

ELEVATOR PERIODIC INSPECTION CHECKLIST

Date of Inspection:	Name of Inspector:	Badge No.:
EA No.:	EBN No.:	Device No.:
Rated Speed: fpm:	Capacity: lbs.:	Elevator Company:

S = Satisfactory – meets Code requirements U = Unsatisfactory N/A = Not Applicable

1	INSIDE CAR / (VISUAL ONLY)	S	U	N/A
	Door Reopening Device			
	Stop Switch (Visual)			
	Operating Control Devices			
	Car Floor and Landing Sill			
	Car Lighting and Receptacles			
	Car Emergency Signal			
	Door Closing Force			
	Car Door or Gate			
	Power Closing of Doors or Gates			
	Power Opening of Doors or Gates			
	Car Vision Panels and Glass Doors			
	Emergency Exit			
	Ventilation			
	Signs & Operating Device Symbols			
	Rated Load, Platform Area and NYCID#			
	Restricted Opening of Car Door or HD			
	Car Ride			

2	MACHINE ROOM / (VISUAL ONLY)	S	U	N/A
	Access to Machine Space			
	Code Data Plate			
	Lighting and Receptacles			
	Machine Space			
	Housekeeping			
	Ventilation			
	Fire Extinguisher			
	Pipes, Wiring, and Ducts			
	Guarding of Exposed Auxiliary Equipment			
	Numbering (NYC ID#) – Controller, Machine MG and Disconnect Switches			
	Disconnecting Means and Control			
	Controller Wiring, Fuses, Grounding			
	Governor, Over Speed Switch, and Seal			
	Overhead Beam and Fastenings			
	Drive Machine Brake			
	Traction Drive Machines			
	Gears, Bearings, and Flexible Couplings			
	Winding Drum Machine & Slack Cable Device			
	Belt or Chain Drive Machine			

	Motor Generator			
	Normal Terminal Stopping Devices			
	Final & Emergency Terminal Stopping Devices			
	Car Leveling and Anticreep Devices			
	Top Emergency Exit			
	Floor and Emergency ID#			
	Hoistway Smoke Control			
	Pipes, Wiring, and Ducts			
	Windows, Projections, Recesses, and Setbacks			
	Hoistway Clearances			
	Multiple Hoistways			
	Traveling Cables and Junction Boxes			
	Door & Gate Equipment			
	Car Frame and Stiles			
	Guide Rails Fastening and Equipment			
	Governor Rope			
	Governor Releasing Carrier			
	Wire Rope Fastening and Hitch Plate			
	Suspension Rope			
	Top Counterweight Clearance			
	Car, Overhead, and Deflector Sheaves			
	Broken Rope, Chain, or Tape Switch			
	Counterweight and Counterweight Buffer			
	Counterweight Safeties			
	Compensating Ropes and Chains			
	Anti-Creep Leveling Device			
	Hoistway Door and Gate Equipment			
	Guide Rails Fastenings Equipment			
	Governor Releasing Carrier			
	Governors, Safeties, Ropes and Counterweights <i>(use checklist for inspection)</i>			
	OUTSIDE HOISTWAY / (VISUAL ONLY)	S	U	N/A
	Car Platform Guard			
	Hoistway Doors			
	Vision Panels			
	Hoistway Door Locking Device			
	Access to Hoistway			
	Sequence Operation			
	Hoistway Enclosure			
	Traction Sheaves			

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AC Drives from a DC Source				PIT / (VISUAL ONLY)			S	U	N/A	
Terminal Stopping Devices*				Pit Access, Light, SW, Receptacle & Condition						
Low Oil Protection				Bottom Clearance, Runby, and Minimum Refuge Space						
Control Valve				Final & Emergency Terminal Stopping Devices						
Tanks				Normal Terminal Stopping Devices						
Flexible Hydraulic Hose and Fittings				Traveling Cables						
Supply Line and Shut-off Valve				Governor Rope Tension Devices						
Hydraulic Cylinder				Car and Frame Platform						
Pressure Switch/Low Oil Switch				Car Safeties and Guiding Members						
Slack Cable Switch (<i>roped hydraulic</i>)				Buffers and Emergency Terminal Speed Limiting Devices						
Maintenance Control Program				Compensating Chains, Ropes, and Sheaves						
Maintenance Records				Plunger and Cylinder						
CAT 1 Tags				Car Buffer						
CAT 5 Tags				Guide Members						
Brake Maintenance Tags										
Door Lock Monitor Tag										
				6	FIRE FIGHTER SERVICE / (VISUAL ONLY)			S	U	N/A
					Condition of Key Switch					

3	TOP OF CAR (VISUAL ONLY)	S	U	N/A
	Stop Switch			
	Car Top Light and Receptacle			
	Top of Car Operating Device			
	Top of Car Clearance, Refuge Space, Standard Railing			
	Secondary and Deflector Sheaves			
	Elevator Parking Device			
	Emergency Doors in Blind Hoistways			
	Separate Counterweight Hoistway			
	Standby Power Select Switch/Panel			