Preventive Maintenance Checklist:

<table>
<thead>
<tr>
<th>Code</th>
<th>Frequency</th>
<th>Estimated Time (hours)</th>
</tr>
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<tbody>
<tr>
<td>EL01MO</td>
<td>Monthly</td>
<td>1</td>
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</tbody>
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Description: 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
Preventive Maintenance Checklist:

Code: EL01MO  Frequency: Monthly  Estimated Time (hours): 1
Description: ELEVATOR, ELECTRIC
Asset Type: ELEVATOR, ELECTRIC

- 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