

CHECK CHART FOR OIL HYDRAULIC ELEVATORS

CHECK CHART FOR ALL ELEVATORS

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MONTHLY CHECK ITEMS												MONTHLY CHECK ITEMS											
1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12
PUMP UNIT Observe operation of pump unit and controller with car running. Check for unusual operating noise. 12 Check operation of motor coupling or belts. 12 Check oil level in reservoir. 12 Wipe pump unit with cloth - clean drip pan. 12 Observe piping and valves for leaks. 12												HOISTWAY & CAR TOP Check lube and lubricators for car and cwt. rails. 12 Observe bolts, joint, and brackets. 12 Check and lube overhead sheaves and bearings. 12 Observe all hoistway switches and vanes. 12 Observe counterweight shoes, rods, and cable hitch. 12 Observe conduit, fittings, and fastenings. 12 Check tension and hitch of hoist cables. 12 Check guide shoes, gibs, rollers, and tires. 12 Check door operator and retling cam. 12											
CONTROLLER Check contacts, pins, connectors, and locks. 12 Check time relays and selector drive. 12												CORRIDOR Check car light, stop switch, and alarm bell. 12 Check operating devices and signal lamps. 12 Check operation of car doors and gates. 12 Check door or gate contact, safety edge, and photo electric beams. 12 Observe stop and leveling at all floors. 12											
PERIODIC CHECK ITEMS												QUARTERLY CHECK ITEMS											
PUMP UNIT Tighten couplings and sheaves on pump & motor shafts. 4 Check and adjust belt tension or coupling. 4 Clean strainer screens in piping. 2 Check lube in motor bearings. 1 Tighten all bolts and fastenings. 1												HOISTWAY & CAR TOP Check and tighten all bolts, brackets, and fastenings. 4 Clean and lube all hoistway switches. 4 Clean and check contacts and actuators. 4 Clean and lubricate hoistway door hangers. 4 Clean and adjust door operator contacts, motor brushes, belt, chain, cords, clutch, and safety edge. 4 Check and tighten all bolts on sling. 4 Check fastenings and bolts for cams, safety, cords, and compensation chain. 4 Check conduit and electric wiring. 4 Test buffers and pit stop switch. 4 Check tail sheaf, bolts, hangers, and bearings. 4											
CONTROLLER Check resistance tubes, grids, rectifiers & fuse holders for signs of loose connections and overheating. 4 Check studs, terminals, and wires for loose connections. Front and back. 4 Check and lube controller contacts, relays, switches, and selector drive. 4 Check operation of phase relay and time setting of all timed devices and relays. 4												CAR Check and tighten all bolts on sling. 4 Check fastenings and bolts for cams, safety, cords, and compensation chain. 4 Check conduit and electric wiring. 4 Test buffers and pit stop switch. 4 Check tail sheaf, bolts, hangers, and bearings. 4											
PLUNGER ASSEMBLY Check entire length and surface of plunger for marks or scratches. 12 Check packing and gland for leakage. 12 Clean drip pipe and empty drip can. 12 Clean cylinder head with cloth. 12 Clean pit floor, removing all oil. 12 Check pressure pipe and fittings. 12 Tighten hitch plate bolts. 4												ANNUAL & SEMIANNUAL CHECK ITEMS Brush and vacuum clean hoistway. 1 Conduct annual safety test. 1 Check bottom gibs of car and hall doors. 2 Test all door hangers for upthrust. 2 Check lubrication of ball and roller bearings. 2											
MISC.												MISC.											

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20__	EXAMINER	OBSERVATIONS & NOTES
JANUARY		
FEBRUARY		
MARCH		
APRIL		
MAY		
JUNE		
JULY		
AUGUST		
SEPTEMBER		
OCTOBER		
NOVEMBER		
DECEMBER		