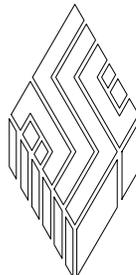




Classic Transport/Prep Cart

- *Handy drawer and full-width lower shelf*
- *U-shaped frame for greater strength*
- *Four 5 in. swivel casters, two with brakes*
- *All stainless steel construction for durability*

New Model Number: 12511-00-GYFQDG
Former Model Number: 102671-00



SSCI

Wheeling, IL (800) 323 7366

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Wheeling, Illinois 60090, USA

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Chapter 1 - General Information



Introduction

SSCI's Classic Transport/Prep Carts are designed to transport patients between the various departments in your facility. They are designed to withstand the jars and jolts of everyday service and continue perform like new for years to come. The one-piece, Type 304 stainless steel tops with smooth, polished corners provide perfect, non-glare working surfaces. The strong tubular, U-shaped, stainless steel frames virtually eliminate bends and breaks so common in straight-frame rolling carts. All the joints and connection points are welded for greater strength - there are no mechanical fasteners to loosen or fail. Under the platforms are handy drawers that open from either side, and permanent, full-width shelves for carrying needed supplies. The stainless steel platform tops and the lower shelves are flanged down and hemmed to eliminate sharp edges. The carts roll easily on swivel casters with 5 in. (12.70 cm) diameter wheels, and two of the wheels have convenient foot-operated brakes for safety.

About this Manual

Every attempt has been made to insure that the information in this manual is correct and complete. SSCI, however, always welcomes our customer's suggestions for improvements to our products and associated publications.

Information and Safety Notices

In this manual you will find important information under the headings **Note:** and **CAUTION:**.

Notes

Under **Note:** headings, you will be given additional information pertinent to the subject discussed in that paragraph or step.

Example:

Lubricate each fitting every six months with clear amber grease. **Note:** Use enough grease to fill the bearing, but not so much that it oozes out of the grease seal.

CAUTIONS

Under **CAUTION:** headings, you will be alerted to potentially hazardous conditions which, if ignored or mishandled, could result in injury to yourself, or damage to the equipment.

Example:

CAUTION: The wheel brakes should be engaged any time the cart is not actually being moved. Be especially careful when the cart is not on a level surface and may be free to roll uncontrolled.

SSCI Contact Information

Contact SSCI Customer Service by mail, telephone, or fax. The department is available from 8:30am to 5:00pm, Central Time, Monday through Friday. Closed holidays.

Address: Suburban Surgical Co., Inc.
275 Twelfth Street
Wheeling, Illinois 60090

Telephone: Illinois - (847) 537-9320, ext. 3518
Toll Free - (800) 323-7366

Fax: (847) 537-9061

Web: www.suburbansurgical.com

Model Numbers

The SSCI model number for the Classic Transport/Prep Cart is:

- Current Model Number - 12511-00-GYFQDG
- Former Model Number - 102671-00

Care and Cleaning of Stainless Steel

Introduction

Stainless steel is steel alloyed with chromium to make it highly resistant to stain, rust, and corrosion. **Note:** This does NOT mean that stainless steel will *never* rust or corrode. Science has not yet developed a steel which is completely stainless or corrosion PROOF.

The type of stainless steel and finish selected by SSCI for this product is the best available for the intended use.

Cleaning and Cleansers

The basic rule of thumb is to use the mildest cleaning agent that will do the job effectively. After cleaning, always rinse thoroughly with clear water, and dry completely. Frequent cleaning will prolong the service life of stainless steel equipment and will help maintain a bright, pleasing appearance.

Ordinary deposits of waste and fluids can usually be removed with soap and water. More stubborn deposits or tightly adhering debris may require harder scrubbing and possibly the use of commercial cleaning products acceptable for use on metal surfaces. When using any cleaning agent, rub in the direction of the polish lines or “grain” of the metal. For high luster finishes, clean soft cloths or pads should be used.

If especially rough cleaning is necessary, use “stainless steel” wool, nylon, or plastic scrubbers. Test these scrubbers in an inconspicuous area first to be sure they do not mar or scratch the stainless steel finish.

Minor scale build-up and some hard water spotting may be removed by washing with vinegar, followed by a neutralizing rinse with clear water and a thorough drying with a soft cloth. For heavy deposits of scale, 5% oxalic acid (use warm), 5-15% sulfamic acid, or 5-10% phosphoric acid may be used. Always follow with a neutralizing rinse of clean water and a thorough drying.

Deodorizing Agents, Disinfectants and Sanitizers

The large selection of brands and combinations of chemicals available for deodorizing, disinfecting, and sanitizing is staggering. Select one or more agents for use in your facility only after weighing all the benefits claimed by each product. Often this choice is made without adequate consideration of the effects these agents may produce on equipment or furnishings.

CAUTION: Before selecting a chemical to employ in your facility, review label statements regarding use with metals (stainless steel). Always consult the chemical supplier if there are any doubts.

Avoid prolonged use of chlorides (such as chlorine bleach), bromides, iodides, and thiocyanates on stainless steel surfaces as these chemicals will cause pitting, corrosion, and metal discoloration. Allowing salty solutions to evaporate and dry on stainless steel may also contribute to corrosive conditions.

In summary, select chemical deodorizers, disinfectants, and/or sanitizers only after weighing all possible benefits and known adverse effects.

Effect on Warranty

The warranty for this product is void if the care and cleaning instructions provided in this manual are not followed.

Cleaning Requirements

Clean the Classic Transport/Prep Cart exactly in accordance with the cleaning instructions provided in this manual.

The warranty for this product is void if the care and cleaning instructions provided in this manual are not followed.

Warranty

Suburban Surgical Company, Inc. warrants the original purchaser that our products are of the highest standards in material and workmanship. Our stainless steel components are guaranteed to last a lifetime assuming they are used as intended, properly maintained and cared for. Mechanical, electrical, electronic, hydraulic, and any product's devices carry a one year warranty.

Items purchased by Suburban Surgical Company, Inc. from other manufacturers and incorporated into our equipment are covered by the respective manufacturer's warranties.

Warranties will not apply if it is determined by Suburban Surgical Company, Inc. that the equipment became defective due to an accident, misuse, abuse, improper maintenance or alteration. Warranty freight charges are covered for the first year only.

Chapter 2 - Unpacking and Inspection

General

This section guides you in unpacking, inspecting, and preparing the SSCI Classic Transport/Prep Cart. If you have problems or require additional assistance, please call SSCI Customer Service at (800) 323-7366.

Unpacking and Inspection

CAUTION: Unpacking the Classic Transport/Prep Cart is not difficult. The cart is heavy, however, and we recommend that unpacking be done by at least two people.

If the shipping container appears damaged in any way, contact the shipping company immediately. Save all damaged packing materials to assist in proving liability for damage.

Carefully inspect the cart as you unpack it. If any damage is noted, or if parts appear to be missing, call SSCI Customer Service at 800-323-7366.

Preparation

The Classic Transport/Prep Cart comes fully assembled and ready for immediate use. The only recommended preparation is a thorough cleaning before placing the cart in service. Please read this *Owner's Manual* before using the cart, and then safely file the manual where it can be quickly accessed for future reference.

Disposition of the Shipping Carton

The shipping carton can be cut up and thrown away. If adequate storage space is available, however, it might be handy to retain the carton in case reshipment of the cart to the manufacturer for repairs ever becomes necessary.

Chapter 3 - Use and Care

Using Your Transport/Prep Cart

Moving the Cart

To move the cart, release the wheel brakes, push or pull the cart to its new location, and then engage the brakes again.

CAUTION: The wheel brakes should be engaged any time the cart is not actually being moved.

Be especially careful when the cart is not on a level surface and may be free to roll uncontrolled.

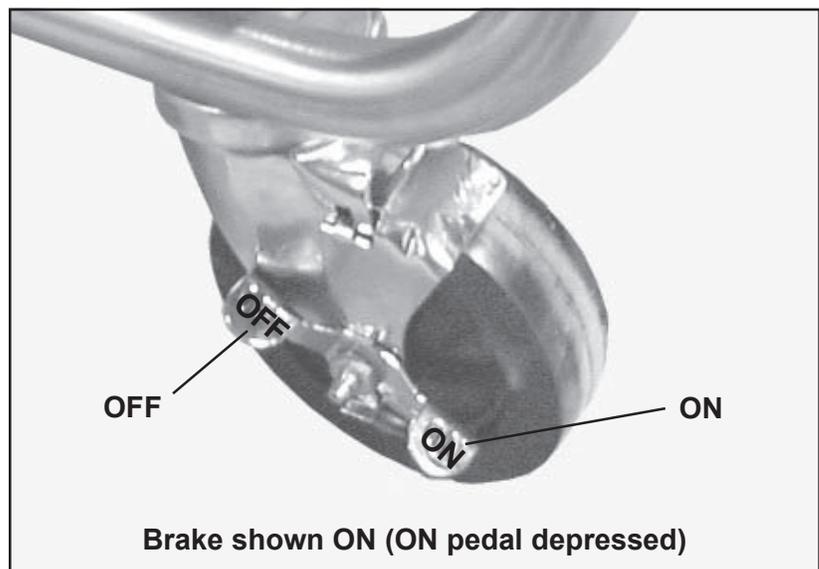


Figure 1. Wheel Brake ON/OFF Pedal

Using the Wheel Brakes

Brakes are mounted on two of the casters, on diagonally opposite corners of the cart. The words **ON** and **OFF** are stamped onto the ends of the brake lever (Figure 1). To engage the wheel brake, step down on the end of the brake lever marked **ON**. To release the brake, step down on the end marked **OFF**.

CAUTION: The wheel brakes should be engaged any time the cart is not actually being moved.

Be especially careful when the cart is not on a level surface and may be free to roll uncontrolled.

Using the Drawer

The drawer can be opened from either side of the cart. With your palm facing up, grasp the full-width pull of the drawer under the cart top (Figure 2), and pull the drawer out. There are no stops on the drawer, so be careful not to pull it completely out of the cart. Avoid overfilling the drawer to where the items inside obstruct the movement of the drawer.

To remove the drawer from the cart, support the drawer from underneath, and pull it all the way out.

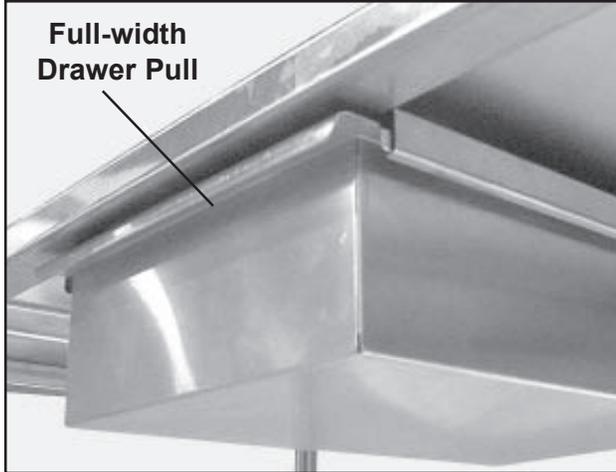


Figure 2. Underview of the Drawer and Full-Width Drawer Pull



Figure 3. Drawer Partially Open

Keeping Your Classic Transport Prep Cart Clean

Introduction

You will no doubt want to clean your Classic Transport/Prep Cart frequently. Maintaining high standards of sanitation will be an important priority for your facility.

Stainless Steel Cleaning Procedures

Whenever necessary, rinse the transport cart with clear water and dry thoroughly with clean, soft cloths.

Ordinary deposits of waste and fluids can usually be removed with soap and water. Stubborn deposits may require scrubbing with “stainless steel” wool, nylon, or plastic scrubbers and/or the use of commercial cleaning products. Always scrub in the direction of the “grain” of the metal. Rinse with clear water and dry thoroughly with clean, soft cloths.

Minor scale build-up and some hard water spotting may be removed by washing with vinegar, followed by a neutralizing rinse of clear water and a thorough drying with clean, soft cloths.

If especially rough cleaning is necessary, use “stainless steel” wool, nylon, or plastic scrubbers. Test these scrubbers in an inconspicuous area first to be sure they do not mar or scratch the stainless steel finish.

For heavy deposits of scale, 5% oxalic acid (use warm), 5-15% sulfamic acid, or 5-10% phosphoric acid may be used. As always, rinse with clear water and dry thoroughly with clean soft cloths.

Avoid prolonged use of chlorides (such as chlorine bleach), bromides, iodides, and thiocyanates. Never allow salty solutions to dry on the stainless steel.

Refer to *Care and Cleaning of Stainless Steel* on Page 7 for more detailed information.

CAUTION: The warranty for this product is void if the care and cleaning instructions provided in this manual are not followed.

Care of Wheel/Caster Assemblies

Overview

The wheel/caster assemblies on the cart were selected by SSCI for high durability and long life. Two of the casters on each cart are equipped with brakes. Users are responsible for the proper operation, care, and maintenance of their equipment.

Equipment can become damaged and unsafe if abused or subjected to improper demands. If your equipment is regularly maintained and never abused, you will get the maximum safety and service from your casters.

- Never overload the cart.
- Do not drop heavy loads on the cart.
- Do not use the cart at high speeds.

The above conditions can create severe impact and shock loads on your cart and may result in caster, wheel, or equipment failure.

Inspection **Equipment Frames and Fasteners**

Periodically examine the cart and check the following:

- Look for broken welds on the cart.
- Tighten any loose nuts and bolts.
- Look for distortion of the cart caused by overload and impacts. Distorted carts can lead to wheel failure by placing disproportionate loads on one or two casters.
- Make sure the casters are not bent and the mounting bolts are securely fastened.

Casters

Check the swivel assembly on each caster for excessive play due to wear. If the swivel is loose, replace the caster. If the swivel does not turn freely, check for corrosion or dirt binding the raceways. Make sure the swivel nut and wheel axle nuts are tight. If a caster is not operating properly, disassemble, clean, and lubricate it. If this does not fix the problem, replace the assembly (refer to *Swivel Caster* on *Page 18*).

Wheels

Check each wheel for excessive or uneven tread wear, or badly worn or “chunked out” rubber tires. Such conditions can cause erratic steering, bumping, load shifting, and damage to floors. If a wheel binds and no longer rolls freely, or if flat spots appear on the tire, carefully inspect the wheel/caster assembly for damage or accumulated foreign matter (dirt, string, animal hair, etc.). If necessary, replace the assembly (refer to *Swivel Caster* on *Page 18*).

Brakes

Check brakes for proper operation. Apply brakes one at a time and attempt to move the equipment to make sure that each brake is not slipping or loose.

If brakes slip due to worn or damaged wheels, replace the wheels immediately and retest the brakes. If the brake mechanism itself is not operating properly, repair or replace it. Before returning the equipment to use, always retest the brakes.

Lubrication

Caster and wheel lubrication is essential. The lubrication schedule depends on your specific application. Normal conditions warrant lubrication every six months, however, for wet or corrosive applications, monthly lubrication may be necessary.

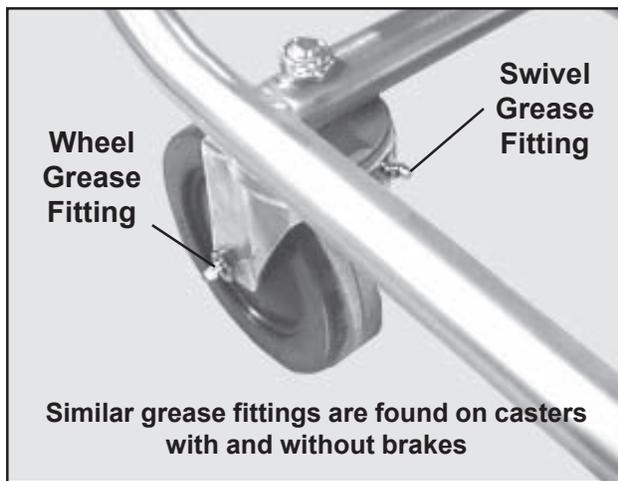


Figure 4. Caster Grease Fittings

Lubrication may also be required after each piece of equipment is washed. Special high-temperature, water-resistant lubricants may be used for these applications. If necessary, SSCI can provide stainless steel casters that require less maintenance.

All four casters have two wheel grease fittings (Figure 4), one for the wheel and one for the swivel. Use enough grease to fill the bearing, but not so much that it oozes out of the grease seal. After applying the grease, turn the wheel or swivel several times in both directions to distribute the grease evenly.

Recommended Lubricants

SSCI recommends that you use either of the following greases when lubricating your cart casters:

- Citgo EP-1
- Exxon Beacon EP 1

Based on available information, these products are not expected to produce adverse effects on health when used for the intended application and the recommendations provided in the Material Safety Data Sheets (MSDS) are followed. MSDS's are available via the Internet.

Power Towed Operation

Power drawn equipment such as in a tow line or mechanically moved by conveyor will require casters, wheels, and bearings specifically designed for this use. Please consult the factory for caster recommendations of each specific towing or power drawn equipment application.

Chapter 4 - Parts Replacement

Replacement Parts

The table below lists replacement parts available for the Classic Transport/Prep Cart. For parts not listed, contact SSCI Customer Service at (800) 323-7366. To order, refer to *Parts Ordering Procedure* below.

Description	SSCI Part Number	Quantity	Replacement Instructions
Swivel Caster, w/ Brake	C008-21081110-FNF00	2	Page 18
Swivel Caster, No Brake	C008-21081111-FNF00	2	Page 18
Drawer	600284	1	Page 19
Exam Top	600283	1	Page 20

Replacement Parts - Classic Transport/Prep Cart

General Information

- Many of the threaded fasteners used on SSCI products are secured with thread adhesive to insure structural integrity. Removing any screw or bolt may be difficult at first.
- If you have problems with any procedure, please feel to call SSCI Customer Service at (800) 323-7366.

Parts Ordering Procedure

Order new equipment, accessories, and/or replacement parts directly through SSCI Customer Service. You can order by mail, telephone, or fax. Refer to *SSCI Contact Information* on Page 6 for address, telephone, and fax numbers. When ordering, please provide the following information:

- Your name
- Company name
- Company account number
- Telephone number
- Fax number
- e-mail address
- Shipping address
- Billing address (if different from shipping address)
- Names, part numbers, and quantities of items being ordered
- Credit card number and expiration date, or other payment information
- Preferred method of shipment
- Information on whether the items are required on a normal or urgent basis

Parts Replacement Procedures

The following sections guide you in replacing worn, damaged, or missing parts on an SSCI Classic Transport/Prep Cart.

Swivel Caster
w/Brake -
P/N C008-21081110-FNF00
No Brake -
P/N C008-21081111-FNF00

Overview

The following instructions apply to all casters on the Classic Transport/Prep Cart, both with and without brakes.

Tool Required

- 3/4 in. wrench
- Screwdriver



Figure 5. Caster Mounting Nut

Procedure

1. Remove the drawer from the cart.
2. Lay the cart down on its side so that the caster to be replaced is on top.
Note: Place a cloth or other soft item under the cart to avoid scratching the stainless steel.
3. Using a 3/4 in. wrench, remove the caster mounting nut (Figure 5).
Note: If necessary, hold a screwdriver or similar tool between the swivel grease fitting and the cart frame to prevent the swivel from turning while you unscrew the nut.
4. Pull the caster out of the cart frame.
5. Install the threaded stem of the new caster into the hole in the frame. **Note:** Replace the caster with the same type that you removed. Never replace a caster with a brake with a caster without a brake.
6. Secure the caster in place with the nut removed above.
7. Turn the cart back upright and replace the drawer.

**Drawer
P/N 600284****Overview**

The following instructions guide you in replacing a drawer.

Procedure

1. Remove all items from the drawer.
2. The drawer can be removed from either side of the cart. With your palm facing up, grasp the full-width pull of the drawer under the cart top (Figure 6), and pull the drawer all of the way out while supporting the drawer from underneath.
3. Engage the runners on both sides of the new drawer over the drawer tracks under the table top.
4. Slide the drawer into place.

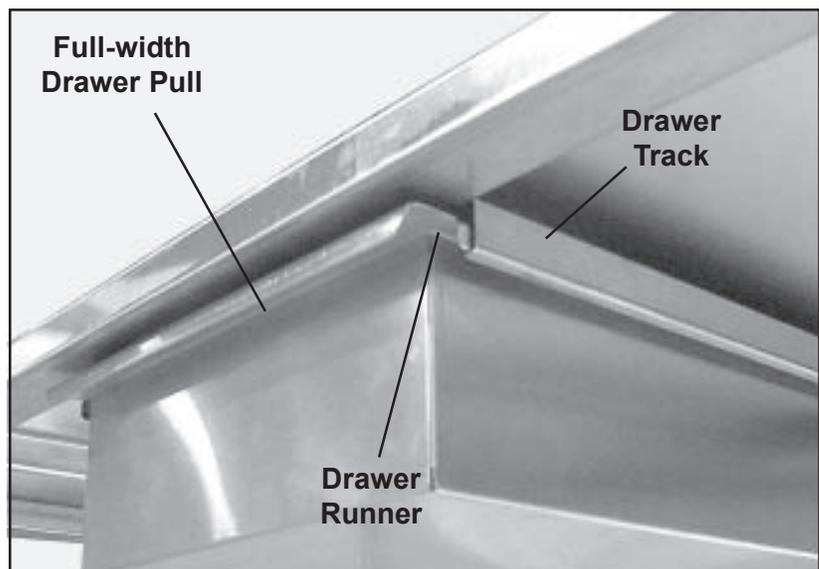


Figure 6. Under View of the Drawer and Full-Width Drawer Pull

Exam Top
P/N 600283

Overview

The following instructions guide you in replacing an exam top.

Tool Required

- Phillips screwdriver

Procedure

1. Remove the drawer from the cart.
2. With a Phillips screwdriver, remove the four screws near the ends of the cart long sides (Figure 7).
3. Lift the exam top off. Be careful, it's a tight fit!
4. Place the new exam top onto the cart.
5. With the four screws removed above, secure the top to the cart frame.
6. Replace the drawer.

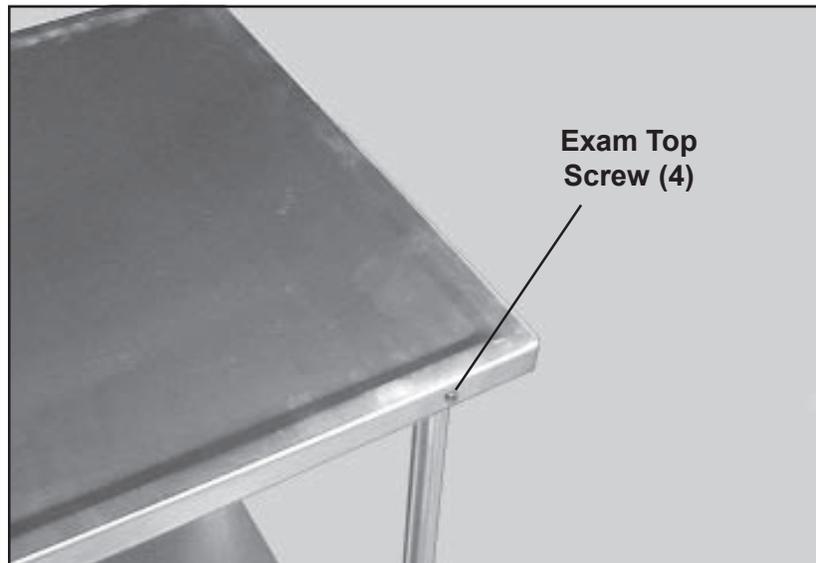


Figure 7. Exam Top Mounting Screw (2 each side)

Chapter 5 - Troubleshooting

General

The following procedures will help you fix most of the problems that you might encounter with your Classic Transport/Prep Cart.

If necessary, please feel free to call SSCI Customer Service at (800) 323-7366. Our experienced technical support personnel will be glad to help you.

For more information on contacting SSCI, refer to *SSCI Contact Information* on Page 6.

Part numbers for available replacement parts are shown on Page 17. To order replacement parts, refer to *Parts Ordering Procedure* on Page 17.

Possible problems are listed below along with their page references.

- **The cart does not roll freely.** ----- Page 23
- **The cart rolls even when the brakes are on.** ----- Page 24
- **The drawer does not work smoothly.** ----- Page 25

If your Classic Transport/Prep Cart must be returned to SSCI for repairs, refer to *Returning the Transport Cart for Repairs* on Page 22 for directions.

Returning the Transport Cart for Repairs

RMA Numbers

If your transport cart should require return to SSCI for repairs, discuss the problem with one of our Customer Service Representatives. Obtain an RMA number (Return Merchandise Authorization) from them before shipping the unit back.

Note: SSCI will *not* accept merchandise returned without an RMA number.

Packing and Shipment

If you were able to keep the cart shipping carton, repack the cart into the carton and staple or tape the cover securely in place.

If the shipping carton is not available, package the cart securely in a suitable container. Ship documentation with the cart including:

- Destination
- RMA Number
- Your name, company, and address
- Your telephone number
- A description of the reason for returning the cart

The cart does not roll freely.

Remedial Action

First: You may just have a caster brake locked. Check the casters with brakes to make sure the **OFF** side of the brake lever is down. Refer to *Care of Wheel/Caster Assemblies* on *Page 11*.

Second: Refer to *Servicing the Casters* on *Page 13* for a complete discussion on caster problems. Check all casters for condition. Are they dirty, wobbly, badly bent, or in any way damaged? Have they been lubricated in the last six months?

Animal hair, thread, and other materials can accumulate in the wheel bushing and prevent the wheel from turning freely. If substantial foreign matter is visible, disassemble the caster assembly, clean it thoroughly, reassemble, and lubricate it.

If a caster is heavily rammed into a solid object, it can be bent in such a way as to jam the ball bearings. If this is the case, the caster will be unable to align itself with the table's direction of movement and will have to be replaced.

If a caster assembly is damaged or showing excess wear, replace it. Refer to *Page 17* for the replacement part number. Refer to *Swivel Caster* on *Page 18* for replacement instructions.

The cart rolls even when the brakes are on.

Remedial Action

First: Make sure the **ON** sides of the brake levers on the front casters are fully depressed. Refer to *Using the Wheel Brakes* on Page 13.

Second: Refer to *Care of Wheel/Caster Assemblies* on Page 13 for a complete discussion on caster problems. Check all casters for condition. Are they dirty, wobbly, badly bent, or in any way damaged? Have they been lubricated in the last six months?

Animal hair, thread, and other materials can accumulate in the wheel bushing and prevent the wheel from turning freely. If substantial foreign matter is visible, disassemble the caster assembly, clean it thoroughly, reassemble and lubricate it. Refer to *Care of Wheel/Caster Assemblies* on Page 13.

If a caster is heavily rammed into a solid object, it can be bent in such a way as to jam the ball bearings. If this is the case, the caster will be unable to align itself with the table's direction of movement and will have to be replaced.

If a caster assembly is damaged or showing excess wear, replace it. Refer to Page 17 for the replacement part number. Refer to *Swivel Caster* on Page 18 for replacement instructions.

The drawer does not work smoothly

Remedial Action

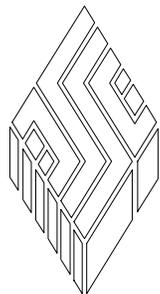
First: Make sure the drawer has not been overfilled to where items inside are obstructing the movement of the drawer.

Second: Remove the drawer from the cart and inspect the side runners on the drawer and the tracks inside the cart. Refer to Figure 6 on *Page 19*. Determine whether the runners or the tracks have been bent or damaged.

A. If the tracks under the exam top are bent or damaged, try to have them straightened. If they cannot be fixed, you can operate without the drawer, or replace the cart.

B. If the runners on the drawers are damaged or bent, try to have them straightened. If they cannot be fixed, you can order a new drawer from SSCI. Part Number - 600284.

***For more information on SSCI's fine line of products
and accessories, talk to your SSCI sales representative.***



SSCI

Suburban Surgical Company, Inc.

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