



# Elevator Maintenance Checklist

conducted for

## Insular

**Elevator #**

1

**Conducted on**

20 Dec 2018 07:42 AM

**Prepared by**

Carlos De los Reyes

**Location**

5000 Estate Enighed, Independence, KS 67301, USA

**Completed on**


20 Dec 2018 04:17 PM

**Score**

46/48.0 - 95.83%

## Failed Responses

This section lists responses that were set as "failed responses" in the template used for this audit

Question	Response	Details
Car lighting and receptacles	Not Good	One of the elevator lights inside the car is broken
 <p data-bbox="140 674 256 701">Appendix 2</p>		

## Actions

#1. Please replace the lights

Assignee: Unassigned

Priority: MEDIUM

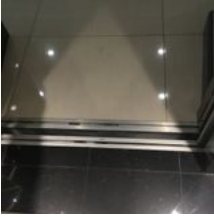

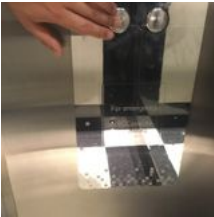
Due Date: 21 Dec 2018 04:15 PM


Audit: Insular / 1 / Carlos De los Reyes / 20 Dec 2018

Linked to item: Car lighting and receptacles

Status: To Do

## Audit - 46/48 95.83%


Question	Response	Details
<b>Inside of Car</b>		Score (16/18) 88.89%
Door reopening device	Good	
Stop switches	Good	
Operating control devices		
Sills and car floor	Good	
 <p>Appendix 1</p>		
Car lighting and receptacles	Not Good	One of the elevator lights inside the car is broken
 <p>Appendix 2</p>		
Car emergency signal	Good	
 <p>Appendix 3</p>		
Car door or gate	Good	
Door closing force	Good	
Power closing of doors or gates	Good	
Power opening of doors or gates	Good	

Question	Response	Details
Car vision panels and glass car doors	Good	
Car enclosure	Good	
Emergency exit	Good	Emergency exit is accessible
 <p data-bbox="140 607 256 636">Appendix 4</p>		
Ventilation	Good	

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




Question	Response	Details
Signs and operating device symbols	Good	
 <p>Appendix 5</p>		
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	
<b>Top of Car</b>		
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	

Question	Response	Details
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	N/A	
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	
<b>Machine Room</b>		Score (30/30) 100.00%
Access to machine space	Good	
Headroom	Good	
Lighting and receptacles	Good	
Machine space	Good	
Housekeeping	Good	
Ventilation	Good	



Question	Response	Details
Fire extinguisher	Good	Recently tested and up to date
 <p>Appendix 6</p>		
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	

Question	Response	Details	
Terminal stopping devices	Good		
Car and counterweight safeties	Good		
Maintenance records	Good		
Earthquake inspection/test	N/A		
<b>Completion</b>			
Overall Recommendation		I was not able to access the top of car. Overall condition inside of car was good. There were broken lights inside of the car that needed urgent repair I have notified maintenance to fix immediately.	
Name & Signature of Maintenance Personnel	Carlos De los Reyes	20 Dec 2018 07:58 AM	

## Media



Appendix 1



Appendix 2



Appendix 3



Appendix 4



Appendix 5



Appendix 6