



# 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

Enter 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)

Enter a number...

### Overspeed Buffer Distance (inches)

Enter a number...

### 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**