

YOUR LOGO
HERE

ELEVATOR • ASME A17.1/CSA B44 MAINTENANCE CONTROL PROGRAM

Elevator Maintenance Checklist

Record each MCP maintenance visit per unit. Intervals, tasks, and retention follow the unit's MCP, the adopted code edition, and the AHJ.

ELEVATOR CONTRACTOR

LICENSE # / PHONE

ELEVATOR / UNIT #

VISIT DATE

TIME ON SITE

A Unit & visit record

BUILDING / SITE NAME		SITE ADDRESS		CAR #	STATE / AHJ REGISTRATION #
EQUIPMENT TYPE ☐ Geared traction ☐ Gearless traction ☐ Machine-room-less ☐ Holed hydraulic ☐ Holeless hydraulic ☐ Roped hydraulic					
ORIGINAL MANUFACTURER	CONTROLLER MAKE / MODEL		RATED LOAD (LB)	RATED SPEED (FPM)	A17.1/B44 EDITION (DATA PLATE)
MECHANIC NAME		LICENSE / CERT / QEI #		MAINTENANCE INTERVAL ☐ Monthly ☐ Quarterly ☐ Semi-annual ☐ As scheduled	

B Visit readings

Record target / spec from the MCP or manufacturer data.

Reading	Unit	Target / spec	Measured	OK	Notes
Hour meter at arrival	hr			☐	
Run / start counter at arrival	count			☐	
Machine room ambient temperature	°F			☐	
Brake lining thickness	in			☐	
Brake air gap / stroke	in			☐	
Suspension rope / belt diameter (smallest measured)	in			☐	
Hydraulic reservoir level / fluid added	gal			☐	
Door close force	lbf			☐	
Floor-leveling accuracy (worst landing)	in			☐	

C Inspection checklist

Mark each item Pass, Fail, or N/A. Note fails in the deficiency log.

#	Item	Pass	Fail	N/A	Notes / deficiency
RECORDS ON SITE					
1	MCP binder present on site, current edition, and matched to this serial number	☐	☐	☐	
2	Code data plate present and legible	☐	☐	☐	
3	Wiring diagrams present and legible	☐	☐	☐	
MACHINE ROOM / MACHINERY SPACE					
4	Access door self-closing, self-locking, and restricted to elevator personnel	☐	☐	☐	
5	Room clean and clear; no storage of non-elevator materials or flammables	☐	☐	☐	
6	Ambient temperature and ventilation within manufacturer's stated limits	☐	☐	☐	
7	Room lighting and switched GFCI receptacle operate	☐	☐	☐	
8	Mainline disconnect labeled, lockable, accessible, and correctly sized / fused	☐	☐	☐	
9	Fire extinguisher present, charged, and current on inspection tag	☐	☐	☐	
10	Drive machine free of abnormal noise, vibration, bearing heat, and oil weep	☐	☐	☐	

#	Item	Pass	Fail	N/A	Notes / deficiency
11	Worm / gear oil level at sight glass; hydraulic reservoir level and condition checked	☐	☐	☐	
12	Motor and generator / drive: windings clean, connections tight, cooling fans clear	☐	☐	☐	
13	Machine-room stop switch functions	☐	☐	☐	
BRAKE, CONTROLLER & DRIVE					
14	Brake lining within wear limit; no glazing, cracking, or oil contamination	☐	☐	☐	
15	Brake linkage, pins, and springs free; air gap and stroke set to spec	☐	☐	☐	
16	Brake picks and sets cleanly and holds rated load without drift	☐	☐	☐	
17	Controller contactors and relays: clean contacts, no pitting, burning, or odor	☐	☐	☐	
18	Fuses correct rating; no jumpered or defeated safety circuits	☐	☐	☐	
19	Resistors, reactors, and drive heatsinks clean and clear of dust	☐	☐	☐	
20	Solid-state drive fault log reviewed; capacitor / cooling-fan condition checked	☐	☐	☐	
21	Selector, encoder, or tape-head reading accurately; couplings secure	☐	☐	☐	
22	Battery-lowering / emergency power circuit and battery condition checked	☐	☐	☐	
23	Ground connections and bonding verified tight	☐	☐	☐	
SUSPENSION, TRACTION & GOVERNOR					
24	Suspension ropes / belts: broken wires, crown / valley wear, diameter reduction vs. criteria	☐	☐	☐	
25	Rope lubrication, tension equalized across ropes, hitch / shackle springs sound	☐	☐	☐	
26	Traction sheave groove profile checked; no rope crossover or excessive throw-off	☐	☐	☐	
27	Deflector, secondary, and overhead sheaves: quiet bearings, guards in place	☐	☐	☐	
28	Compensation ropes / chains and tie-downs checked for wear and proper hang	☐	☐	☐	
29	Governor rope free, lubricated; tension sheave riding correctly in pit	☐	☐	☐	
30	Governor jaws, flyweights, and pivots free; seals intact on adjustment means	☐	☐	☐	
31	Governor overspeed and tripping switches operate; reset device functions per MCP	☐	☐	☐	
32	Hydraulic jack, packing, and fittings leak-free; scavenger pump operates	☐	☐	☐	
HOISTWAY & CAR TOP					
33	Car-top inspection station: stop switch, run / enable, constant-pressure controls function	☐	☐	☐	
34	Car-top light, GFCI receptacle, and railing / standing surface secure where required	☐	☐	☐	
35	Hoistway clean and dry; rails, brackets, and sills free of dirt and excess oil	☐	☐	☐	
36	Guide rails plumb; roller guides or slide-guide gibs within wear limits and lubricated	☐	☐	☐	
37	Rail lubricators filled and feeding; no rail rust or scoring	☐	☐	☐	
38	Traveling cable free of chafing, kinks, snags; properly looped and clamped	☐	☐	☐	
39	Leveling, slowdown, and directional limit switches and cams secure and operating	☐	☐	☐	
40	Normal and final terminal stopping devices checked along travel	☐	☐	☐	
41	Counterweight frame, fillers, tie rods, and guides secure and within run-by	☐	☐	☐	
42	Crosshead data plate present and legible; overhead clearance unobstructed	☐	☐	☐	
PIT & BUFFERS					

#	Item	Pass	Fail	N/A	Notes / deficiency
43	Pit stop switch and pit light operate; GFCI receptacle works	☐	☐	☐	
44	Pit ladder secure, accessible, and extending to the required height	☐	☐	☐	
45	Pit clean and dry; any water, oil, or debris noted, cause traced, and removed	☐	☐	☐	
46	Sump pump and float switch tested where installed; no oil discharged to drain	☐	☐	☐	
47	Spring buffers secure and plumb; oil-buffer level at sight glass, plunger free	☐	☐	☐	
48	Buffer support, car / counterweight run-by, and bottom clearances verified	☐	☐	☐	
49	Car and counterweight safety jaws clean, free, set to rail; linkage lubricated	☐	☐	☐	
50	Governor tension sheave assembly, switch, and guard secure	☐	☐	☐	
51	Refuge space, toe guard, and lower hoistway access switches checked	☐	☐	☐	
DOORS, INTERLOCKS & CAR OPERATION					
52	Hoistway door interlocks engage and lock; car will not move with any door unlocked	☐	☐	☐	
53	Restrictor / unlocking-zone device prevents car-door opening outside landing zone	☐	☐	☐	
54	Door hangers, tracks, gibs, rollers, and up-thrust eccentrics checked full travel	☐	☐	☐	
55	Door closers, closer springs, and relating cables / tapes operate	☐	☐	☐	
56	Door operator lubricated; close force at or below limit; close speed normal	☐	☐	☐	
57	Reopening device (light curtain or safety edge) stops and reopens closing doors	☐	☐	☐	
58	Car and hall buttons, lanterns, position indicators, and gongs function	☐	☐	☐	
59	Car lighting, emergency light, and alarm bell operate; fan / ventilation works	☐	☐	☐	
60	Two-way emergency communication tested both ways; location ID and help-arriving signal	☐	☐	☐	
61	Floor leveling and re-leveling checked at landings served; ride quality noted	☐	☐	☐	
62	Firefighters' Emergency Operation Phase I recall and Phase II tested per schedule	☐	☐	☐	
63	Emergency exit panel and car-top exit secured; load weighing / dispatch checked	☐	☐	☐	

D Periodic testing

Category 1 and 5 tests by qualified personnel; QEI witness where required.

Test	Last performed	Next due	Performed by	Witness (QEI)	Setting / result
Category 1 (annual)					
Category 5 (5-year)					
Relief valve (hydraulic)					

Category 1 covers no-load safety, governor, terminal devices, buffers, and FEO. Category 5 covers full-load / static, governor trip speed, safety, and relief valve. Record hydraulic relief-valve setting and pressure-vessel data per AHJ.

E Work performed this visit

Routine tasks, tests, adjustments, repairs, and replacements with reason.

Date	Task / test / repair	Reason	Mechanic

F Parts & materials used

Qty	Part / lubricant	Part #

G Callbacks / entrapments since last visit

Date	Event	Corrective action

H Deficiencies & follow-up

Owner / manager notified in writing of code violations and open items.

#	Deficiency / code violation	Location	Follow-up action	Notified
				☐
				☐
				☐
				☐

OPERATING CERTIFICATE CURRENT & POSTED ☐ Yes ☐ No	CERTIFICATE EXPIRATION	MCP RECORDS ON SITE & WITHIN RETENTION ☐ Yes ☐ No	NEXT SCHEDULED VISIT
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MECHANIC SIGNATURE & LICENSE / CERT # PRINT NAME DATE	OWNER / MANAGER OR WITNESSING QEI SIGNATURE PRINT NAME DATE
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ASME A17.1/CSA B44 editions and local amendments vary. The AHJ, adopted code edition, and manufacturer's written procedures govern MCP scope, intervals, tasks, and record retention; on-site retention of five years is commonly cited but verify locally. This form is a starting point and does not replace inspection or testing by qualified personnel.