used within. If there is any uncertainty of the below guidelines, contact your local authorities to determine the proper method of disposal of potentially biohazardous parts and accessories.

The relevant components utilised in the manufacture of the device that can be recycled at the end of the device life are:

Table 11-1

Fully recyclables:	Consideration when Recycling:
Wooden frame	Chair Padding
Metal Base & Castors	
Initial packaging of the device (cardboard)	
Metallic fixing – screws etc.	
Leg Rests	
Arm Rests	
Quick Release Tray	
Metal Accessories	



The product may be contaminated and must be disinfected before recycling or disposal. See section on 'Cleaning' for details of how to do this.

12.0 Warranty

It is impossible for all the risks to be eliminated from use of this product, but to reduce risk and improve safety and proper use, the user should always read and understand the user manual before use. Product failure may occur due to lack of maintenance and care, misuse, unauthorised and improper servicing or alterations, improper storage, and environmental use, or through normal use wear and tear. These factors are all beyond the control from the manufacturer. These risks are taken on by the users.

The chair comes with a 2-year warranty covering all manufacture defects. Refer to your terms and conditions for more detailed information. The warranty is valid if the product has maintained its intended use, and the user manual instructions have been followed. The warranty will not extend to the use of the product when used contrary to the user manual. This guarantee does not affect or in any way limit your statutory rights.

1. The liability of the manufacturer under the terms of this guarantee shall be limited to the replacement of the defective part(s) to the sales distributor, dealer, agent, person, or entity which purchased the equipment from the manufacturer. In no event shall the manufacturer incur liability for any consequential or unforeseeable losses.
2. This equipment guarantee shall be void if the equipment is not serviced by an authorised service engineer, in accordance with the manufacturer's recommendations, or if any unauthorised persons carry out work on the equipment.
3. This guarantee does not apply to failure attributable to normal wear and tear, damage by natural forces, user neglect or misuse or deliberate destruction.
4. Do not attempt to service the product yourself, or the warranty is void.

13.0 Service Record History

Complete this record after each service, repair inspection and/or maintenance.

* Photocopy additional pages as required *

13.1.1 Product Information

Model	
Size	
Date of Manufacture	
Serial Number	

13.1.2 Service & inspection record for

Date	Procedure	Service Personnel

[illegible]

Dealer/service contact details:

Manufacturer contact details:

Smirthwaite Ltd,
16 Wentworth Road
Heathfield
Newton Abbot
Devon
TQ12 6TL
Telephone Number: 01626 835552

Disclaimer

While every effort has been made to ensure the accuracy of information contained in this user manual, no liability can be accepted by Smirthwaite Ltd for any errors or omissions. Smirthwaite Ltd operates a policy of continuous improvement. Specifications and other data are subject to change without notice.

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