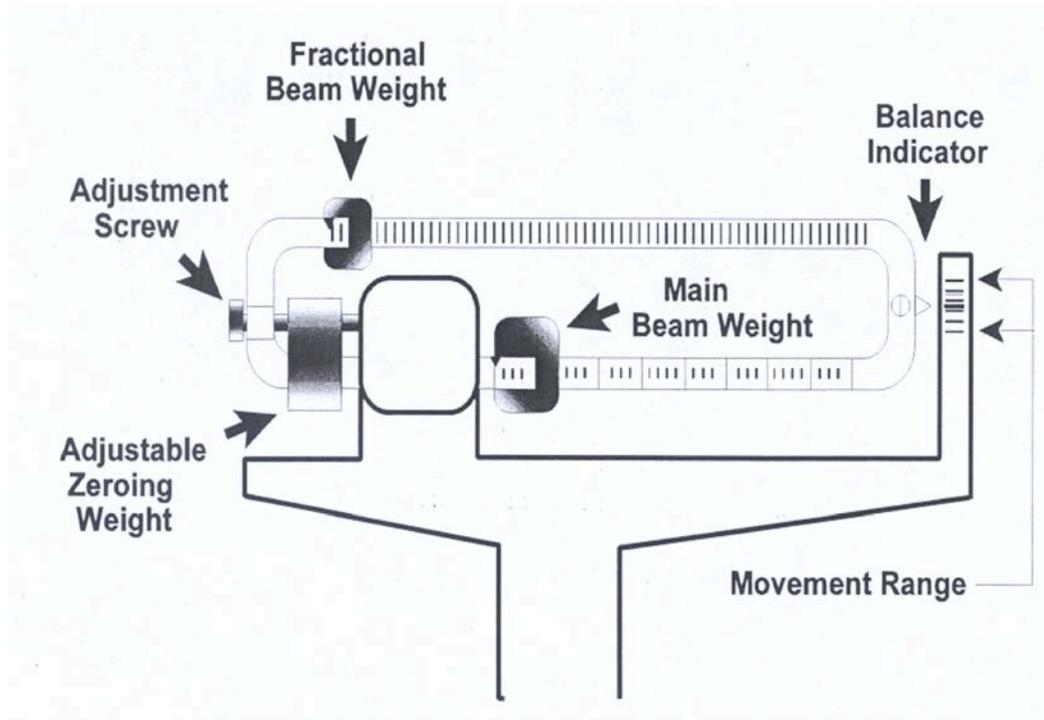


SCALE MAINTENANCE

How to Zero a Beam Balance Scale

For maintaining a beam balance scale, assure it is zero balanced before each use.

1. Slide both sliding weights, on beam, to extreme left.
2. Be sure both sliding weights are in "0" position (usually indicated by a small notch). The weights should not be beyond the zero position.
3. Check the "0" position of the scale. If the scale is properly zeroed, the beam will float up and down and come to rest in the center of the indicator. No further adjustment is needed; proceed to step 5.
4. If the beam is not the center of the indicator, adjustments are needed. Proceed to the following:
 - a) Leave sliding weights in zero position
 - b) Locate the zeroing screw (usually located to the left or right of the beam)
 - c) Using a small screwdriver (some models have a thumb screw and may not need a screwdriver), turn the screw clockwise or counter clockwise, in small amounts, until the beam rests in the center of the indicator. Proceed to step 5.



5. It is recommended that portable scales be weight tested each time they are moved and other scales tested in accordance to manufacturers' recommendations. Starting with *one test weight, place weight on platform (or in case of infant scale, on the weighing seat or tray).
6. Slide the sliding weight that indicates pounds, to the notch on the scale for the weight you are testing. The beam should come to rest in the center of the indicator. If the beam does not rest in the center, move the sliding weight that indicates ounces, to the left or right.
7. Refer to scale control logs for instructions on documenting accuracy of scales.

**Note the Anthropometrics Module says to start with a 20 pound test weight. Use the appropriate weight as recommended per manufacturer for the specific scale you are testing.*