



# ELEVATOR INSPECTION CHECKLIST

OUR MAINTENANCE TECHNICIANS USE THIS HANDY SHEET TO MAKE SURE YOU'RE KEEPING YOUR BASES COVERED FOR SAFE, SMOOTH AND DEPENDABLE OPERATION.

CHECK WITH BUILDING MANAGEMENT PERSONNEL FOR ANY MAINTENANCE ISSUES FROM LAST VISIT

## FROM THE CAR AND HALL

Car operation: Ride the car and check for noises, smoothness, acceleration, deceleration, stopping and floor level. Make any necessary adjustments.

Car door operation: Check door operation for proper speeds, torque, timing, and noises. Check car door hangers, gibbs, and gate switch.

Door reopening devices: Check mechanical safety edge, photo eyes, electronic safety edge, and door open button.

Phones/Alarm: Check emergency phone, alarm bell button, and emergency stop switch.

Bulbs/Indicators: Check and replace all burned-out bulbs in PIs and buttons. Examine buttons for wear and damage.

## FROM THE CAR TOP

Car top and all car top equipment: Clean and ensure all covers and guards are in place.

Inspection/Bulb: Check for proper operation of all components of the car top inspection station and the car top light.

Selector: Check the selector guides and tape and for proper clearance of switches.

Guide rails: Lubricate as necessary.

Cables: Check for equal tension—quarterly (Jan., April, July, Oct.)

Hall doors: Wipe and lube hanger tracks. Check hanger rollers, gibbs, release rollers, keeper and lock contacts, and closer. Clean sills.

Car door operator: Check chains and/or belts for wear and tension. Check all mounting bolts for tightness. Check operating arms, pivot bearings, and pivot pins for wear.

Hatch switches: Check for proper contact with cams and proper reaction. Lube arms and rollers.

Roller guides/Shoes: Check car top and counter weight guides and shoes for wear, noises, and vibration.

Emergency lighting: Check for proper operation when loss of power. Check age of battery. Change as recommended.

## **Annually**

Hoistway: Clean divider beams, rails, and overhead equipment.

## **FROM THE PIT**

Pit and pit equipment. Clean and ensure all covers and guards are in place.

Pit can/seal: Empty pit can, check seal. Clean the cylinder head and ensure free flow of oil to can.

Pit stop switch: Check for proper operation.

Pit light: Replace as necessary.

## **Quarterly (Feb., May, Aug., Nov.)**

Bottom landing hall door: Wipe and lube hanger tracks. Check hanger rollers, gibs, keeper and lock contacts, release rollers, and closer. Clean sill.

Hatch switches: Check for proper contact with cams and proper reaction. Lube arms and rollers.

Bottom roller guides/shoes: Check for wear, noises, and vibrations.

Governor tension weight: Check for proper clearance and tension, and lubricate.

Counterweight clearance: Check for minimum of 6" of clearance when car is level at the top floor.

## **Annually**

Safety: Clean, adjust, and lubricate safety mechanism and linkage.

### **From the machine room (traction)**

Wipe down all equipment and clean floor. Ensure all covers and guards are in place.

Machine: Check machine for leaks, proper gear oil level, gear wear, and proper thrust, and lubricate bearings. Check sheave for even wear from cables. Check cables for rouge, rust, wear, broken strands, and diameter loss.

[ ] Motor/Generator: Check and replace brushes, clean brush holders, and lubricate bearings. Check commutators for wear, discoloration, or arcing.

[ ] Controller/Power contactors: Check controller components for signs of deterioration. Check power contactor contacts. Replace as needed.

### **Quarterly (March, June, Sept., Dec.)**

[ ] Brake: Remove brake core, examine for wear, clean, and lubricate. Check linings for proper thickness and drum for scoring. Check pins for freedom of movement and wear, and lubricate. Adjust for proper operation and pick.

[ ] Governor: Check parts for freedom of movement. Check bushings and bearings for wear, lubricate

### **Semi-Annually (March, Sept.)**

[ ] Secondary sheaves: Clean and lubricate secondary and deflector sheaves.

[ ] Blowout/Vacuum: Blow out or vacuum motor, generator, and control board.

### **From the machine room (hydraulic)**

[ ] Wipe down all equipment and clean floor. Ensure all covers and guards are in place.

[ ] Power unit: Check for leaks and clean drip pan. Check and mark oil level and account for any loss.

[ ] Belt: Check tension and wear. Lubricate motor bearings.

[ ] Controller/Power contactors: Check controller components for signs of deterioration. Check power contactor contacts. Replace as needed.