


# Elevator/Escalator Inspection Checklist (Weekly/Monthly) - Safety Features, Noise, Speed

 Show only Checklist

Display Style  
Default 

## General Information

Record details about the inspection and the equipment being inspected.

### Inspection Date

Enter date...

### Inspection Time

Enter time...



### Inspection Type

- Weekly
- Monthly

### Elevator/Escalator ID

Write something...

### Location

Write something...

### Inspector Name

Write something...

### Temperature (°C)

Enter a number...

## Visual Inspection - Structure & Components

Check for physical damage, wear, and proper alignment of structural elements and critical components.

### Elevator/Escalator ID Number

Write something...

### Manufacturer

Write something...

### Year of Installation

Enter a number...

### Guide Rail Condition (Elevator)

- Excellent
- Good
- Fair
- Poor
- N/A - Escalator

### Step Tread Condition (Escalator)

- Excellent
- Good
- Fair
- Poor
- N/A - Elevator

### Notes on Structural Condition (e.g., rust, cracks, loose panels)

Write something...

### Photos of Structural Concerns (if any)

 Upload File

### Visible Corrosion Present?

Yes

No

### Rail Alignment Measurement (if applicable & equipped)

Enter a number...

## Safety Features - Emergency Systems

Verify functionality of emergency features like emergency call buttons, lighting, and signage.

### Emergency Call Button Functionality

Functional

Not Functional

Requires Attention

### **Emergency Lighting Functionality**

- Functional
- Not Functional
- Requires Attention

### **Emergency Phone/Intercom Functionality**

- Functional
- Not Functional
- Requires Attention

### **Emergency Stop Button (Escalator) - Functionality**

- Functional
- Not Functional
- Requires Attention

### **Notes on Emergency System Functionality (if any issues)**

Write something...

### **Emergency Signage Legibility**

- Legible
- Partially Obscured
- Illegible

## **Door Operation (Elevator & Escalator)**

Assess door functionality, sensing edges, and safety zones – crucial for passenger safety.

### Door Opening/Closing Time (Seconds)

### Door Sensor Functionality (Elevator)

- Fully Functional
- Partially Functional - Requires Attention
- Not Functional - Immediate Repair Required

### Door Sensor Functionality (Escalator)

- Fully Functional
- Partially Functional - Requires Attention
- Not Functional - Immediate Repair Required

### Door Alignment (Elevator)

- Properly Aligned
- Slight Misalignment - Monitor
- Significant Misalignment - Requires Adjustment

### Door Locking Mechanism Functionality (Elevator)

- Fully Operational
- Requires Inspection/Adjustment
- Malfunctioning - Immediate Repair Required

### Notes on Door Operation (Any Issues Observed)

Write something...

## Elevator Car Operation (Elevator Only)

Focus on the elevator's movement, leveling accuracy, and control panel functionality.

### Car Speed (ft/min)

Enter a number...

### Leveling Accuracy (inches)

Enter a number...

**Door Operation - Smooth and Consistent?**

- Yes
- No

**Door Reopening Prevention Functioning Correctly?**

- Yes
- No

**Comments on Car Operation/Any Unusual Behavior Observed**

Write something...

**Travel Time (Seconds - Upward Journey)**

Enter a number...

**Travel Time (Seconds - Downward Journey)**

Enter a number...

**Emergency Stop Button Functionality**

- Functional
- Needs Attention

**Date of Last Maintenance**

Enter date...

# Escalator Step and Rail Inspection (Escalator Only)

Detailed examination of steps, rails, and comb for wear, damage, and safe operation.

## Step Tread Wear (mm)

## Step Edge Rounding (mm)

## Comb Plate Condition

- Good
- Fair
- Poor - Requires Repair

## Step Damage Observed (Check all that apply)

- Cracks
- Missing Steps
- Loose Steps
- Deformed Steps
- None

### Rail Alignment

- Correct
- Slight Misalignment
- Significant Misalignment - Requires Adjustment

### Notes on Rail Condition

Write something...

### Step Separation/Gap

- Within Tolerance
- Slightly Excessive
- Excessive – Requires Adjustment

### Photo of Step/Rail Damage (if any)

 Upload File

## Noise and Vibration

Assess for unusual or excessive noise and vibration during operation, indicating potential mechanical issues.

### Subjective Noise Level (1-10, 1=Quiet, 10=Very Loud)

Enter a number...

**Describe any unusual noises heard during operation (e.g., grinding, squealing, clicking).**

Write something...

**Vibration Amplitude (Scale of 1-5, 1=None, 5=Severe)**

Enter a number...

**Describe any unusual vibrations felt during operation.**

Write something...

**Noise Level Change Since Last Inspection?**

- Increased
- Decreased
- No Change

**Vibration Level Change Since Last Inspection?**

- Increased
- Decreased
- No Change

# Speed and Timing (If Applicable)

Verify speeds and timing are within specified limits, particularly relevant for escalators. (May require specialized equipment and expertise).

## Elevator Speed (ft/min or m/min)

## Escalator Step Speed (ft/min or m/min)

## Escalator Transit Time (seconds - from lowest to highest point)

## Elevator Leveling Accuracy (inches)

## Speed Verification Method

- Tachometer
- Manufacturer's Specifications
- Other (Specify)

**Notes on Speed/Timing Observations (e.g., observed variations, corrections made)**

Write something...

**Date of Speed/Timing Test**

Enter date...

**Time of Speed/Timing Test**

Enter time...

## Lighting

Check functionality and brightness of all lighting associated with the elevator/escalator.

**Car/Escalator Lighting - Intensity (Lumens/FC)**

Enter a number...

### Emergency Lighting - Functionality (Elevator)

- Functional
- Needs Repair
- Not Present

### Emergency Lighting - Functionality (Escalator)

- Functional
- Needs Repair
- Not Present

### Lighting - Uniformity

- Uniform
- Uneven
- Dark Spots Present

### Lighting Notes (e.g., flickering, dimness, bulb replacements)

Write something...

### Lighting Photos (if issues present)

 Upload File

# Signage and Labels

Ensure all required signage (safety warnings, emergency procedures) is present, legible, and accurate.

## Emergency Contact Information Visible?

- Yes
- No
- N/A

## Warning Labels Present and Legible?

- Yes
- No
- Partially Obscured

## Note any damage to signage (if applicable)

Write something...

## Directional Arrows Clear and Visible (Escalator)

- Yes
- No
- N/A

**Emergency Procedures Signage Present?**

Yes

No

N/A

**Additional Comments Regarding Signage/Labels**

Write something...