
Preventive Maintenance Checklist:

Code: EL01MO Frequency: Monthly

Estimated Time (hours): 1

Description: ELEVATOR, ELECTRIC

Asset Type: ELEVATOR, ELECTRIC

(T)ools, (S)afety Equipment, and (M)aterials Required

- 1 (T) Mechanic's tool set
- 2 (T) Electrician's tool set
- 3 (S) Barricades
- 4 (S) Out of service signs
- 5 (M) Cleaning tools and materials
- 6 (M) Lubricants
- 7 (S) Lockout/tagout toolkit

Safety Procedures

- 1 Maintenance should be performed by certified elevator personnel.
- 2 De-energize, tag, and lock out circuit. DANGER - CHECK THAT CIRCUITS ARE DEAD BEFORE STARTING WORK.
- 3 Schedule outage of equipment with operating personnel.
- 4 Follow site safety procedures and your supervisor's instructions.
- 5 Record and report to your supervisor and equipment damage or deficiencies found while performing this task.
- 6 Record all test results in the component maintenance log.
- 7 Obtain and review manufacturer's operation and maintenance instructions.
- 8 All tests shall conform to the manufacturer's test procedures and standard valves.

Procedures

- OBSERVE, CLEAN, ADJUST & TEST
 - Car Operation
 - Starter, Control & Relay Panels
 - Selector
 - Machine & Brake
 - Relay Panel Supervisory System
 - Rectified Voltage Test
 - Governor
 - Small Motors
 - Small Motors
 - Car Top, Type E Landing Switch & Door Operator
 - Hoist Cables & Fastenings - Traveling Cables
 - Traffic Sentinel
 - Pit-Compensator & Governor Sheave
 - Guide Shoes or Roller Guides
 - Hatch Doors & Interlocks
 - Safety Edge
 - Car Station

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- Slow Down & Hatch Limit Switches
- CLEAN & LUBRICATE
 - MG Set & Machine Bearings - Babbitt
 - MG Set & Machine Bearings - Roller
 - Governor Shaft Bearing
 - SD Selector Guide & SD-DM Gear Box
 - Car Door Hanger Rails
 - Secondary Sheave Bearings - Babbitt
 - SN Selector Lead Screw & Cams-Grease Sparingly
 - SD & DM Selector Chains, Carriage Guides & Cams
 - Governor Pins, Bevel Gears & Tripping Lever
 - Stepping Switch
 - Brake Pins
 - Hatch Doors - Terminal Floors
 - Regulator & Small Motors
 - Car Door Operator & Retiring Cam
 - Guide Rail Lubricators
 - Safety, Buffer, Comp.Guides & Gov.Tension Sheave
 - Deflector, Secondary, 2:1, Compensating Sheave Bearings-Roller
 - Hatch Doors -Intermediate Floors
 - Door Operator Contact Cams
 - Flexible Guide Shoes
 - Hatch Limits & Slow Down Switch
 - Blow Out Panels & Rotating Equipment
 - Brake Overhaul - Fill Out & Submit Report