



# Church Chair Inspection Checklist

Making repairs to furniture early can save your church a lot of money by lengthening the life of your furniture.

Use this quick checklist to evaluate the condition of your church chairs. Hand out copies of this list to your team of volunteers so that chairs are inspected according to the same standards. Ask your volunteers to set aside any chairs that don't pass inspection.

## 5-Point Checklist for Church Furniture

Rate the condition of the following parts of each chair.

- 1** **FRAME INTEGRITY:**  
Are the chairs sturdy or wobbly? Are there rough metal patches? If the frame is breaking, the chair needs to be replaced for safety reasons.
- 2** **UPHOLSTERY CONDITION:**  
Are there any tears, stains, or worn-out patches in the fabric? Reupholster if needed.
- 3** **CUSHION COMFORT:**  
Are there any tears, stains, or worn-out patches in the fabric? Reupholster if needed.
- 4** **HARDWARE CHECK:**  
Are there any loose or missing screws? Tighten or replace if necessary. If you have missing screws, contact our Customer Service Department for replacements.
- 5** **FLOOR GLIDES:**  
Are the floor glides getting worn out? Old floor glides can damage beautiful hardwood flooring or snag carpets. Order new glides from Customer Service and pop the new ones on.

### How to Order New Parts

You can contact your Bertolini Sales Rep or our Customer Service Team by calling 800-909-8034. If you have any repair issues with your Bertolini chairs, contact our Customer Service Department.