Inspect

Check Elevator and Counterweight Buffers - position, alignment, anchors, any damage ................................................................. Daily
Travel Limit Switch actuator arms are in place and move freely ................................................................. Daily
Check elevator hoistway for obstructions, debris, proper clearances ................................................................. Daily
Check trailing cable for damage, wear, twisting or kinking, check alignment through the guide rollers and over the guide wheel ................................................................. Daily
Tower Sections are in proper position and fully seated at all connections ................................................................. Daily
Rack on Tower is plumb with all ends aligned for proper mesh with the pinions ................................................................. Daily
Wall Ties are in proper position and fully seated on the supporting structure and the tower ................................................................. Daily
Travel Limit Switches - upper and lower travel limits stop the car at the top and base landings ................................................................. Daily
Gates operate smoothly without jamming or sticking with proper actuation of the latches and interlock switches ................................................................. Daily
Check mechanical and electrical interlock at base landing door ................................................................. Daily
When the emergency stop is depressed the car stops while traveling or cannot start traveling ................................................................. Daily
Roof Hatch Limit Switch, if hatch is open the elevator shall not run ................................................................. Daily
Check Tower Base Frame position and anchors ................................................................. Monthly
Check that there is a minimum of 24 inches of survival space beyond the compressed buffers under the car ................................................................. Monthly
Check Base Fence Enclosure panels for support and anchorage - no access to pit area, is service door limit functional ................................................................. Monthly
Inspect counterweight rope clips, wire rope and slack rope switch ................................................................. Monthly
Inspect counterweight guide rollers ................................................................. Monthly
Inspect the structure of the car frame for cracks, bends, or any other situation that would compromise the integrity of the car ................................................................. Monthly
Check cable guides ................................................................. Monthly
Check main power supply - conduits, exposed power cables, disconnects ................................................................. Monthly
Check incoming power supply in elevator car for three phase power and for proper voltage ................................................................. Monthly
Check Lights in Elevator Car ................................................................. Monthly
Check for proper function of Operator Control Station in car and Rooftop Pendant Control ................................................................. Monthly
Check position of Elevator Car at base and all landings - proper clearance, alignment ................................................................. Monthly
Check Drive and Safety Device Pinion Gears for proper engagement with rack ................................................................. Monthly
Check indicator lights on operator control station ................................................................. Monthly
Check overall lubrication of the system - tower rack, motor grease fittings ................................................................. Monthly
Check position of Drive Motor Pack for proper alignment - adjust guide rollers as needed ................................................................. Monthly
Ensure that all required data plates are valid and securely fastened to the car ................................................................. Monthly
Inspect cathead sheaves & lubricate as needed ................................................................. Monthly
Lubricate Safety Device and perform visual inspection. Check expiration date ................................................................. Monthly
Release Manual Brakes - check for smooth operation, verify car will stop in approx. 12 inches ................................................................. Monthly
Release Manual Brakes one at a time - check for problems with brakes, shafts, couplings ................................................................. Monthly
Check Gearbox oil level - inspect for oil leaks. Inspect gearbox breathers ................................................................. Monthly
Check all Guide Rollers for even bearing pressure or damage, excessive wear and tear ................................................................. Monthly
Check all Pinion Back-up Rollers for adjustment and proper operation ................................................................. Monthly
Check Travel Limit Switches for proper operation at Top and Base Landings ................................................................. Monthly
Test Final Limit Switches for proper operation ................................................................. Monthly
Check function of Proximity Switch ................................................................. Monthly
Check for smooth operation of Elevator Car during vertical travel up and down ................................................................. Monthly
Check installation, fit, nuts and bolts on - Wall ties, Tower and Rack ................................................................. Monthly
Check Trailing Cable Wheel Assembly guide rollers and wheel bearings for damage or wear ................................................................. Monthly
Check installation of Handrails on Car Roof ................................................................. Monthly
Check position of Elevator Car above the top Wall Tie. Check for excessive motion ................................................................. Monthly
Check function of Communication System in Elevator Car and Landings, if applicable ................................................................. Monthly