

<b>Inspect</b>	<b>Frequency</b>
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