| Elevator Inspection Checklist |
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| **INSPECTION DATE:** |  | **TECHNICIAN:** |  |
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|  ▢ | Ensure the doors can open and close freely and without obstructions. |
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|  ▢ | Look for signs of damage on the ceiling, handrails and walls. |
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|  ▢ | Find and replace any burned-out lights, including in the control panel. |
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|  ▢ | Confirm that the emergency phone connects quickly with 911 or the local fire department. |
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|  ▢ | Replace any lights that have burned out at each floor. |
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|  ▢ | Inspect the door panels and clearances. |
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|  ▢ | Test the smoke detector and fire alarm system. |
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|  ▢ | Check oil levels and ensure all systems are properly lubricated. |
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|  ▢ | Examine electrical wiring for signs of fraying or defects. |
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|  ▢ | Make sure there is adequate headroom for technicians. |
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|  ▢ | Remove anything that interferes with access to the equipment. |
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|  ▢ | Ensure the emergency exit hatch is easily accessible. |
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|  ▢ | Test the brakes and inspect the mechanism to make sure it is in good condition. |
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|  ▢ | Check cables for signs of wear. |
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|  ▢ | Look for signs of rodents or vandalism along the hoist way. |
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|  ▢ | Make certain the area has proper access. |
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|  ▢ | Inspect the pit to make sure it has the necessary clearance. |
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|  ▢ | Check the car frame for signs of damage. |
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| **COMMENTS:** |
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