

Elevator Maintenance Checklist

Have you ever thought about what an elevator service technician is doing while performing maintenance on your elevators? Here we will give you an insider's look at the checklist elevator companies use in their elevator inspections. Although, this is just the tip of the iceberg, the full checklist an elevator mechanic would perform can get much more detailed.

Maintenance Inside The Car

- Inspect the elevator's interior for damage to the handrails, ceiling and walls
- Inspect the indicator lights and replaced burned out lights
- Operate the elevator going both up and down, then inspect the deceleration, acceleration and leveling accuracy. Make adjustments as needed
- Inspect to make sure the door doesn't bounce or slam closed and moves smoothly
- Ensure the door restrictor works correctly and make necessary repairs

Maintenance Outside The Car

- Check the lights and hall stations and replace burned out lights
- Examine the door panel and any clearances
- Conduct a phase one firefighters' service

Machine Room Maintenance

- Ensure that the machine room doesn't have any material not related to the elevator in it
- Check components for wear, unusual vibration and leaks
- Inspect the electrical components if needed
- Check oil levels
- Make adjustments or schedule a follow-service

Top of Car Maintenance

- Check that the inspection station and stop switch function properly
- Remove all debris from the car's top
- Inspect visible components such as leveling devices, guide rails, and rollers

- Inspect traveling cables and connections for wear
- Examine the door operator and components
- Check hoistway for evidence of vandalism, fire safety and rodents

Pit Maintenance

- Ensure the GFI outlet, lights and stop switch work properly
- Clean and check for signs of leaks in pit
- Inspect spring buffers for secure attachment, alignment and signs of corrosion
- Inspect visible components such as switches, safeties, guide rails and rollers
- Check travel cable for snags, pinches and wear
- Make sure sump pump is operating correctly and clean
- Log any observations, other problems and recommendations

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