



EVENT EQUIPMENT SALES®

Special Event Outfitters

EventEquipment.com

Event Equipment Sales

Chair Inspection and Care

The following checklist items are recommended for each rental/use of the chair

1. Inspect each chair for potential damage
 - a. Check all mechanical/moving parts (when applicable)
 - b. Inspect the chair to ensure all components are functioning properly
 - i. Frame is in satisfactory condition for the next use
 - ii. Check seat and seat back for damage
 - iii. Replace any missing chair tips
2. Care
 - a. EES recommends cleaning the chair after every use
 - i. If you wash chairs, **MAKE SURE** you place the chairs in a vertical position until completely dry before stacking chairs horizontally.
 - b. Cover all stacking chairs to avoid marring and scratching
 - c. Secure all chairs on appropriate carts to ensure safety while in transport or being handled in the warehouse
 - i. Chairs should be stored on folding chair carts or chair Mega Mover®.
3. Storage
 - a. Stack all folding chairs at a safe height for handling
 - b. Make sure all chairs are dry before stacking
 - c. Do not stack more than 7 ballroom chairs high
4. Friendly reminders for clients renting chairs
 - a. Chairs are not designed for weight loads beyond the manufacturers specifications
 - b. Do not stand on the chair
 - c. Do not lean back in the chair
 - d. Store chairs in a dry location, not outside
 - e. Inspect each chair before and after each rental

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