



USER GUIDE



Case Carts

USER GUIDE



CAUTION

Read and understand all of the instructions and safety information in this document before using this product.




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SAFETY PRECAUTIONS

SYMBOL DEFINITIONS

The following symbols appear within this manual or on the product to increase visibility of necessary safety precautions, instructions and key information as described below.

	Indicates key detail or reference for instruction, maintenance, compliance, or unique configuration of the product.
	WARNING/CAUTION: Indicates risk of potential personal injury and/or potential damage to device.
	WARNING/CAUTION: Indicates risk of electric shock or burn hazard causing potential personal injury and/or potential damage to device.

RECOMMENDED USAGE






Case Carts are transport vehicles intended to secure and convey items such as instrument sets and surgical supplies from the Sterile Processing Department of the healthcare facility to the Operating Room and back again for reprocessing.

For these products to be used correctly, certain safety precautions must be adhered to. The precautions for use are:

- Take care when transporting the cart (i.e. doors properly secured and wheels unlatched).
- Doors should be closed during transport and when populated with supplies needed for surgery.
- A document holder is provided on most models to hold pick lists or other necessary information.
- Recommended shelf weight capacities are listed on pages 5-8.
- Once items have been removed, the cart may remain for transport of used items.
- Staff handling contaminated items must follow facility guidelines and standard precautions.
- After use, the cart should be properly decontaminated (see Cleaning and Maintenance).
- Once cleaned, the cart should be inspected for damage or wear. For example, shelves should be properly secured, doors should close and open easily, and wheels should be free of obstructions.
- If necessary or deemed faulty, case cart should be taken out of service for maintenance or repair.
- Care should be taken when loading the cart, i.e. heavier sets placed on lower shelves. Do not stack wrapped trays as this may compromise their ability to maintain a sterile barrier. Tears will require reprocessing of the set.
- Sterilization containers should be placed flat on the shelf. Two (2) containers may be stacked, one on top of the other, for transport.
- OPTIONAL: When contaminated items are transported in the case cart, the cart should be clearly labeled. LogiQuip provides a sliding or wheel Disposition Monitor whereby contents are identified with visible signage indicating that the contents are "CLEAN" or "DIRTY" (not safe for handling without taking proper protective precautions).

WARNINGS WHEN OPERATING THIS PRODUCT

Prior to operation, the user must read these warnings. The following is a list of the safety precautions that must be observed when operating this equipment.

	WARNING: PERSONAL INJURY Always lift the Case Cart with a team (multiple individuals).
	WARNING: PERSONAL INJURY Do not put your hands under the Case Cart.
	WARNING: PERSONAL INJURY Do not operate any of the Casters on the Case Cart with your hands.
	WARNING: PERSONAL INJURY To maneuver or move the Case Cart always use the handle.
	Only roll out one shelf at a time on any Case Cart.

UNPACKING INSTRUCTIONS

RECEIVING REQUIREMENTS

The customer is responsible for making sure the loading dock at their facility can accommodate a skid-mounted case cart approximately 60" x 50" x 70". The customer must also provide transportation equipment (forklift, etc.) for a case cart and skid weighing approximately 300 pounds.

INSPECTION

1. Receiving area must meet all State and Local regulations prior to unpacking.
2. Customer must inspect skid and Case Cart both before and after unpacking to determine if any items were damaged during shipping.
3. All damaged items must be listed on the Bill of Lading.
4. Customer is responsible for the proper disposal of all packing materials. The disposal of these items must meet all State and Local regulations.

UNPACKING THE CASE CART

Case Carts are shipped on well-constructed wooden skids. Four steel bands secure the Cart to the skid. The stainless steel surfaces of the Cart are protected by heavy cardboard and foam padding, and layers of plastic wrapping (Fig. 1). The wheels and casters of the Case Cart are protected by styrofoam blocks (Fig. 2). Care must be taken while unpacking the Case Cart to avoid damage. Do not drop tools on the Case Cart or scratch the surfaces with sharp edges. Retain all shipping materials until the Case Cart is completely unpacked and inspected for damage.






Fig. 1 Steel Bands & Padding



Fig. 2 Foam Blocks Protecting Casters

IMPORTANT

	Wear gloves and eyewear during the unpacking operation.
	At one point during the unpacking operation, at least two men or a hand-operated forklift will be needed to safely move the Cart from the wooden skid.
	WARNING: CAUTION DO NOT use a box cutter or any other cutting utensil to remove the plastic protective wrapping around the Case Cart. These items can scratch the protective coating on the stainless steel, allowing the surface to rust.

1. Use tin snips to cut the metal bands holding the case cart to the wooden pallet.
2. Using two men or a hand-operated forklift, lift the cart off the wooden skid and off the styrofoam blocks.
(NOTE: the foam blocks are glued to the wooden skid.) Place the Cart on the floor.
3. Remove all protective packing material. (DO NOT use a box cutter or any other cutting utensil to remove the plastic protective wrapping around the Case Cart. These items can scratch the protective coating on the stainless steel, allowing the surface to rust.)
4. The Case Cart is now ready for use.
5. Discard shipping and packing materials in compliance with Local and State regulations. Customer must inspect skid and Case Cart both before and after unpacking to determine if any items were damaged during shipping.

CASE CART OPERATION (CLOSED CART AND VERTICAL HANDLE)

Remove all protective covering from the exterior of the cart. Covering must be removed before placing the Case Cart into service.

DOORS

To open, lift up on door latch paddle to open the door(s). On double door units, the right door must be opened before the left door.

To close, swing door(s) back into cart, with the right door overlapping the left (Fig. 3).

DOOR CATCH

To lock the door in the open position, rotate the door(s) to lie against the side of the unit. Pull the door catch up and push the door against the side of the unit. Release the catch to lock the door in place.

To close the door, pull the door catch up to release it and close the door (Fig. 4).



Fig. 3 Door Latches

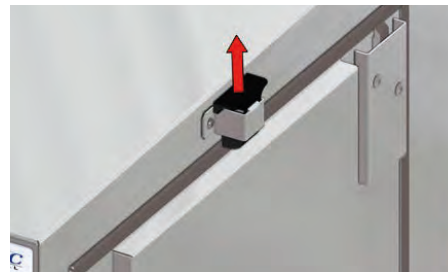


Fig. 4 Door Catches

SHELVES

Case Carts can contain solid, perforated or wire shelves. These shelves can be adjusted for various heights within the unit. Shelf liners are not recommended.

LOCKING SHELVES

The shelves can be locked into place in the unit with the shelf latches. To lock a shelf, rotate the shelf latch toward the front of the shelf (Fig. 5). Then snap the latch into place over the shelf edge. To unlock, lift up slightly on the shelf and rotate the shelf latch back to its original position (Fig. 6).

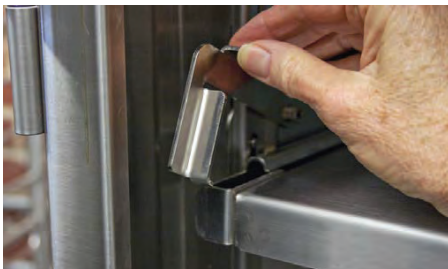


Fig. 5 Rotate Shelf Latch

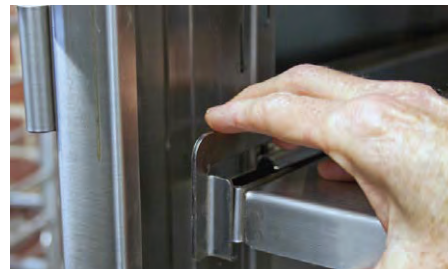


Fig. 6 Snap Latch Into Place

SHELVES (CONTINUED)

REMOVING ROLL OUT SHELVES

To remove a Roll Out Shelf (solid, perforated or wire), pull the Shelf out along its glide until the first two rollers are visible (Fig. 7, circled in red). Then tilt up the Shelf to free the first two rollers from the rail and continue to slide out until the second set of rollers are visible. Then lift out the Shelf (Fig. 8).



Fig. 7 Pull Shelf Until First Two Rollers Are Visible



Fig. 8 Lift Out Shelf

REMOVING/ADJUSTING NON ROLL OUT SHELVES

To remove a non Roll Out Shelf, pull up on the Shelf arm until the arm elbows clear the slots. Then pull the arms out of the slots. Do the same for all the shelf arms and remove the Shelf (Fig. 9).

To adjust the non Roll Out Shelf, move the shelf to the slots on the desired level. Secure the shelf in place by inserting the shelf arms into the slots.



Fig. 9 Non Roll Out Shelf - Arms & Slots

SHELVES (CONTINUED)

ADJUSTING SHELF LEVEL FOR ROLL OUT SHELVES

1. To adjust the Shelf level, first remove the Shelf as detailed on Page 7 (Fig. 7-8 Removing Roll Out Shelves).
2. Press the button (red circle) to release the rail (both sides of the cabinet) so that the rails can be moved to another level (Fig. 10).
3. Lift the rail up so that the pin disconnects from the slotted vertical side rail (Fig. 11).
4. Push rail toward the back (Fig. 12).
5. Tilt the rail up and pull forward (Fig. 13).
6. To set the rail in its new position, align the rail at an angle with the rail slots at the back of the cart (Fig. 14).
7. Slide the front of the rail down, making sure the pin is behind the slotted vertical side rail. Pull the rail forward and down, so that the release button appears (Fig. 15).

Reinstall the Shelf after both rails have been adjusted to the new height.

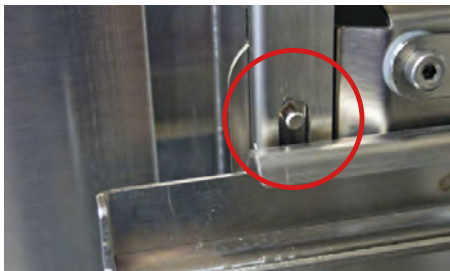


Fig. 10 Press Release Button



Fig. 11 Snap Lift Rail Up



Fig. 12 Push Rail Toward Back



Fig. 13 Tilt Rail Up



Fig. 14 Set Rail In New Position



Fig. 15 Slide Rail Down & Forward

BOLT ON FEATURES

Case Carts are equipped with Bolt-On features including:

- Bolt-On Handles (Fig.16)
- Bumper Assembly (Fig. 17)
- Door Hinges (Fig. 18-19)
- Door Latches (Fig. 20-21)
- Security Hasps (Fig. 20-21)



Fig. 16 Bolt on Handle

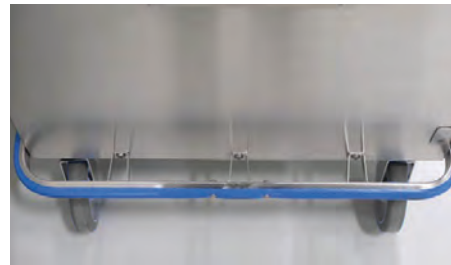


Fig.17 Bumper Assembly



Fig. 18 Door Hinge (Outside)



Fig. 19 Door Hinge (Inside)



Fig. 20 Door Latch & Security Hasp (Outside)



Fig. 21 Door Latch & Security Hasp (Inside)

OPTIONAL FEATURES

OPTIONAL DISPOSITIONAL MONITOR 1 (SLIDE)

When contaminated items are transported in the Closed Case Cart or Vertical Handle Case Cart, the Cart should be clearly labeled. Use the Slide (sliding right or left) to indicate whether the contents are CLEAN or DIRTY (Fig. 22).



Fig. 22 Dispositional Monitor 1 (Slide)

OPTIONAL DISPOSITIONAL MONITOR 2 (WHEEL)

When contaminated items are transported in the Closed Case Cart or Vertical Handle Case Cart, the Cart should be clearly labeled. Use the Wheel (spinning clockwise or counterclockwise) to indicate whether the contents are CLEAN or DIRTY (Fig. 23).

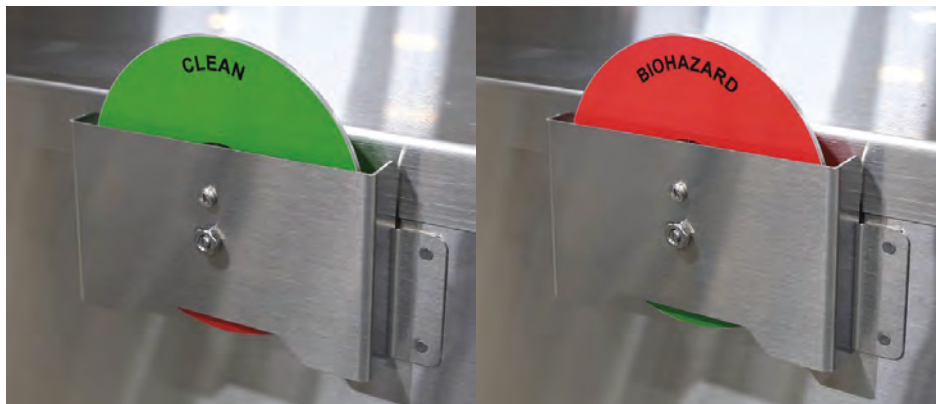


Fig. 23 Dispositional Monitor 2 (Wheel)

OPTIONAL FLAG SYSTEM

This feature comes with three flags – Red, Green and Yellow (Fig. 24).



Fig. 24 Flag System

CASTERS & WHEELS

The standard Wheels that come on this unit are three swivel and one directional lock caster (depending on the configuration of the Cart ordered, your Cart may or may not have a directional lock Caster). The directional lock Wheel is a foot-operated swivel lock Caster.

- Lift up on the green tab to unlock the caster (Fig. 25).
- Push down on the green tab with your foot to lock the caster (Fig. 26).

NOTE: Directional locks are built-in locks that stop the Caster from swiveling. This assists the operator with steering capabilities



Fig. 25 Unlock Caster



Fig. 26 Lock Caster

CARE & MAINTENANCE

Proper maintenance of the Wheels and Casters will ensure their proper performance and increase their lifespan.

WHEELS

Wheels should be checked periodically for visible wear. The accumulation of certain materials such as string or thread can cause the Wheel to bind, and result in flat spots appearing on the Wheel over time. Such wear can cause the Case Cart to be hard to steer.

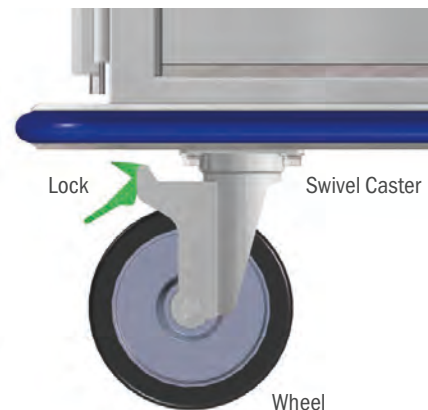
Replacement Wheels should be kept on hand to keep equipment in working order.

CASTERS

If the Caster has excessive play, it may need to be replaced. Corrosion or buildup of dirt or debris can result in it not turning freely.

Check the directional swivel lock Caster to ensure it is not slipping or loose and that it turns freely. If slipping is due to a worn Wheel, replace the Wheel immediately.

If the lock is not operating properly, repair or replace it and retest before returning the equipment to use.



WARNING: INJURY/HAZARD

DO NOT put hand under Case Cart unless the Cart is out of service for maintenance.

CLEANING MATERIALS

Case Carts must be cleaned on a regular basis in order to prevent unnecessary damage to the stainless steel surface. When cleaning the Case Carts, make sure to use the proper cleaning agents and cleaning materials. Always follow the manufacturer's directions for any chemicals used on the stainless steel surfaces of the Case Carts.

CLEANING MATERIALS/SUPPLIES

Use the following cleaning materials and agents:

- Soft, Clean Lint-Free Cloth
- Distilled Water
- Distilled Water With Mild Detergent
- Cleaners Approved For Use On Stainless Steel



WARNING: CAUTION

DO NOT USE the following materials on the stainless steel surfaces of Case Carts: Abrasive Pads, Scrapers, Steel Wool or Wire Brushes



WARNING: CAUTION

DO NOT USE the following agents on the stainless steel surfaces of Case Carts: Hard water, Bleach, or any products containing Chlorine Hydrochloric Acid or Denatured Alcohol

CLEANING & MAINTENANCE

CLEANING CASE CART INTERIOR

- Open the door and remove all adjustable Shelves and Clips.
- Clean the adjustable Shelves and Shelf Clips separately.
- Using a damp, lint-free cloth and approved cleaner, wipe down the interior of the Case Cart.
- Use a lint-free dry cloth to dry the Case Cart interior or let air dry. If air drying, ALWAYS leave the Case Cart doors open.

CLEANING CASE CART EXTERIOR

STAINLESS STEEL

- Use a commercially prepared stainless steel cleaner and follow the manufacturer's directions.
- Clean the Case Cart with the grain of the Case Cart panel (Fig. 27)

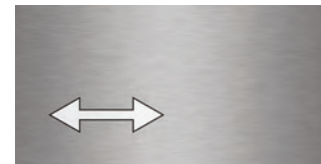


Fig. 27 Stainless Grain

DECALS OR PRINTED LABELS

- Use distilled water and a mild detergent applied with a lint-free cloth.
- DO NOT use any chemical cleaners.

CLEANING GLASS (IF APPLICABLE)

- Use a commercially prepared ammonia-free glass cleaner or use distilled water and a mild detergent applied with a lint-free cloth.

CASE CART AUTOMATED CART WASH PARAMETERS

- The Cart Wash Chamber must be non-pressurized.
- Water temperatures in the range of 140°F (60°C) to 180°F (82.2°C) are allowed with an exposure period not to exceed 30 minutes.
- Hot air drying is allowed with the temperatures not to exceed 200°F (93.3°C) and an exposure period not to exceed 15 minutes.
- Steam sanitation is allowed with the temperature not to exceed 212°F (100°C) and an exposure period not to exceed 15 minutes.
- Phosphoric acid-based sanitation is allowed with the concentration of phosphoric acid not to exceed 10% by volume.
- Sodium hydroxide-based sanitation is allowed with the concentration of sodium hydroxide not to exceed 10% by volume.
- Potassium hydroxide-based sanitation is allowed with the concentration of potassium hydroxide not to exceed 10% by volume.
- Sodium hypochlorite, chlorine, chlorine dioxide and/or bleach based sanitation MUST be avoided.

REPLACEMENT PARTS

Case Cart replacement parts listed on this page have been identified by LogiQuip as serviceable by facility personnel and are available for purchase. To obtain certified parts and authorized services, contact your LogiQuip representative.



ITEM #	PART NUMBER	DESCRIPTION	QTY	CASE CART TYPE
1	CC0010FM	Bolt-On Door Latch	1	All Closed and Vertical Handle Case Carts
2	B0150966	Bolt-On Tamper Evidence Security Hasp (Requires 2)	2	Double Door Case Carts
	B0015968	Bolt-On Tamper Evidence Security Hasp (Pair)	1	Single Door Case Carts
3	CC-2006R	Bolt-On Door Hinge (Right)	1	All Closed and Vertical Handle Case Carts
4	CC-2006L	Bolt-On Door Hinge (Left)	1	All Closed and Vertical Handle Case Carts
5	CC0003	Door Catch	2	All Closed and Vertical Handle Case Carts
6	B0-0204	Bolt-On 8.5" x 11" Card Holder	1	All Closed and Vertical Handle Case Carts
7	BO-HANDLE	Bolt-On Handle (Closed Carts)	1	All Closed and Vertical Handle Case Carts
	BO-HANDLE28	Bolt-On Handle 28" Depth (Closed Cart)	1	28" D Closed and Vertical Handle Case Carts
8	LQCCB36	Replacement Bumper for LQCC3630/3640/3655	1	All Closed and Vertical Handle Case Carts
	LQCCB48	Replacement Bumper for LQCC4640/4655	1	All Closed and Vertical Handle Case Carts
	LQCCB52	Replacement Bumper for LQCC5240/5255	1	All Closed and Vertical Handle Case Carts

CASTER OPTIONS

Case Cart Caster options are listed below and available for purchase. To obtain certified parts and authorized services, contact your LogiQuip representative.



ITEM #	PART NUMBER	DESCRIPTION	QTY	CASE CART TYPE
9	CCCAST6	6" Cart Caster Swivel	1	All Closed and Vertical Handle Case Carts
10	CCCAST6B	6" Cart Caster Swivel with Brake	1	All Closed and Vertical Handle Case Carts
11	CCCAST6DL	6" Cart Caster with Directional Lock	1	All Closed and Vertical Handle Case Carts
12	CW31-76BXS	6" Cart Caster Plate Swivel with Brake for Washable Cart	1	All Over-The-Road Case Carts
13	CW31-76RXSR	6" Cart Caster Plate Rigid with Brake for Washable Cart	1	All Over-The-Road Case Carts
—	CW31-76XS	6" Cart Caster Plate Swivel for Washable Cart	1	All Over-The-Road Case Carts
—	CW31-76FXSR	6" Cart Caster Plate 4-Position Directional Lock for Washable Cart	1	All Over-The-Road Case Carts



LIMITED 5-YEAR WARRANTY

LogiQuip products are covered by a Limited 5-Year Warranty from date of receipt against defect in materials or workmanship under normal use and service, excluding Electronic Components, Cart Covers, Custom Products, LogiCell Tambour Doors, Label Holders, and Casters. During this period, LogiQuip will, in its sole discretion, repair defects in materials or workmanship that existed when the product was received or replace the product. Visit [LogiQuip.com/Warranty](https://www.logiquip.com/Warranty) for more details.

CUSTOMER SERVICE

If you have any problems measuring for your Case Carts, please contact our Customer Service Department at:

PHONE: (800) 665-3760 EMAIL: CustomerSupport@LogiQuip.net

ABOUT US

Healthcare exclusive since 1992, LogiQuip's Inventory Management Solutions are designed for Healthcare Professionals looking for a better way to manage supply chain tasks. With Expert Advice, Innovative Solutions, and 360 Service that doesn't stop after the sale, LogiQuip's sole purpose is to ensure Healthcare Professionals have the supplies they need when they need them. Partnering with you to design and implement the right solutions, we give you time back to focus on what's important; Patient Care.