



Elevator Maintenance Checklist

DZN Corporate / 1 / Carl Reyes / 21 Jun 2023

Complete

Score	95.92%	Flagged items	1	Actions	1
Building	DZN Corporate				
Elevator #	1				
Conducted on	21.06.2023 07:00 PST				
Prepared by	Carl Reyes				
Location	Independence, KS 67301, USA (37.1996252, -95.77212039999999)				

Flagged items & Actions

1 flagged, 1 action

Flagged items

1 flagged, 1 action

Audit / Inside of Car

Car lighting and receptacles

Not Good

One of the elevator lights inside the car is broken



Photo 2

To Do | Assignee SafetyCulture Staff | Priority Low | Due 28.06.2023 07:31 PST | Created by SafetyCulture Staff

Fix one light inside elevator #1.

Other actions

0 actions

Audit

1 flagged, 1 action, 95.92%

Inside of Car

1 flagged, 1 action, 94.44%

Door reopening device

Good

Stop switches

Good

Operating control devices

Good

Sills and car floor

Good



Photo 1

Car lighting and receptacles

Not Good

One of the elevator lights inside the car is broken



Photo 2

To Do | Assignee SafetyCulture Staff | Priority Low | Due 28.06.2023 07:31 PST | Created by SafetyCulture Staff

Fix one light inside elevator #1.

Car emergency signal

Good

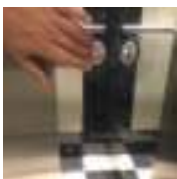


Photo 3

Car door or gate

Good

Door closing force

Good

Power closing of doors or gates

Good

Power opening of doors or gates

Good

Car vision panels and glass car doors

Good

Car enclosure

Good

Emergency exit

Good

Emergency exit is accessible.

Ventilation

Good

REFERENCE: Elevator signs and Operating Device Symbols in Good Working Condition
[This is an example of how you can use SafetyCulture to include best practice reference images in your templates to assist with inspections]



Signs and operating device symbols

Good

Rated load, platform area, and data plate

N/A

Standby power operation	Good
Restricted opening of car/hoistway doors	Good
Car ride	Good
Earthquake inspection/test	N/A
Top of Car	0%
Top-of-car stop switch	N/A
Car top light and outlet	N/A
Top-of-car operating device	N/A
Top-of-car clearance and refuge space	N/A
Normal terminal stopping device	N/A
Final and emergency terminal stopping devices	N/A
Car leveling and anti-creep devices	N/A
Top emergency exit	N/A
Floor, and emergency numbering	N/A
Hoistway construction	N/A
Hoistway smoke control	N/A
Pipes, wiring, and ducts	N/A
Windows/projections/setbacks/recesses	N/A
Hoistway clearances	N/A
Multiple hoistway	N/A
Traveling cables and junction boxes	N/A
Door and gate equipment	N/A
Car frame and stiles	N/A
Guide rails, fastening and equipment	N/A
Governor rope	N/A

Governor releasing carrier	N/A
Wire rope fastening and hitch plate	N/A
Suspension rope	
Top counterweight clearance	N/A
Car, overhead, and deflector sheaves	N/A
Broken rope, chain, or tape switch	N/A
Crosshead data plate	N/A
Counterweight/counterweight buffer	N/A
Counterweight safeties	N/A
Compensating ropes and chains	N/A
Earthquake inspection/test	N/A

Machine Room

100%

Access to machine space	Good
Headroom	Good
Lighting and receptacles	Good
Machine space	Good
Housekeeping	Good
Ventilation	Good
Fire extinguisher	Good

Recently tested and up to date



Photo 4

Pipes, wiring, and ducts	Good
Guarding of exposed auxiliary equipment	Good

Numbering of elevators, machines, and disconnect switches	Good
Disconnecting means and control	Good
Controller wiring, fuses, grounding, etc.	Good
Governor, overspeed switch, and seal	Good
Code data plate	Good
Static control	Good
Overhead beam and fastenings	Good
Drive machine brake	Good
Traction drive machines	Good
Gears, bearings and flexible couplings	Good
Winding drum machine and slack cable device	Good
Belt or chain-drive machine	Good
Motor generator	Good
Absorption of regenerated power	Good
AC drives from a DC source	Good
Traction sheaves	Good
Secondary and deflector sheaves	Good
Rope fastenings	Good
Terminal stopping devices	Good
Car and counterweight safeties	Good
Maintenance records	Good
Earthquake inspection/test	N/A

Completion

Overall Recommendation

I was not able to access the top of the car. Overall condition inside the car was good. There were

broken lights inside the car that needed urgent repair; I notified maintenance to fix it immediately.

Name & Signature of Maintenance Personnel



Carl Reyes
21.06.2023 07:32 PST

Media summary



Photo 1



Photo 2



Photo 3



Photo 4