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**Preventive Maintenance Checklist:**

Code: EL01MO      Frequency: Monthly

Estimated Time (hours): 1

Description: ELEVATOR, ELECTRIC

Asset Type: ELEVATOR, ELECTRIC

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**(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