

Lifts - Traction type Passenger and Goods

Last Issue Date: 10/10/2018		Type Of Service				
Activity		A	B	C	D	E
1	* MAINTENANCE OF LIFTS A. GENERAL Contact building representative to determine if any lift malfunction has occurred since the last service visit.		Y	Y	Y	
2	Ride in cars and check for any abnormal noise or operation.		Y	Y	Y	
3	Check car re-level circuits for correct operation.		Y	Y	Y	
4	Check and ensure safety circuits and lock circuits are intact.		Y	Y	Y	
5	Display 'out of service' signs to restrict public access to lift while servicing.		Y	Y	Y	
6	B. MOTOR ROOM Check motor room door lock, lighting and ventilation. Service the lift switchboard including the testing of the RCDs.		Y	Y	Y	
7	Connect manufacturer Test Tool to controller and download any faults information (if test tool is available).			Y	Y	
8	Machine - Check gear case oil level and refill as required.		Y	Y	Y	
9	Grease all machine room points including machine bearings.			Y	Y	
10	Clean controller, relay panel and solid state equipment.		Y	Y	Y	
11	Check controller for loose wires and that no safety circuits have been bridged out.		Y	Y	Y	
12	Check operation of controller including all contactors, relays and settings, adjust if required.		Y	Y	Y	
13	Check overloads, timers and control systems operations and ratings of fuses.				Y	
14	Check and adjust rotating machinery couplings, drives etc.				Y	
15	Check motor brushes for sticking and wear. Replace as required.		Y	Y	Y	
16	Check motor generator set, commutators, motor electrical connections.			Y	Y	
17	Visually check governor to ensure all parts are clean, in good working order and all adjustments pinned.			Y	Y	
18	Lubricate governor.				Y	
19	Check, adjust and lubricate selectors, floor setters etc.				Y	
20	Strip, clean, lubricate and adjust brake.				Y	
21	Check brake lift clearance.			Y	Y	
22	Clean motor room.		Y	Y	Y	
23	C. TOP OF CAR AND LIFTWELL Test all functions of maintenance control unit.				Y	
24	Check and adjust or replace top car guide shoes and counterweight guide shoes.		Y	Y	Y	

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25	Lubricate guide rails and associated equipment except where roller guides are fitted.		Y	Y	Y	
26	Check well limits, operation of inductors, transducers and slow down switches.		Y	Y	Y	
27	Check and lubricate all sheave bearings and various pivot points.			Y	Y	
28	Inspect sheave grooves for wear.			Y	Y	
29	Inspect all ropes, suspension equipment and travelling flexes.			Y	Y	
30	Clean top of car.		Y	Y	Y	
31	Clean secondary floors (where provided).			Y	Y	
32	D. UNDERNEATH CAR AND PIT Clean pit floor			Y	Y	
33	Check all mounting bolts and tighten as required.			Y	Y	
34	Check and adjust or replace bottom car guide shoes.		Y	Y	Y	
35	Check condition and function of pit switches.		Y	Y	Y	
36	Check lift pit operational equipment and clearances.			Y	Y	
37	Check oil buffers for correct operation oil level, refill as required.				Y	
38	E. CAR INTERIOR AND ON LANDINGS Check operation of all lift control buttons and switches.		Y	Y	Y	
39	Check car lighting, accessories, signal indicators, illuminated pushbuttons, direction arrows, gongs and landing indication. Replace faulty lamps.		Y	Y	Y	
40	Check operation of emergency lights - 15mins minimum.		Y	Y	Y	
41	Check operation of car alarm and car telephone communications.		Y	Y	Y	
42	F. DOORS AND OPERATORS Clean all sills and bottom tracks and lubricate top door track.		Y	Y	Y	
43	Check operation of car doors and check all links, arms and fixings.		Y	Y	Y	
44	Check power door operation and adjust as required.		Y	Y	Y	
45	Check that lift does not start with door open or partially open.		Y	Y	Y	
46	Check operation of door safeties.		Y	Y	Y	
47	Check operation of landing door equipment.		Y	Y	Y	
48	Check P.D.O. belts, chains, limits and lubricate all joints.		Y	Y	Y	
49	Check, clean and adjust all door locks.		Y	Y	Y	
50	Check, adjust and lubricate car/landing door coupling equipment.			Y	Y	
51	G. SAFETIES				Y	

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	Test operation of all car safeties.					
52	Inspect safety gear, link pins, switch.			Y	Y	
53	Carry out safety gear test and report in log book.				Y	
54	* TESTS FOR OPERATION IN EVENT OF EMERGENCY A. LIFT-SHAFT VENTILATION Check for any obstructions.				Y	
55	B. FIRE-SERVICE CONTROL Set fire-service control switch to "ON". Note: Notify building representative prior to carrying out this test.				Y	
56	Check that all lifts return to the floor in which fire-service control switch is located.				Y	
57	Check that all door protective devices except automatic control of sensitive door edge re-opening devices are de-activated. (Emergency lift only)				Y	
58	Check that the fire service controls within the lift car operate as required by AS1735 (Emergency lift only).				Y	
59	Check that lift doors only open at floor where fire-service switch is located unless "floors open" button is pressed. (Emergency lift only)			Y	Y	
60	Check that lifts other than emergency lift remain inoperative.				Y	
61	Return fire-service control switch to "OFF".				Y	
62	C. FIRE - LIFT SIGNS Inspect for damage or deterioration and for compliance with clause E3.3 of the NCC.				Y	
63	D. OTHER REQUIREMENTS Confirm layouts up to date.			Y	Y	
64	If applicable, check the operation and condition of the UPSs (lift, dialler, security camera). Undertake the service in accordance with the manufacturer's recommendations.			Y	Y	
65	* INSPECTION OF LIFTS A. LIFT INSPECTION Carry out lift inspection to statutory requirements. Provide a copy of the inspection report to the Facility Manager and leave a copy in log book.				Y	
66	B. INFORMATION TO BE RECORDED On inspecting, record the following information relating to the lift: (a) Name and address of the building. (b) Name of the manufacturer. (c) Registration number or other identification. (d) Date of manufacture.				Y	

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	(e) Safe working load or rated working load. (f) Name and address of the person making the inspection. (g) Date of the inspection. (h) Description of any defects found. (i) State whether lift was found to be safe to operate.					
67	Complete motor room log book indicating type of visit, service/repair work performed and obtain signature of building representative at the end of the service.		Y	Y	Y	

Special Comments and Technical Data

B SERVICE MONTHLY (DO NOT INCLUDE FOR DECD AND WHERE LIFT TRAVELS BETWEEN 3 LEVELS OR LESS, UNLESS REQUIRED BY SITE)
 C SERVICE 3 MONTHLY
 D SERVICE ANNUAL
 REGISTRATION EVERY 5 YEARS (USE LF3)
 THIS SERVICE IS ONLY TO BE UNDERTAKEN BY COMPETENT, SPECIALIST TECHNICIANS APPROVED BY THE LIFT MANUFACTURER.
 LIFT MAINTENANCE IS TO BE DONE IN ACORDANCE WITH EN 13015 & AS1735.

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