



Elevator Maintenance & Safety Checklist

Pre-Operation Visual Inspection

Daily/Shift Start Inspection - Checks for obvious issues before operation.

Date of Inspection

Time of Inspection

Elevator Identification Number

- ☐ Elevator 1
- ☐ Elevator 2
- ☐ Elevator 3
- ☐ Elevator 4

Overall Condition - Initial Observation

- ☐ Excellent
- ☐ Good
- ☐ Fair
- ☐ Poor

Visible Damage/Issues

- ☐ Scratches/Abrasions on Car Walls
- ☐ Damage to Handrail
- ☐ Water Stains/Leakage
- ☐ Loose Panels/Trim
- ☐ Damaged Call Buttons
- ☐ Malfunctioning Lighting

Any Unusual Noises Observed?

Write something...

Car Level Indication Accuracy

Enter a number...

Inspector Signature

Mechanical Systems Inspection

Regular checks of mechanical components like motors, gears, and cables.

Motor Operating Current (Amps)

Enter a number...

Motor Temperature (Celsius/Fahrenheit)

Enter a number...

Governor Speed (RPM)

Enter a number...

Sheave Condition

- ☐ Excellent
- ☐ Good
- ☐ Fair
- ☐ Poor

Rope Condition (Visual)

- ☐ No Visible Damage
- ☐ Minor Abrasion
- ☐ Significant Wear
- ☐ Kinking/Broken Strand

Notes on Mechanical System Condition

Write something...

Date of last rope/cable replacement

Enter date...

Electrical Systems Inspection

Inspection of electrical components, wiring, and control systems.

Motor Voltage (V)

Enter a number...

Motor Current (A)

Enter a number...

Control Circuit Voltage (V)

Enter a number...

Wiring Condition

- ☐ Excellent
- ☐ Good
- ☐ Fair
- ☐ Poor

Control Panel Status

- ☐ Normal
- ☐ Warning
- ☐ Fault

Any unusual noises or events observed?

Write something...

Last Electrical System Overhaul Date

Upload Image of Control Panel

 Upload File

Safety Device Testing

Verification of proper function of safety devices like door interlocks, governor, and emergency stop buttons.

Governor Speed Test (RPM)

Overspeed Buffer Distance (inches)

Door Interlock Function Test Result

- ☐ Pass
- ☐ Fail
- ☐ N/A

Emergency Stop Button Function Test Result

- ☐ Pass
- ☐ Fail
- ☐ N/A

Fire Service Recall Test Result

- ☐ Pass
- ☐ Fail
- ☐ N/A

Last Inspection Date of Safety Circuit

Enter date...

Comments/Observations Regarding Safety Device Testing

Write something...

Door Operation & Alignment

Checks on door functionality, alignment, and clearances.

Door Opening/Closing Time (seconds)

Enter a number...

Door Sill Height (inches)

Enter a number...

Door Leaf Clearance (inches) - All Sides

Enter a number...

Door Operation Smoothness?

- ☐ Smooth
- ☐ Jerky
- ☐ Hesitant

Door Interlock Function?

- ☐ Pass
- ☐ Fail
- ☐ Needs Attention

Notes on Door Alignment or Operation

Write something...

Door Noisy?

- ☐ No
- ☐ Yes - Minor
- ☐ Yes - Significant

Cab & Hallway Inspections

Assessment of the cab interior and hallway landing areas for cleanliness, damage, and proper signage.

Cab Interior Cleanliness

Write something...

Hallway Landing Cleanliness

Write something...

Cab Lighting Level (Lux)

Enter a number...

Condition of Handrail (Cab)

Write something...

Condition of Hallway Call Buttons

Write something...

Signage Present & Legible?

- ☐ Emergency Instructions
- ☐ Capacity Plate
- ☐ Directional Arrows
- ☐ Out-of-Service Sign (if applicable)

Notes/Observations (Cab & Hallways)

Write something...

Photos of Cab/Hallway (if issues)

 Upload File

Emergency Power & Lighting

Testing of backup power systems and emergency lighting within the elevator car.

Last Emergency Power Test Time

Emergency Power Run Time (minutes)

Enter a number...

Generator Status

- ☐ Operational
- ☐ Needs Repair
- ☐ Offline

Emergency Lighting Status

- ☐ Operational
- ☐ Needs Repair
- ☐ Offline

Notes on Emergency Power/Lighting Performance

Write something...

Date of Last Battery System Inspection

Enter date...

Battery Voltage Reading (V)

Enter a number...

Fire Service Operation

Verification of fire service operation (recall, bypass) and compliance with fire codes.

Fire Service Recall Test - Result

- ☐ Pass
- ☐ Fail
- ☐ N/A

Fire Service Recall Test Time

Fire Service Bypass Activation Time (Seconds)

Enter a number...

Firefighter Service Operation - Result

- ☐ Pass
- ☐ Fail
- ☐ N/A

Date of Fire Service Operation Testing

Enter date...

Comments/Observations during Fire Service Operation Testing

Write something...

Lubrication & Adjustments

Regular lubrication of moving parts and adjustments as needed.

Guide Rail Lubrication - Amount (oz/ml)

Enter a number...

Sheave Bearing Lubrication - Amount (oz/ml)

Enter a number...

Motor Bearing Lubrication - Amount (oz/ml)

Enter a number...

Type of Lubricant Used

- ☐ Lithium Grease
- ☐ Synthetic Grease
- ☐ Other (Specify)

Specify 'Other' Lubricant (If Applicable)

Write something...

Governor Rope Tension - Measurement (lbs)

Enter a number...

Notes on Adjustments Performed

Write something...

Record Keeping & Documentation

Maintaining accurate records of inspections, maintenance, and repairs.

Inspection Date

Enter date...

Inspection Time

Elevator Serial Number

Enter a number...


Summary of Maintenance Performed

Write something...

Description of Any Issues Found (and corrective actions taken)

Write something...

Attach Photos/Videos of Maintenance (Optional)

 Upload File

Next Scheduled Inspection Type

- ☐ Routine
- ☐ Detailed
- ☐ Fire Service

Date of Next Inspection

Enter date...

Inspector Signature