Instructions

Carry out the tasks where the equipment is present. 'Check' means check for the correct operation or adjustment. If unsatisfactory, repair or adjust as included in contract, otherwise quote works. Equipment grouped into areas for ease of reference attend to equipment in whichever area it is actually installed.

	Monthly/Quarterly/Bi-Annual/Annual Activities													
	(type) - Depending on equipment condition or type	1	st Qua	arter	2	nd Qu	arter	3	rd Qua	arter	4	th qua	rter	
	TASK:													REMARKS:
														REMARNS:
	Pump Room					Ι.		T .				1 .		
1	Check control, pilot and levelling valves and adjust. Lubricate - check manual raising and lowering.	•	_	•	ľ	*	`	ľ	*	_	ľ	*	_	
2	Check oil level	~	~	~	~	-	~	~	-	~	~	~	~	
3	Inspect pump motor when operating and stationery	~			~			~			~			
4	Check overload relief valve.	~	~	~	~	~	~	~	-	~	~	-	~	
5	Check cooler operation	~		~		_		~		~		-		
6	Check tank heater operation (type)	~		~		_		~		~		~		
7	Ensure pipework, joints bolts and fixings are visibly sound and free from corrosion and leaks.	~			~			~			~			
8	Check non return valve operation (pressure loss when shut off valve operated.	•	~	>	`	~	~	Ý	~	>	Ý	~	~	
9	Check re-level operation	~	~	>	>	~	•	`	~	>	`	~	~	
В	Landing Fixtures													
1	Check indicators	~			~			~			~			
	Check all buttons, tell tale lights and momentary tone	~			`			~			~			
3	Check operation of fireman's/fire fighting/evacuation function	~				`				>				
4	Check intercoms	~				~				`				
5	Check hall lanterns and gongs	~		~		~		~		~		~		
					_			_			_			-
С	Control Panel													
1	Check contactor and relay condition & clean parts.		~			~			~			~		
2	Check security of all terminals.		~			~			~			~		
3	Check all cables & wiring for overheating.		~			~			~			~		
4	Check fuse & o/load condition, label & date.		~						~					
5	Check operation of selector incl. contacts linkage & tape (type).	~			`			`			Ý			
6	Visually inspect printed circuits. Clean heatsinks		~			~			~			~		
7	Visually inspect coils resistors, transformers, timers.		~			~			~			~		
8	Check general operation		~			~			~			~		
9	Check control voltage		~			~			~			~		
10	Replace encapsulated relates over 3 year cycle		1/12			1/12			1/12			1/12		
11	Replace air filters		>											
12	Check ventilation fans		~			~			~			~		
13	Check handwinding indicator unit		~			~			~			~		
14	Replace handwinding unit battery		~											
15	Replace autodialler battery		~											

	Overspeed Governor													
	Manually check governor tripping (type).				`						~			
	Check governor groove for wear (type).				>						~			
3	Check electrical trip (type).				>						~			
4	Check governor/pulley bearing lubrication				>						~			
E (Circuit Breakers/Main Switches													
	Check contacts	Г	Π		~						~			
		1		· · · · · ·				· ·						
F	Machine Room Lighting & Pulley Room Lighting a	nd Sha	aft L in	htina										
	Check operation of lighting	I v	· ·	· ·	~	~	~	· ·	~	~	· ·	ı	l	
	Check operation of emergency lighting		1		~						~			
			<u> </u>											
C	Stan Switches													
	Stop Switches Check operation of emergency stop switches.	I ,			_			· ·			~			
'	oneon operation of emergency stop switches.			<u> </u>								l		
	110.0													
	Lift Car		1											
	Check operation of call buttons inc.tell tale lights and momentary tone			•			•			*			~	
	Check position indicator	~	-	~	~	~	~	~	~	~	~	~	~	
3 (Check key switches			~			~			~			~	
4 (Check alarm and autodialler including pictorams		-	~	~	~	~	~	~	~	~	_	~	
5 (Check all car lighting	-	-	~	~	~	~	_	~	~	~	-	~	
	Check handrail security			~			~			~				
	Check voice synthesier	-	-	~	~	~	~	_	~	~	~	-	~	
	Check hearing loop			~			~			~				
	Check levelling up & down	-	-	_	~	~	~	_	~	~		-		
	Check starting & stopping up & down	-	-	-	-	*	~		~	~	-	-	~	
_	Check telephone	-	-	-	~	~	~	-	~	~	-	-	~	
	Test lift emergency lighting by mains			,			-						-	
	Check door closing force by pressure gauge (type).			-										
	Check car top controls	-	-	,	~	~	_	_	~			-	~	
	Clean car top & all equipment	Ė	'	,	<u> </u>		~	\vdash		-	<u> </u>	<u> </u>	,	
_	Test circuit & operation of car top socket.	\vdash		Ė				$\vdash \vdash$					_	
	Observe operation of guide shoes on test cont.	-	-		~			-			~			
	Check wear to guide shoes.	H	-		~			\vdash			<u> </u>			
	Check guide shoe fixings & spring tension.	-	-		~			\vdash			Ž			
	Check rubber isolation & bottom fixings.	\vdash	-		~						<u> </u>			<u> </u>
	Visually check/test load weighing devices	\vdash	-		-									<u> </u>
	Check security keypad operation	-	-	~	-	>	~	_	~	>	~	_	~	<u> </u>
- 1	Check lift lighting & diffusers	-	-	,	~	· ·	~	Ť	~	~	-	-	-	<u> </u>
	Check operation of car top light	-	-		· ·								-	<u> </u>
	<u> </u>	Ť	<u> </u>	~	· ·	•	•	, , , , , , , , , , , , , , , , , , ,	~		· ·	~		
_	Check termination box connections	⊢ <u>`</u>			· ·			Ľ			~			<u> </u>
	Check calibrate load weighting	L.												
21	Check, lubricate rope pulley	~			~			~			~			
	Lift Door Operator & Car Door													
	Check operation of electrical interlocks. Check air cord tension & anchorage's.	<u> </u>	-	*			~			~			· ·	(
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	Check wear on door bottom guide shoes.			~			`			~			`	
	Clean sill groove & top track.			~			~			~			>	
	Check top track rollers & upthrust rollers.			~			•			~			>	
	Check lubrication to door chains, bearings.			~			>			~			>	
7	Check door drive belt tension			~			>			~			>	
8	Check lubrication of door operator coupler						>						>	
9	Check operation of door protection device	~	~	~	~	~	~	~	~	~	~	~	>	
10	Check operation of door motor brake			~			~			~			>	
11	Check operation and clearance of door operator control switches			~			>			~			>	
12	Retiring cam : check, clean core			~			~			~			>	
13	Check door motor brushes			~			~			~			>	
14	Check retiring cam	1		~			~			~			>	
15	Check pulley alignment of belt			~			~			~			~	
J	Landing Doors													
	Check electrical/mechanical interlocks.	T ~	· ·		· ·	· ·	~	· ·	· ·		_	· ·	~	
	Check electrical/mechanical methocks. Check air cords for wear & tension/anchorage	Ť	Ļ	-	Ļ	Ļ	-	Ě	<u> </u>	-	Ľ	Ť	•	
	-	╂			<u> </u>								· ·	
	Check bottom door guide shoes.	1		·			~						· ·	
	Clean sills, grooves & top track.			~						~				
	Check top track rollers & kicking rollers.			~			~			~			>	
	Check lubrication to linkage & pivots.			~			~			~			~	
7	Check operations & condition of lock, beaks etc.			~			~			~			•	
K	Ropes & Rope Anchorage's													
1	Check Condition				~						~			
2	Check security of rope anchorage's.				~						~			
3	Check equal rope tension				~						~			
4	Lubricate rope (type)	1			~						~			
5	Check rope clip tightness				~						~			
		-												
T	Guide Rail and Fixings													
	Check guide and guide rail fixings	T			· ·	Г		Г			~			
	Lubricate guides (not roller)				~									
_	- ' '	1	1											
M	Ram Assembly													
	Inspect bearings of sheaves and pulleys. Lubricate.	T	· ·	· ·	· ·	· ·	~	· ·	· ·		~	· ·	~	
	Ensure that keys and fixing bolts of sheaves and pulleys are	۱Ť	Ť	-	Ť	Ė	<u> </u>	Ť	<u> </u>		Ť	Ť	_	
	secure and check for visible cracks and corrosion. Inspect	1			l			l						
	Check ram seals & drain bottles	~	~	~	~	~	~	~	~	~	>	~	>	
4	Check guide shoes on yoke	~	~	~	~	-	~	~	-	~	~	-	~	
5	Check integrity of drain hose	~			~			~			~			
6	Lubricate guides	~			~			~			~			
					~			~			~			
7	Check buffers and pitprop.	~	l									i .		
	Check buffers and pitprop. Ensure main tie bolts are secure.	~			~			~			>			
8	Ensure main tie bolts are secure. Inspect control rope and chain, rope and gripper and terminal		~	,	~	~	~	~	•	~	> >	~	~	
8 9 10	Ensure main tie bolts are secure. Inspect control rope and chain, rope and gripper and terminal stops. Ensure ram heads bolts and cylinder fixing bolts are secure.	~	~	~		~	*		*	~		~	•	
8 9 10	Ensure main tie bolts are secure. Inspect control rope and chain, rope and gripper and terminal stops.	~	~	~	~	~	`	Ý	~	•	~	Ý	~	

N	Shaft Limits													
1	Check operation manually.		· ·	1	T T	· ·	1	T T	· ·	I		v		T T
2	Clean limit interior, check fixings & contacts.	_	-		-				 			<u> </u>		
3	Check limit rollers, pivots & lubricate.	_	-		†	-		 	-			 	-	
4	Check & clean inductors/vanes.		-		1									
5	Check levelling devices/tape head/magnets	_	-		1				-					
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	Safety Gear													
1	Visually check & operate by hand.	т —	· ·	ı	т —	Г	ı		l	T		_	ı	
2		+	-	1	ł				-					
3	Clean & lubricate linkages & pivots.	_	-		1			-	-					
4	Check rupture valve operation	_	+		!			-	Ť			1		
4	Check rupture valve operation		*											
_	Inu													
LP.	Pit	_	1 .		_				1 .			1 .	1	
\perp^{1}	Clean lift pit		_		<u> </u>	_								
2			<u> </u>					~						
3	Selector idler : check		~			~			~			~		
4	Check operation of emergency autodialler	~	-	~	~	~	~	~	~	~	>	~	~	
5	Check operation of RCD socket		~			~			~			~		
		-												
Q	Trailing Cables													
1	Check trailing cable support car & shaft.		·						\ \					
2	Check cable hanging loop & pit clearance.		~						~					
3	Check condition.		-						~					
		-												
R	Shaft Trunking/Tubing/Wiring													
1	Visually check for defects.	Т	· ·		I			П						
		-	<u> </u>	·						·				
S	Sundry Items including Health & Safety													
1	Visually check notices shock notice, warning notices access	т —	· ·		Г		Г	Г		l l				Ī
	ladder. Motor room doors, rubber mats, fire extinguisher,													
		-												
Т	General													
1	Report to Clients representative on arrival on site.		~	~	·	~	~	~	~	~	~	~	~	
2	Ascertain any recent problems with lift(s).	~	~	~	~	~	~	~	~	~	~	~	~	
3	Post "Lift under Maintenance" notices at all floors.	~	~	~	~	~	~	~	-	~	~	-	~	
4	Complete maintenance log-card on site.	~	~	~	~	~	~	~	-	~	~	-	~	
5	Replace all guards switch off motor room & shaft lights, lock	~	-	-	~	-	~	~	-	~	~	-	~	
	motor room/pulley room doors.													
6	Advise Clients representative of completion of visit & return any keys.	~	~	~	~	_	~	~		~	~	_	~	
	lany reas.													