



ELECTRIC PASSENGER LIFTS MAINTENANCE CHECKLIST

No	Task	Checked	Required Action
	General		
1	Check all components are clean and free from dust and corrosion.	<input type="checkbox"/> Y <input type="checkbox"/> N/A	
	Pit Area		
2	Check for excess oil/grease at bottom of guides.	<input type="checkbox"/> Y <input type="checkbox"/> N/A	
3	Check the pit area is clean, dry and free from debris.	<input type="checkbox"/> Y <input type="checkbox"/> N/A	
	Anti-rebound Device and Switch (where fitted)		
4	Check for free movement and operation.	<input type="checkbox"/> Y <input type="checkbox"/> N/A	
5	Check for equal tension of ropes.	<input type="checkbox"/> Y <input type="checkbox"/> N/A	
6	Check switch where fitted.	<input type="checkbox"/> Y <input type="checkbox"/> N/A	
7	Check lubrication.	<input type="checkbox"/> Y <input type="checkbox"/> N/A	
	Buffers		
8	Check oil level.	<input type="checkbox"/> Y <input type="checkbox"/> N/A	
9	Check lubrication.	<input type="checkbox"/> Y <input type="checkbox"/> N/A	
10	Check switch where fitted.	<input type="checkbox"/> Y <input type="checkbox"/> N/A	
11	Check fixings.	<input type="checkbox"/> Y <input type="checkbox"/> N/A	
	Drive Motor/Generator		
12	Check bearings for wear.	<input type="checkbox"/> Y <input type="checkbox"/> N/A	
13	Check lubrication.	<input type="checkbox"/> Y <input type="checkbox"/> N/A	
14	Check condition of commutator.	<input type="checkbox"/> Y <input type="checkbox"/> N/A	
	Gearbox		
15	Check gear for wear.	<input type="checkbox"/> Y <input type="checkbox"/> N/A	
16	Check lubrication.	<input type="checkbox"/> Y <input type="checkbox"/> N/A	
	Traction Sheave		
17	Check condition and grooves for wear.	<input type="checkbox"/> Y <input type="checkbox"/> N/A	
	Brake		
18	Check braking system.	<input type="checkbox"/> Y <input type="checkbox"/> N/A	
	Suspension Ropes/Chains		
19	Check for wear, elongation and tension.	<input type="checkbox"/> Y <input type="checkbox"/> N/A	
20	Check lubrication only where intended.	<input type="checkbox"/> Y <input type="checkbox"/> N/A	
	Rope/Chains Terminations		
21	Check for deterioration and wear.	<input type="checkbox"/> Y <input type="checkbox"/> N/A	
22	Check fixings.	<input type="checkbox"/> Y <input type="checkbox"/> N/A	
	Controller		
23	Check cabinet is clean, dry and free from dust.	<input type="checkbox"/> Y <input type="checkbox"/> N/A	
	Safety Gear(s)/Ascending Car Over Speed Protection Means		
24	Check moving parts for free movement and wear.	<input type="checkbox"/> Y <input type="checkbox"/> N/A	
25	Check lubrication.	<input type="checkbox"/> Y <input type="checkbox"/> N/A	
26	Check fixings.	<input type="checkbox"/> Y <input type="checkbox"/> N/A	
27	Check operation.	<input type="checkbox"/> Y <input type="checkbox"/> N/A	
28	Check switch.	<input type="checkbox"/> Y <input type="checkbox"/> N/A	
	Electric Wiring		
29	Check insulation.	<input type="checkbox"/> Y <input type="checkbox"/> N/A	

Concept to Completion

Flexibility in Design & Personalised Service

No	Task	Checked	Required Action
	Landing Entrances		
30	Check operation of landing locks.	<input type="checkbox"/> Y <input type="checkbox"/> N/A	
31	Check doors for free running.	<input type="checkbox"/> Y <input type="checkbox"/> N/A	
32	Check door guiding.	<input type="checkbox"/> Y <input type="checkbox"/> N/A	
33	Check door gaps.	<input type="checkbox"/> Y <input type="checkbox"/> N/A	
34	Check wire rope, chain or belt when used, for integrity.	<input type="checkbox"/> Y <input type="checkbox"/> N/A	
35	Check emergency unlocking device.	<input type="checkbox"/> Y <input type="checkbox"/> N/A	
36	Check lubrication.	<input type="checkbox"/> Y <input type="checkbox"/> N/A	
	Landing Controls and Indicators		
37	Check operation.	<input type="checkbox"/> Y <input type="checkbox"/> N/A	
	Final Limit Switches		
38	Check operation.	<input type="checkbox"/> Y <input type="checkbox"/> N/A	
	Overspeed Governor and Tension Pulley		
39	Check moving parts for free movement and wear.	<input type="checkbox"/> Y <input type="checkbox"/> N/A	
40	Check operation.	<input type="checkbox"/> Y <input type="checkbox"/> N/A	
41	Check switch.	<input type="checkbox"/> Y <input type="checkbox"/> N/A	
42	Main rope diverter pulley(s)	<input type="checkbox"/> Y <input type="checkbox"/> N/A	
43	Check condition and grooves for wear.	<input type="checkbox"/> Y <input type="checkbox"/> N/A	
44	Check bearings for abnormal noise and/or vibrations.	<input type="checkbox"/> Y <input type="checkbox"/> N/A	
45	Check guarding.	<input type="checkbox"/> Y <input type="checkbox"/> N/A	
46	Check lubrication.	<input type="checkbox"/> Y <input type="checkbox"/> N/A	
	Car/Counterweight Guides		
47	Check for film of oil where required on all guide surfaces.	<input type="checkbox"/> Y <input type="checkbox"/> N/A	
48	Check fixings.	<input type="checkbox"/> Y <input type="checkbox"/> N/A	
	Car/Counterweight Guide Shoes		
49	Check guide shoes/rollers for wear.	<input type="checkbox"/> Y <input type="checkbox"/> N/A	
50	Check fixings.	<input type="checkbox"/> Y <input type="checkbox"/> N/A	
51	Check lubrication where necessary.	<input type="checkbox"/> Y <input type="checkbox"/> N/A	
52	Check parts for wear.	<input type="checkbox"/> Y <input type="checkbox"/> N/A	
53	Check stopping accuracy.	<input type="checkbox"/> Y <input type="checkbox"/> N/A	
	Lift Car		
54	Check emergency lighting, car buttons, key switches.	<input type="checkbox"/> Y <input type="checkbox"/> N/A	
55	Check fixings of panels and ceiling.	<input type="checkbox"/> Y <input type="checkbox"/> N/A	
	Floor Level		
56	Check stopping accuracy at landing.	<input type="checkbox"/> Y <input type="checkbox"/> N/A	
	Motor Run Time Limiter		
57	Check operation.	<input type="checkbox"/> Y <input type="checkbox"/> N/A	
	Car Door		
58	Check door closed contact or lock.	<input type="checkbox"/> Y <input type="checkbox"/> N/A	
59	Check doors for free running.	<input type="checkbox"/> Y <input type="checkbox"/> N/A	
60	Check door guiding.	<input type="checkbox"/> Y <input type="checkbox"/> N/A	
61	Check door gaps.	<input type="checkbox"/> Y <input type="checkbox"/> N/A	
62	Check wire rope or chain when used for integrity.	<input type="checkbox"/> Y <input type="checkbox"/> N/A	
63	Check passenger door protective device.	<input type="checkbox"/> Y <input type="checkbox"/> N/A	
64	Check lubrication.	<input type="checkbox"/> Y <input type="checkbox"/> N/A	
	Electric Safety Devices		
65	Check operation.	<input type="checkbox"/> Y <input type="checkbox"/> N/A	
66	Check electric safety chain.	<input type="checkbox"/> Y <input type="checkbox"/> N/A	
67	Check correct fuses are fitted.	<input type="checkbox"/> Y <input type="checkbox"/> N/A	
	Emergency Alarm Device		
68	Check operation.	<input type="checkbox"/> Y <input type="checkbox"/> N/A	
	Well Lighting		
69	Check operation.	<input type="checkbox"/> Y <input type="checkbox"/> N/A	