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Monthly/Quarterly/Bi-Annual/Annual Activities (type) - Depending on equipment condition or type		1st Quarter			2nd Quarter			3rd Quarter			4th quarter			
TASK:														REMARKS:
A	Machine Room Area													
1	Check worm gear oil level.	✓			✓			✓			✓			
2	Check operation of main gear unit.	✓			✓			✓			✓			
3	Check running of machine for heat & vibration	✓			✓			✓			✓			
4	Check condition of brake drum & linings	✓			✓			✓			✓			
5	Check handwinding equipment & notices.				✓									
6	Check gear for oil seal leakage.	✓			✓			✓			✓			
7	Check diverter pulley lubrication.	✓						✓						
8	Check traction between ropes & sheave	✓						✓						
9	Brake core, pivots & linkage ; check, clean				✓						✓			
10	Check wear of sheave with gauge & clean.				✓									
11	Check all machine supports & fixings				✓									
12	Check all guarding				✓						✓			
1a	Check stop switch operation	✓			✓			✓			✓			
14	Check encoder coupling and wiring	✓			✓			✓			✓			
15	Check operation of brake monitor switches	✓			✓			✓			✓			
16	Check motor brushes	✓		✓		✓		✓		✓		✓		
17	Check generator brushes	✓		✓		✓		✓		✓		✓		

[illegible]

C 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	Visually inspect printed circuits. Clean heatsinks	✓			✓			✓			✓		
6	Visually inspect coils resistors, transformers, timers.	✓			✓			✓	✓		✓		
7	Check general operation	✓			✓			✓	✓		✓		
8	Check control voltage	✓			✓			✓	✓		✓		
9	Replace encapsulated relays over 3 year cycle	1/12			1/12			1/12			1/12		
10	Replace air filters	✓											
11	Check ventilation fans	✓			✓			✓			✓		
12	Check braking resistors	✓			✓			✓			✓		
13	Check handwinding indicator unit	✓			✓			✓			✓		
14	Replace handwinding unit battery	✓											
15	Replace autodialler battery	✓											

D Overspeed Governor													
1	Manually check governor tripping.				✓						✓		
2	Check governor groove for wear.				✓						✓		
3	Check electrical trip.				✓						✓		
4	Check governor bearing lubrication				✓						✓		

E Circuit Breakers/Main Switches													
1	Check contacts				✓						✓		

F Machine Room Lighting & Pulley Room Lighting and Shaft Lighting													
1	Check operation of lighting	✓			✓			✓			✓		
2	Check operation of emergency lighting				✓						✓		

G Stop Switches														
1	Check operation of emergency stop switches.	✓			✓			✓			✓			

H Lift Car														
1	Check operation of call buttons inc.tell tale lights and momentary tone			✓			✓			✓			✓	
2	Check position indicator	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
3	Check key switches	✓		✓		✓		✓		✓		✓		
4	Check alarm and autodialler including pictograms	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
5	Check handrail security			✓			✓			✓			✓	
6	Check voice synthesier	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
7	Check hearing loop			✓			✓			✓			✓	
8	Check levelling up & down	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
9	Check starting & stopping up & down	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
10	Check telephone	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
11	Test lift emergency lighting by mains			✓										
12	Check door closing force by pressure gauge (type).			✓										
13	Check car top controls	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
14	Clean car top & all equipment			✓			✓			✓			✓	
15	Test circuit & operation of car top socket.				✓									
16	Observe operation of guide shoes on test cont.	✓			✓			✓			✓			
17	Check wear to guide shoes.				✓						✓			
18	Check guide shoe fixings & spring tension.				✓						✓			
19	Check rubber isolation & bottom fixings.				✓									
20	Visually check/test load weighing devices				✓									
21	Check security keypad operation	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
22	Check lift lighting & diffusers	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
23	Check operation of car top light	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
24	Check termination box connections	✓			✓			✓			✓			
25	Check calibrate load weighing				✓									
26	Check, lubricate rope pulley	✓			✓			✓			✓			

I Lift Door Operator & Car Door													
1	Check operation of electrical interlocks.			✓			✓			✓			✓
2	Check air cord tension & anchorage's.			✓			✓			✓			✓
3	Check wear on door bottom guide shoes.			✓			✓			✓			✓
4	Clean sill groove & top track.			✓			✓			✓			✓
5	Check top track rollers & upthrust rollers.			✓			✓			✓			✓
6	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			✓			✓			✓			✓
15	Check pulley alignment of belt			✓			✓			✓			✓

J Landing Doors													
1	Check electrical/mechanical interlocks.	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
2	Check air cords for wear & tension/anchorage			✓			✓			✓			✓
3	Check bottom door guide shoes.			✓			✓			✓			✓
4	Clean sills, grooves & top track.			✓			✓			✓			✓
5	Check top track rollers & kicking rollers.			✓			✓			✓			✓
6	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 (type)				✓						✓		

5	Check rope clip tightness				✓						✓			
6	Check compensation rope fixings				✓						✓			
7	Check compensation rope stretch	✓			✓			✓			✓			

L Counterweight														
1	Check counterweight guide shoe wear.				✓						✓			
2	Check filler weight restraints fixings.				✓									
3	Check rope pulley & bearings.				✓						✓			

M Shaft Limits														
1	Check operation manually.	✓			✓			✓			✓			
2	Clean limit interior, check fixings & contacts.				✓									
3	Check limit rollers, pivots & lubricate.				✓						✓			
4	Check & clean inductors/vanes.				✓									

N Guides & Fixings														
1	Lubricate guides (not roller)	✓			✓			✓			✓			
2	Check guide & guide rail fixings.							✓						

O Safety Gear														
1	Visually check & operate by hand.		✓											
2	Check operation of s/gear switch by hand.		✓						✓					
3	Clean & lubricate linkages & pivots.		✓						✓					

P Buffers														
1	Check buffers fixings.							✓						
2	Check buffers are upright.							✓						

Q Pit														
1	Clean lift pit				✓									
2	Full shaft clean down							✓						

3	Check operation of emergency autodialler	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
4	Check operation of RCD socket	✓			✓			✓			✓			

R Governor Rope Return Pulley														
1	Check bearing/pivot lubrication.		✓						✓					
2	Check operation of electrical switch by hand.		✓						✓					
3	Check fixings & clean.		✓											

S Clearances														
1	Check counter weight over-runs.				✓						✓			
2	Check clearance at top lift well.				✓						✓			
3	Check door coupler to cill clearance.				✓						✓			

T Trailing Cables														
1	Check trailing cable support car & shaft.	✓							✓					
2	Check cable hanging loop & pit clearance.	✓							✓					
3	Check condition.	✓							✓					

U Shaft Trunking/Tubing/Wiring														
1	Visually check for defects.				✓									

V Sundry Items including Health & Safety														
1	Visually check notices shock notice, warning notices access ladder. Motor room doors, rubber mats, fire	✓												

W 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.	✓			✓			✓			✓			