

Service Lift - Manually Operated

Activity		Type Of Service				
		A	B	C	D	E
Last Issue Date: 14/01/2015						
1	Check car re-level circuit for correct operation.			Y	Y	
2	Check and ensure safety circuits and lock circuits are intact.			Y	Y	
3	Check motor room lock, lighting and ventilation.				Y	
4	Machine check gear case oil level and refill as required.			Y	Y	
5	Grease all machine room points including machine bearings.			Y	Y	
6	Check condition and operation of controller including: -clean controller, relay panel and solid state equipment. -for loose wires -to ensure that no safety circuits have been bridged out -all contactors -timers and control systems operations -rating of fuses			Y	Y	
7	Lubricate guide rails and associated equipment accept where roller guides are fitted.			Y	Y	
8	Check well limits, operation of indicators, transducers and slow switches.			Y	Y	
9	Inspect sheave grouves for wear			Y	Y	
10	Inspect all ropes, suspension equipment and travelling flexes			Y	Y	
11	Check operation of all lift control buttons and switches			Y	Y	
12	Check power door operation and adjust as required			Y	Y	
13	Check that lift door does not start with door open or partially open			Y	Y	
14	Check operation of door safeties			Y	Y	
15	Carry out inspection to statutory requirements. Provide a copy of the inspection report to the Facility Manager and also leave a copy in log book.				Y	
16	INSPECTION REPORT Information to be recorded -Name and address of building -Name of the manufacturer -Registration number or other identification -Date of manufacturer -Safe working load or rated working load -Name and address of the person making the inspection -Date of the inspection -Description of any inspection found -State whether the installation is safe to operate.				Y	
17	Record all results in log book			Y	Y	

**Disclaimer** -This TDS is intended to provide guidance only to support Preventative Maintenance servicing activities. All TDS users are encouraged to read and understand the full [Conditions of Use](#) provided on the final page of this document and on the DPTI website.

For more information please contact the applicable Facilities Management Service Provider.



Government of South Australia  
Department of Planning,  
Transport and Infrastructure

Download Date: 22/12/2020

## Special Comments and Technical Data

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C SERVICE 3 MONTHLY  
D SERVICE ANNUAL

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