✓ ChecklistGuro

Elevator/Escalator Inspection Checklist (Weekly/Monthly) - Safety features, noise, speed

General Information

Record details about the inspection and the equipment being inspected.

Inspection Date

Enter date...

Inspection 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)

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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)

Enter a number...

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)

Enter a number...

Step Edge Rounding (mm)

Enter a number...

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)

Enter a number...

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

Enter a number...

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

Enter a number...

Elevator Leveling Accuracy (inches)

Enter a number...

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

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...