

Lifts - Hydraulic Type (Passenger and Goods)

Last Issue Date: 10/10/2018		Type Of Service				
Activity		A	B	C	D	E
1	A. GENERAL Contact building representative to determine if any lift malfunction has occurred since the last service lift.		Y	Y	Y	
2	Display 'Out of service ' signs to restrict public access to lift.		Y	Y	Y	
3	Observe starting stopping and floor levels.		Y	Y	Y	
4	Ride in car and check for any abnormal noise or operation.		Y	Y	Y	
5	B. MOTOR ROOM Check motor room door lock, lighting, emergency lighting and ventilation. Check car level circuits for correct operation. Check and ensure safety circuits and lock circuits are intact. Service lift switchboard including testing of RCDs.		Y	Y	Y	
6	Clean machine, pump unit and related equipment.			Y	Y	
7	Check for any signs of leakage from pump or valve block.			Y	Y	
8	Clean lift controller and related equipment.		Y	Y	Y	
9	Connect manufacturers Test Tool to controller and download any faults information.			Y	Y	
10	Clean motor room.			Y	Y	
11	Check oil and oil level in main tank. Oil level must be within 50mm of top dipstick mark, top up with recommended oil as required. Note: Lift to be at lowest level.		Y	Y	Y	
12	Check hydraulic hoses and pipe connections for abrasions blistering or leaks.				Y	
13	Clean and replace oil filters.				Y	
14	Clean and replace main valve block filters.				Y	
15	Clean and replace pump filters.				Y	
16	Check door valves.				Y	
17	C: TOP OF CAR AND LIFT WELL Test all functions of maintenance control unit. Inspect all ropes, suspension equipment and travelling lexes (where applicable). Inspect sheave grooves for wear (where applicable) Check hydraulic seals for leaks, lift car creeping and report any excessive creeping of lift. Clean top of car.		Y	Y	Y	
18	Check top of car top guide shoe rollers.		Y	Y	Y	
19	Check well limits, operation of inductors, transducers and slow down switches.		Y	Y	Y	
20	Clean all seals and bottom tracks of all hall doors.			Y	Y	
21	D: UNDERNEATH CAR AND PIT		Y	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

Lifts - Hydraulic Type (Passenger and Goods)

Last Issue Date: 10/10/2018		Type Of Service				
		A	B	C	D	E
Activity						
	Clean pit floor.					
22	Check oil overflow container in pit and report any excessive leaking of oil.		Y	Y	Y	
23	Check hydraulic hoses for abrasions, blistering and leaks.				Y	
24	Check operation of bottom car guide rollers.				Y	
25	Check that hydraulic ram joints are tight (where applicable).		Y	Y	Y	
26	E. CAR INTERIOR AND LANDINGS Check operation of all lift control buttons and switches.		Y	Y	Y	
27	Check car lighting accessories, signal indicators, illuminated push buttons, direction arrows, gongs and landing indication. Replace faulty lamps.		Y	Y	Y	
28	Check operation of emergency lighting-15 minutes minimum.		Y	Y	Y	
29	Check operation of car alarm and car telephone communications.		Y	Y	Y	
30	F. DOORS AND OPERATORS Clean all seals and bottom tracks. Clean and lubricate all car and landing top door tracks.		Y	Y	Y	
31	Check operation of car doors and check all links, arms and fixings.		Y	Y	Y	
32	Check power door operation and adjust as required.		Y	Y	Y	
33	Check that lift door not start with door open or partially open.		Y	Y	Y	
34	Check operation of door safeties.		Y	Y	Y	
35	Check operation of landing door equipment.		Y	Y	Y	
36	Check PDO belts, chains, limits and lubricate all joints.		Y	Y	Y	
37	Check clean and adjust all door locks.		Y	Y	Y	
38	Check, adjust and lubricate car/landing door coupling equipment.		Y	Y	Y	
39	G. SAFETIES Test operation of all car safeties.				Y	
40	Inspect safety gear, link pins, switch.				Y	
41	Carry out safety gear test and report in logbook.				Y	
42	TESTS FOR OPERATION IN EVENT OF EMERGENCY A. LIFT-SHAFT VENTILATION Check for any obstructions. Note: Lift shaft ventilation to be not less than 10% of the lift shaft cross sectional area.				Y	
43	B. FIRE SERVICE CONTROL Set fire switch control to "ON".				Y	
44	Check that all lifts return to the floor in which fire service control sensitive door edge re-opening devices are de-activated.(Emergency lift only)				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

Lifts - Hydraulic Type (Passenger and Goods)

Last Issue Date: 10/10/2018		Type Of Service				
		A	B	C	D	E
Activity		A	B	C	D	E
45	Check that all door protective devices except automatic control of sensitive door edge re-opening devices are de-activated. (Emergency lift only)				Y	
46	Check that lift responds only to controls within lift car. (Emergency lift only)				Y	
47	Check that lift doors only open at floor where fire service switch is located unless "floors open" button is pressed. (Emergency lift only)				Y	
48	Check that the lift other than the emergency lift remain inoperative.				Y	
49	Return fire-service control switch to "OFF".				Y	
50	C. FIRE - LIFT SIGNS Inspect for damage or deterioration and for compliance with clause E3.3 of the NCC.				Y	
51	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	
52	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 also place a copy in the log book.				Y	
53	B. INFORMATION TO BE RECORDED On inspecting record the following information relating to the lift: (a) Name and address of building. (b) Name of the manufacturer. (c) Registration number or other identification. (d) Date of manufacture. (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 the installation is safe to operate.				Y	
54	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	

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

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

E 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.

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

Conditions of Use

A TDS should be used as a generic guide for Facilities Management Service Providers (FMSP) to deliver Facilities Maintenance Services, specifically Preventative Maintenance in accordance with the DPTI [Agency Work Procedure Manual](#).

Users of a TDS should familiarise themselves with the following **Conditions of Use**:

1. You use the information and data contained in any TDS published by DPTI at your sole risk. DPTI-AGFMA does not have the expertise to provide complete or accurate technical data schedules and provides these technical data sheets merely as a starting point and/or guide.
2. If you rely on the information in a TDS you are responsible for ensuring, by independent verification, its accuracy, currency and completeness. DPTI cannot guarantee that the information contained in a TDS meets the standards or requirements of legislative requirements.
3. A TDS is not an exhaustive list of tasks or obligations that may be required and is generally generic in nature. DPTI does not oblige the user of a TDS to rely on it to the exclusion of other sources of information. For example, manufacturer's requirements may need to be followed for additional and / or alternative tasks and for additional and / or alternative servicing frequencies. You should always check the primary source of information such as the Australian Standards, manufacturer's specifications, legislation and other standards before undertaking any work to which a schedule may apply.
4. You must apply appropriate risk management principles and carry out all tasks in accordance with obligations under the [Work Health and Safety Act 2012](#).
5. You must not use a TDS unless you meet the specific competency requirements for preventative maintenance servicing works and are capable of applying the TDS to your trade or area of expertise. A TDS is only to be used by people who are specifically instructed by DPTI to use them and only for work undertaken in South Australia.
6. DPTI, its agents, instrumentalities, officers and employees make no representations, express or implied, as to the accuracy of the information, the data contained in a TDS or the suitability of a TDS for a particular purpose.
7. DPTI does not provide legal advice. DPTI accepts no liability, howsoever arising, for any loss resulting from the use of a TDS and any information or data or reliance placed on them.
8. DPTI may change information and data in a TDS without notice.
9. DPTI may revise this disclaimer at any time by updating these Conditions of Use.