



## OWNER/MANAGER

### MAINTENANCE CHECKLIST – ELEVATOR

As an elevator owner/manager the following are recommendations on how you can empower yourself and/or your employees to recognize potential hazards and minimize accidents and injuries in day to day operation:

#### WEEKLY

- 1) Ride each elevator a minimum of one floor; both directions.
- 2) Verify car and hoistway door open and close operation. Door operation shall be quiet and positive with smooth stopping at the extremes of travel.
- 3) Verify car door safety edge operation; door stops closing and reopens when an object is placed in the doorway.
- 4) Verify car stops floor level in both the up and down directions. You are considered to be level within +/- 1/2" of floor landing.

#### MONTHLY

- 5) Verify operation of car emergency communication system. Verify with emergency operator what your location and elevator identification.

If at any time an elevator is malfunctioning; for example, making a strange noise, not leveling properly or closing its doors to fast/slow – report it to the designated representative immediately.

***"Elevator Safety Is No Accident"***