



## **Residential Elevator Service Checklist**

It is recommended that the following inspections and adjustments (if required) be carried out while servicing the residential elevator.

### **Check the machine room for the following:**

#### **Check the tank unit for the following:**

1. That there is no oil leakage around the control valve
2. That there is no oil leakage around the hydraulic hose joints
3. Check the minimum oil level when elevator is at the top floor
4. That the oil tank is clean and dry
5. Check expiry date of hose line

#### **Check the controller for the following:**

1. Loose terminal connections
2. Burnt or frayed wiring
3. Excessive dust buildup
4. Loose relays and bases
5. Ensure that the controller is clean of any debris
6. Ensure that the emergency battery has not exceeded its expiry date

### **Inspect the shaft for the following:**

#### **Check the shaft for the following:**

1. That the guide rail brackets, rails and clips are secure
2. That the guide rail fish plates are secure
3. Ensure that all limit switches are secure
4. Check lights and outlets to ensure that they are functioning
5. That all piping and fittings are secure
6. That the pit is clean and dry
7. That the hoisting ropes are undamaged
8. That rope attachments and rope clips are secure
9. That the guide rails are sufficiently lubricated

#### **Inspect the hydraulic cylinder for the following:**

1. Ensure that there are no scratches to piston
2. That the wiper seal is not leaking excessive oil
3. If applicable, ensure that the oil return hose is connected
4. Check that the cylinder and pillar brackets are secure

**Inspect the piston follower for the following (if applicable):**

1. That the piston sheave guide shoes are secured
2. That there is sufficient lubrication to the guide shoes
3. That the piston sheave is level

**Testing the Safety Devices – This should be completed on each service call**

**Inspect the top of car for the following:**

1. That all attachments are secure
2. That travel cables are hanging properly
3. That conduits and piping are not damaged
4. That the car top is clean and dry
5. If applicable, check top of car inspection station to ensure that the light works and you can run on top of car inspection

**Inspect the door frames for the following:**

1. That all frames are secure and not damaged
2. That door interlocks are attached firmly
3. That door gibs are secured (only applicable to 2-speed doors)
4. That the spring door closer is attached firmly to slow door (only applicable to 2-speed doors)

**Inspect each landing entrance for the following:**

1. That the button face plate is secure
2. That call buttons are operating as normal

**Inspect the inside of the car for the following:**

1. That lights are working
2. That the face plate secure
3. That all indicator lights and buttons are functioning
4. That all cab walls and handrails are secured (does not include finishes installed by others)
5. If applicable, that the telephone is working
6. Disconnect power to test that the emergency light works
7. Check floor level stops for accuracy