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| **Carts Checklist** |

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| **Company:** | Click or tap here to enter text. | **Workstation Name:** | Click or tap here to enter text. |
| **Prepared by:** | Click or tap here to enter text. | **Department:** | Click or tap here to enter text. |
| **Date:** | Click or tap to enter a date. | **Document Number:** | Click or tap here to enter text. |

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| **“NO” answer indicates need for additional investigation.** | |
| * **Dimensions:** Cart width and depth appropriate to safely contain and transport materials. | Select YES or NO. |
| * **Cart load capacity:** Cart capacity matched to loaded cart weight. | Select YES or NO. |
| * **Height – Fixed:** Fixed height cart matches height of fixed height workstation. * If used to transport between fixed height workstations and/or stage materials at workstations. | Select YES or NO. |
| * **Height – Adjustable:** Able to match cart height to varying height workstations; required cart height adjustment range has been determined. * Use manual height adjustment cart for lighter weight materials (20 lbs. or less) and when minimal height adjustment (less than 6”) is needed. * Use powered height adjustable carts for heavier materials (greater than 20#) that require greater than 6” height adjustment. | Select YES or NO. |
| * **Height – Adjustable Spring Loaded**: Automatically positions materials (of a consistent unit weight) at a predetermined unload height. * Spring tension of cart height adjustment mechanism calibrated based on product unit weight. | Select YES or NO. |
| * **Platform:** Ensure cart platform allows for easy sliding of materials onto/off of the cart platform. | Select YES or NO. |
| * **Casters/wheels:** Cart has the appropriate casters/wheels for floor type and use of the cart. | Select YES or NO. |
| * **Handles:** Cart handle placement allows for upright body position when pushing/pulling cart. | Select YES or NO. |
| * **Lip:** Cart has a lip or other method to contain the materials during transport. | Select YES or NO. |
| * **Cart loading:** Cart is loaded in a safe manner (promote a stable cart center of gravity). | Select YES or NO. |
| * **Technique:** User adequately trained in handling of cart. | Select YES or NO. |
| * **Shelves:** If the cart has shelves, they are properly configured. | Select YES or NO. |
| * **Powered vs. manual cart transport:** Determination made if cart needs to be a powered transport cart or if manual transport is adequate. * Consider powered cart when force to push/pull cart is greater than 40 lbs., distance is greater than 100 feet, cart is handled on a ramp, etc. | Select YES or NO. |
| * **Floor surface:** Floor surface provides for easy moving of the cart on the surface. This is in conjunction with proper casters/wheels. | Select YES or NO. |
| * **Ramps:** Determine if cart use will take place on ramps. * Ensure safe handling of carts of ramps. | Select YES or NO. |