

Safety First: A guide to proper maintenance and safe use of your Pilates equipment.

For over 35 years, Balanced Body has been introducing safety-related innovations to Pilates equipment. Many of our improvements are now industry standards, resulting in Pilates equipment that's safer today than ever before.

Safety depends on proper maintenance and safe use, in addition to the quality of the equipment. This guide was created to help you use and maintain your equipment for optimum safety. Please read it through carefully and keep for future reference. If you have any questions, give us a call. **Failure to follow these instructions may result in serious injury.**

ALL EQUIPMENT

Springs

Spring inspections are critical to maintain your equipment in safe operating condition. All Balanced Body springs should be replaced at least every two years. Certain environments and usages can shorten the expected life of the springs and you may need to replace the springs more frequently. Therefore, it is very important to inspect springs on a regular basis since worn or old springs lose resilience and may break during use. Injury may result if a spring breaks during use.

During use, do not allow springs to recoil in an uncontrolled manner. This will damage the spring and shorten its expected life.

Inspect springs for gaps and kinks (weekly or monthly, depending on frequency of use). Look for gaps and kinks between the coils when the spring is at rest. It is not unusual for the spring to have a very small gap on the tapered end (a gap is sometimes created during the manufacturing process). However, there should be no gaps in the body of the spring. If you see any gaps or kinks in the body of the spring, discontinue use and replace the springs immediately. See Figure 1. Additionally, corrosion anywhere on the coils will shorten the life of the spring. Discontinue using the spring immediately if you see any rust or oxidation during inspection.

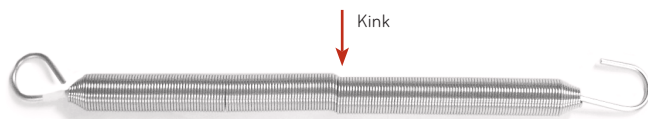


Figure 1

Snaps

Inspect snaps for wear (monthly). First, verify that the snap hook is working properly. If the snap hook does not retract and return properly, discontinue using the spring immediately and replace the snap. Eyebolts can cause excessive wear on snap hooks. If the hook shows a lot of wear, discontinue using the spring immediately and call Balanced Body to replace spring or snap. See Figure 2.



Figure 2: Good snap: no wear on hook. Bad snap: excessive wear on hook.

EYEBOLTS, NUTS AND BOLTS

Tighten all equipment bolts and screws (monthly). Verify that all eyebolts, nuts and bolts are tight. See the section titled "How to inspect and tighten nuts and bolts."

ROPES AND STRAPS

Rope and strap wear (quarterly). Ropes should be replaced if you can see the core of the rope through the outer lining, or if the ropes are flattened. Straps should be replaced as soon as any fraying is noticed. Be sure to check the sections of rope or straps that attach to the clips and run through the pulleys.

REFORMERS

Check springbar hooks or eyebolts (quarterly). Balanced Body makes two different springbar systems:

» Revo Springbar. Make sure springbar hooks and handle are tight.

Standard Springbar. Verify that the nuts securing the springbar hooks are tight. See section titled "How to inspect and tighten nuts and bolts."

Spring rotation (quarterly). You can prolong Reformer spring life by rotating springs of the same weight each quarter. Unhook and move to another position on the springbar. Rotating springs helps them wear more evenly.

Risers on the outside. Wood risers must be installed on the outside of the frame. Risers can loosen over time, so always make sure they are tight.

Springs hooked downward under carriage. Make sure springs are hooked in a downward position. See Figure 3.



Figure 3: Springs hooked downward

Secure the carriage. When your Reformer is not in use, be sure that at least two springs secure the carriage to the springbar.

Default settings. Many users have a “default setting” for Reformers. At the end of a session, the user connects a prescribed number of springs in neutral tension, sets the footbar at a pre-determined height, and sets the ropes at a specified length. This ensures that the equipment is ready for the next use, and that the carriage is secured by the springs.

Footstrap under tension in box work. When using the box and footstrap, be sure the footstrap is under tension (with snaps pulling from the top of the eyebolt) before beginning the exercise. See Figure 4.



Figure 4: Foot strap under tension

REFORMER WHEEL AND TRACK MAINTENANCE

Clean the tracks and wheels (weekly). For smooth carriage travel and to maintain the longevity of the wheels, we recommend that you wipe down the tracks once a week.

Disconnect the springs and clean the entire length of the tracks with a soft cloth and a mild commercial cleaner such as Simple Green®, Fantastik® or 409®. Do not use abrasive cleansers or pads, as they can damage the anodizing on the rails. To clean the wheels, hold the cloth against the wheels while you move the carriage. If you feel a bump in the ride, dirt has adhered to the surface of the rails or wheels. Clean hair and debris out of the rails. Hair can wrap around the wheel axles and eventually build up and cause wheel failure. Use tweezers to remove hair from the wheels.

Lubrication. Never spray silicone near or inside the wheels – this can wash the lubricant out of the bearings and ruin the bearings. You can purchase dry silicone at most hardware and auto parts stores. Pulleys sometimes require lubrication to stop a squeak. Direct a very quick spray of dry silicone or Teflon spray into the pulley. “Dry” silicone does not have an oil base. Oil-based (“wet”) silicone and WD40 should not be used as they attract dirt. Be careful not to over spray. You may want to remove ropes to avoid getting silicone on them.

Do not lubricate the Allegro 2 rails.

Footbar supports (quarterly). For all Balanced Body footbars with footbar support brackets, verify that the pivot screw attaching the footbar support bracket to footbar is tight, but not so tight that it prevents the support from rotating freely. For Legacy Reformers, tighten the pivot bolt to secure footbar support.

Headrest (monthly). Make sure the hinge screws and bolts on your headrest are tight.

Under the Reformer (monthly). Move Reformers and make sure you clean the floor space underneath.

Standing Platform Footbar Bumpers (wood Reformers only). If your standing platform footbar bumpers (the small plastic pieces that protect the standing platform from the footbar) are broken or damaged, please call Balanced Body to replace.

TRAPEZE TABLE (CADILLAC) & TOWERS

Cotter pins removed. These pins are located in the vertical tubes that align the canopy to the frame and should be removed as soon as installation is complete. Unremoved cotter pins can tear clothing and lacerate the skin. Use pliers to remove the pins.

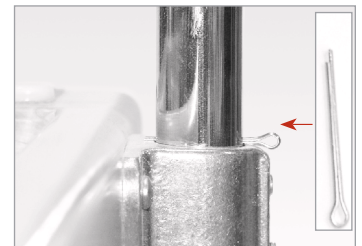


Figure 5: Cotter pin before and after removal from Trap Table.

Save the pins in case you need to disassemble and reassemble the table for transportation purposes. See Figure 5.

Push-Through Bar (PTB) with Sliders.

The PTB moves vertically to accommodate different users and exercises. The sliders on the tubes allow for this vertical movement. Make sure these sliders are clean and easy to move. Before beginning any exercise, ensure that the sliders are properly aligned with the PTB holes and locked into position. Apply a downward force to ensure. If you notice wear on the slider knob pins, please call Balanced Body to replace. Using the PTB in this condition could cause injury.



Figure 6: Safety strap holding the push-through bar at 4 o'clock. The strap is secured to the PTB and canopy frame, not the eyebolts.

Weekly maintenance for Push-Through Bars with Sliders. Check to ensure the pins in the plunger knobs protrude and lock into the vertical tubes. Pull both knobs out and move the sliders to a different position. Release the knobs before the next hole and continue to slide the system into position. Once over a hole the pin of the knob will automatically drop into the opening. Once each slider is in a new position apply a downward force on the PTB. The pins of the sliders should not come out of the holes. If the pins do not stay in the tube holes, the pull knobs need to be replaced. Call Balanced Body for replacement parts.

Push-Through Bar (PTB) with T-pin setting

For bottom sprung exercises, if your client's head is below the PTB, use the T-pin setting in addition to the safety strap or chain. Spotting your client is highly recommended. This is important for safety.



Figure 7: Safety strap holding the push-through bar at 4 o'clock. The strap is secured to the PTB and canopy frame, not the eyebolts.

Push-Through Bar (PTB)

control. Make sure you have enough room around the trap table to safely use the PTB without fear of hitting other people. The PTB can be dangerous if not properly used. Only trained, experienced users should use the PTB. A spotter should always maintain control of the bar with one hand. If the user should lose control of the bar, the spotter can maintain control of it.

Correct safety strap attachment. For bottom-sprung exercises, the safety strap or chain should always secure the bar.

The safety strap or chain should wrap around the PTB and the canopy frame, not the eyebolts. The strap or chain is only as strong as the weakest link, and the frame and bar are a great deal stronger than eyebolts. **Figure 6.**

Spotting your client is highly recommended. This is important for safety.

Setting the PTB for bottom-sprung exercises. For bottom-sprung exercises, the safety strap should be attached so that the angle of the push-through bar is no lower than the 4 o'clock position. This limits the range of the bar and prevents it from potentially coming into contact with the user.

Using the 4th side on the PTB along with the safety strap is highly recommended to prevent injury.

CHAIRS

Dismount with control. When dismounting the chair, release the pedals slowly, with control. Don't let the pedal snap back.

Spot users. When a user is standing, sitting or lying on top of the chair, there is increased risk of falling. Standing exercises, in particular, can be unstable. Spotting users will make these exercises safer.

Hourglass spring mounts. If your chair has hourglass spring mounts and the mounts do not successfully retain the springs, replace the fiber washers (they are reddish-brown in color).

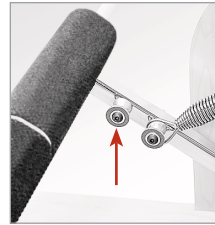


Figure 8: Fiber washer

Figure 8. If your chair is a Balanced Body Split-step Pedal Chair (Combo Chair), please consider upgrading to the Cactus Springtree).

UPHOLSTERY CLEANING & MAINTENANCE

Cleaning. You can extend the life of upholstery by keeping it clean and free of dirt, oil and perspiration. After each use, wipe down the upholstery with a solution of mild soap and water. Then wipe it down with clean water and dry with a soft towel.

Disinfecting. Equipment upholstery is coated with BeautyGard®, which offers antibacterial protection. If you want additional disinfection, Balanced Body offers Balanced Body Clean™ disinfecting solution. Use of any other solution (especially those containing essential oils) will shorten the life of some equipment and is not recommended.

HOW TO INSPECT AND TIGHTEN NUTS AND BOLTS.

Use your fingers to check nuts and bolts

for tightness. If you can turn the nut or bolt with your fingers, it's too loose and should be tightened. To tighten, first tighten using your fingers. Rotate nuts and bolts clockwise to tighten. Insert a screwdriver through eyebolts to hold them steady while you tighten the nuts. Then use a small wrench to tighten the nuts further. **Figure 9.**



Figure 9: Use two fingers to tighten bolts

It is recommended to check to ensure the pins in the plunger knobs protrude and lock into the vertical tubes. First pull both knobs out and start moving the sliders to a different position.

Release the knobs before the next hole and continue to slide the system. Once over a hole the pin of the knob will drop into the opening. Once each slider is in a new position apply a down force on the PTB directly downwards. The pins of the sliders should not come out of the holes. If the pins do not stay in the tube holes, the pull knobs need to be replaced; call Balanced Body for replacement parts.

EQUIPMENT INSPECTION AND MAINTENANCE LOG

We suggest that you keep a maintenance log for each piece of equipment. The log should include:

1. A description of the machine including the serial number, the date and place of purchase, and the manufacturer. All of this information should appear on the invoice.
2. Date and description of all required maintenance and inspections performed.
3. Date and description of each repair, including name and contact information for person or company performing the repair.

MAINTENANCE SCHEDULE

| All Equipment | Day | Wk. | Mo. | Qtr. |
|------------------------------------|-----|-----|-----|------|
| Inspect springs for gaps & kinks | | ✓ | ✓ | |
| Inspect snaps for wear | | | ✓ | |
| Inspect nuts & bolts for tightness | | | ✓ | |
| Reformers | | | | |
| Clean wheels and tracks | | ✓ | | |
| Inspect springbar hooks/eyebolts | | | | ✓ |
| Rotate springs | | | | ✓ |
| Inspect ropes/straps | | | | ✓ |
| Inspect footbar supports | | | | ✓ |
| Inspect One-Step springbars | | | | ✓ |

REPLACEMENT PARTS

To order replacement parts, or if you have any questions, please call:

U.S. and Canada: 1-800-PILATES (1-800-745-2837)
United Kingdom: 0800 014 8207
Other locations: +1 916-388-2838

Fax: 916-379-9277
Email: info@pilates.com
www.pilates.com
5909 88th Street, Sacramento, CA 95828 USA

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