



| ITEM                     | METHOD OF PREVENTIVE MAINTENANCE   | TYPE OF LUBRICATION  |
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| MONTHLY SERVICE:         | DATE COMPLETED   |  |
| ALARM BELL               | THE MECHANIC WILL MANUALLY TEST THE ALARM BELL TO MAKE SURE IT IS OPERATIONAL AND THAT THE ALARM BELL IS PUTTING OUT THE APPROPRIATE DECIBEL LEVEL   | LUBRICATE PUSHBUTTON WITH CONTACT CLEANER EQUAL TO CRC ELECTRIC CLEANER              |
| SAFETY EDGE              | MANUALLY CHECK SAFETY EDGE FOR PROPER RETRACTION AND MAKE ANY ADJUSTMENTS NECESSARY  | 30 WEIGHT MOTOR OIL OR LIGHT FILM OF EQUIVALENT. APPLY TO BEARING ON SAFETY EDGE ARM |
| DOOR OPEN BUTTON         | TEST DOOR OPEN BUTTON. MAKE SURE OPERATING CORRECTLY AND FREELY  | ELECTRIC CLEANER CRC OR EQUIVALENT   |
| CALL BUTTON              | TEST FOR PROPER OPERATION. CHECK AND REPLACE IF NEEDED INDICATOR BULBS. LUBRICATE BUTTON AND REPLACE LIGHT BULBS AS NEEDED   | ELECTRIC CRC CLEANER   |
| CAR DOOR                 | CHECK FOR SPEED AND PROPER DOOR TORQUE IN ACCORDANCE WITH ANSI A17.1. LUBRICATE FREIGHT DOOR GUIDE ROLLERS, CLEAN CHAINS, BRACKETS   | 30 WEIGHT OIL FOR ROLLERS AND CAR DOOR TRACKS  |
| SCAVENGER PUMP           | CHECK SCAVENGER PUMP FOR PROPER OPERATION. CHECK & INSPECT SCAVENGER PUMP RETURN LINE TO AVOID OBSTRUCTIONS FOR CLOGGING. INSTALL PACKING AND JACK HEAD.   | N/A  |
| LOBBY DOORS & HALL DOORS | CHECK DOOR GUIDES, ROLLERS AND LUBRICATE ROLLERS AND TRACKS  | 30 WEIGHT OIL  |
| RIDE                     | CHECK RIDE FOR TRANSITION LEVELING AND FLOOR STOP ACCEPTABLE TOLERANCES  | N/A  |
| PUMPING UNIT             | CHECK OIL LEVEL, TANK HEATER OPERATION, MOTOR STARTER AND CONTACTS. CHECK V-BELT IF APPLICABLE FOR ALIGNMENT, TENSION AND WEAR   | N/A  |
| FIRE SERVICE             | USE APPROPRIATE KEYS TO TEST OPERATION PER ANSI A17.1 AND THOSE ASSOCIATED RULES PERTAINING TO FIRE SERVICE PHASE I & II. LUBRICATE KEY SWITCHES INTERNALLY AS NEEDED. RECORD TEST AND TEST LOG AND DOCUMENT TEST ON SERVICE TICKETS. TEST TO BE PERFORMED IN ACCORDANCE WITH ALL GOVERNMENT CODE REQUIREMENTS | LIGHT FILM OF WD40 OR EQUIVALENT   |
| CAR PHONE                | CHECK FOR DIAL TONE AND APPROPRIATE CONNECTIONS  | N/A  |
| CAR & LOBBY PI           | CHECK AND/OR REPLACE INDICATOR BULBS AS NEEDED   | N/A  |
| "PR"                     | PUBLIC RELATIONS – MECHANIC IS TO CHECK WITH BUILDING MAINTENANCE SUPERVISOR DURING EACH VISIT AND REQUEST INFORMATION REGARDING ANY PROBLEMS OR NEEDS PERTAINING TO THE ELEVATOR  | N/A  |
| EVEN MONTHS SERVICE:     | DATE COMPLETED   |  |
| EVEN FLOORS              | IF SERVICING BUILDING WITH MANY FLOORS AND TIME DOES NOT PERMIT TO SERVICE EVERY FLOOR, CHECK ALL EVEN FLOORS DURING THESE MONTHS, EX. 2, 4, 6, 8, 10  | N/A  |
| DOORS                    | SEE ABOVE CAR DOOR, LOBBY AND HALL DOORS FOR PREVENTIVE MAINTENANCE LUBRICANT TYPE   |  |
| BUTTONS                  | SEE ABOVE CALL BUTTONS   |  |
| CAR TOP                  | CLEAN CAR TOP AND INSPECT DOOR OPERATOR MAKING NEEDED ADJUSTMENTS TO DOOR OPERATOR BELT AND CHAINS. CHECK MOTOR BRUSHES AND ALL OTHER OPERATIONAL PARTS, LINKAGES, ETC. CHECK HOIST DOOR OPERATOR SPROCKETS, AND CHAINS. CHECK MOTOR BRUSHES AND BEARINGS  | 30 WEIGHT OIL  |
| STARTER CONTACTS         | DISASSEMBLE STARTER TO VISUALLY INSPECT CONTACTS FOR WEAR. REPLACE IF NECESSARY  |  |
| CAR KEY SWITCHES         | CHECK ALL KEY SWITCHES FOR PROPER OPERATION AND LUBRICATION IF NECESSARY   | WD40   |
| PISTON                   | CHECK PISTON FOR EXCESSIVE OIL. CHECK PISTON JOINTS AND ENTIRE PISTON FOR BURRS  |  |
| FAN                      | TEST FAN AND FAN KEY SWITCH FOR PROPER OPERATION. LUBRICATE FAN BEARINGS AS NEEDED   | 30 WEIGHT OIL  |
| FIRE SERVICE             | AS DESCRIBED ABOVE   |  |
| INDEPENDENT SERVICE      | CHECK KEY SWITCH AND INDEPENDENT SERVICE FOR PROPER OPERATION  |  |
| HALL PI                  | CHECK PI'S AND REPLACE INDICATOR BULBS AS NECESSARY  |  |
| ODD FLOORS               | IF SERVICING AN ELEVATOR WITH MANY FLOORS AND TIME DOES NOT PERMIT CHECKING ALL FLOORS, CHECK ALL ODD FLOORS DURING THESE MONTHS, EX. 1, 3, 5, 7   |  |
| ODD MONTH SERVICE:       | DATE COMPLETED   |  |
| DOORS                    | AS SPECIFIED ABOVE   |  |
| BUTTONS                  | AS SPECIFIED ABOVE   |  |
| DOOR OPERATOR            | AS SPECIFIED IN SECTION STATING CAR TOP  |  |
| PUMP MOTOR               | SEE PUMPING UNIT SECTION   |  |
| INSPECTION SERVICE       | CHECK INSPECTION SERVICE KEY SWITCH FOR PROPER OPERATION AND CHECK CAR TOP INSPECTION SERVICE TO WORK APPROPRIATELY  |  |
| DOOR OPEN/ CLOSE RELAY   | CHECK ALL CONNECTIONS AND TIGHTEN. INSPECT CONTACTS FOR WEAR, ADJUST AIR GAPS AS NECESSARY   |  |
| SIGNS                    | INSPECT HALLWAYS AND CAR FOR PROPER SIGNS IN ACCORDANCE WITH ANSI A17.1 AND BUILDING CODE REQUIREMENTS   |  |
| CAR GUIDE SHOES          | INSPECT GUIDE SHOES FOR INSERT WEAR, ADJUST GUIDE SHOES FOR SMOOTH OPERATION AND APPLY LUBRICANT TO CAR GUIDE SHOES AND RAILS AS NEEDED  |  |
| SUMP PUMP                | INSPECT SUMP PUMP FOR PROPER OPERATION   |  |
| HALL KEY SWITCHES        | TEST, INSPECT AND CHECK ALL HALL KEY SWITCHES FOR PROPER OPERATION   | FILM OF WD40 OR EQUIVALENT   |
| ANNUAL SERVICE:          | DATE COMPLETED   |  |
| HALL POSITION INDICATORS | CHECK AND REPAIR INDICATOR BULBS AS NEEDED   |  |
| RELIEF VALVE             | CHECK AND SET RELIEF VALVES IN ACCORDANCE WITH ANSI A17.1 TO PERFORM TEST IN PRESENCE OF STATE OF MARYLAND INSPECTOR AS REQUIRED   |  |
| RAILS                    | INSPECT ALL RAIL JOINTS AND ALIGNMENT. FILE BURRS AND JOINTS AS NEEDED, CHECK AUTOMATIC LUBRICATORS AND FILL AS NEEDED   | 30 WEIGHT OIL  |
| TRAVELING CABLE          | INSPECT ENTIRE LENGTH OF CABLE FOR CRACKS, FRAYING, ETC. CHECK CONDUIT CONNECTIONS, WIRE BASKETS   |  |
| SAFETY CIRCUITS          | CHECK, INSPECT AND TEST ALL SAFETY CIRCUITS INCLUDING DOOR LOCKS. RELEVELING CIRCUITS, ALARM, LIMITED SWITCHES, SAFETY EDGE AND ALL OTHER APPLICABLE SAFETY CIRCUITS FOR TYPE OF EQUIPMENT LISTED ABOVE  |  |
| HOISTWAY                 | INSPECT AND THOROUGHLY CLEAN AND PAINT AS NEEDED   |  |
| DOOR MOTOR BRUSHES       | INSPECT AND REPLACE AS NEEDED  |  |
| LIMIT SWITCHES           | INSPECT AND TEST FOR PROPER OPERATION. THOROUGHLY CLEAN AND LUBRICATE ARMS   | 30 WEIGHT OIL  |

**MEANING OF TERMS:**

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| <b>INSPECTION</b> | WHEN MAKING AN INSPECTION OF ANY ITEM, THE ITEM WILL BE VISUALLY INSPECTED AND ALSO MANUALLY TESTED TO PERFORM ITS INTENDED FUNCTION CORRECTLY WITH APPLICABLE ANSI A17.1 CODES AND REQUIREMENTS. EXAMPLE: KEY SWITCHES – INSERT APPROPRIATE KEY IN KEY SWITCH AND CHECK INTENDED OPERATION FOR PROPER OPERATION. VISUALLY INSPECT ALL CONNECTIONS AND WEAR. REPLACE IF NECESSARY. |  |
| <b>ADJUST</b>     | TO MAKE REPAIR EITHER ELECTRICALLY OR MECHANICALLY TO PROVIDE SMOOTHER AND CORRECT OPERATION. EXAMPLE: DOOR OPERATOR – PROPERLY TIGHTEN MOTOR DRIVE BELT TO MAINTAIN PROPER TENSION BETWEEN MOTOR SHEAVE AND OPERATOR DRIVE SHEAVE   |  |
| <b>TEST</b>       | TEST TO MANUALLY CHECK FOR PROPER OPERATION AND FUNCTION OF THAT PARTICULAR FEATURE. EXAMPLE: FIREMEN SERVICE PHASE I & II – TO USE APPROPRIATE KEY SWITCH TO ACTIVATE FIREMEN SERVICE PHASE I & II. DETERMINE WHETHER FUNCTIONING IN ACCORDANCE WITH ANSI A17.1 AND APPROPRIATE RULES AND RECORD FINDINGS. IF TESTING IS NOT ACCEPTABLE, CORRECTIVE ACTION MUST BE TAKEN          |  |
| <b>CLEAN</b>      | TO INCLUDE THE FOLLOWING: CLEAN ELEVATOR PITS, CAR TOP, CAR SILLS, HALL SILLS, HALL DOOR TRACKS, CAR DOOR TRACKS, MACHINE ROOM FLOOR, PUMPING UNITS, CONTROLLER. CLEANING ALSO INCLUDES PAINTING AS NEEDED. ALL ELECTRICAL RELAY CONTROLS ETC SHOULD BE KEPT AT A DUST-FREE LEVEL  |  |