

**U.S. DEPARTMENT OF STATE
OVERSEAS BUILDING OPERATIONS
OBO/OM/FAC/MS**

PREVENTIVE MAINTENANCE CHECKLIST

EL02MO ELEVATOR, ELECTRIC

Frequency: MONTHLY

MAINTENANCE DESCRIPTION:

1. Inspect machine room, brakes, motors, pumps, and pits.
2. Lubricate pivot points, hangers and all related gate-operating mechanisms.
3. Clean cab and controls.

SAFETY & SPECIAL INSTRUCTIONS:

1. Maintenance should be performed by certified elevator personnel.
2. De-energize, tag, and lock out circuit. **DANGER - CHECK THAT CIRCUITS ARE DEAD BEFORE STARTING WORK.**
3. Schedule outage of equipment with operating personnel.
4. Follow site safety procedures and your supervisor's instructions.
5. Record and report to your supervisor and equipment damage or deficiencies found while performing this task.
6. Record all test results in the component maintenance log.
7. Obtain and review manufacturer's operation and maintenance instructions.
8. All tests shall conform to the manufacturer's test procedures and standard valves.

POST NAME:	COMPLETED BY:	DATE:
MANUFACTURER SERIAL NO. CONFIG NO.		MODEL NO.: ARRANGEMENT/
BUILDING		LOCATION (AREA/ROOM:)
MAINTENANCE PROCEDURES	CHECK YES/NO INITIAL	RECORD READINGS/ COMMENTS
1. Machine Room: Dust machines, control cabinets, etc. 1.Sweep floor, re-lamp, and remove trash. 2.Inspect controllers, signal, scheduling and dispatch Panels, selectors and selector tapes. 3.Make repairs and adjustments for proper operation.		
2. Pits: Dust ironwork, sweep floor, empty drip pans, re-lamp, remove trash and check for leaks. Check run-by, buffer switch, compensating switch, and emergency stop switch.		
3. Motors: Hoist motor, motor generator, and regulators: Inspect oil levels, oil pick ups, and belts.		

<p>1. Check for excessive heat, noise and leaks.</p> <p>2. Lubricate in accordance with manufacturer's specifications.</p> <p>3. Remove brushes as necessary.</p> <p>4. Keep end bells, commutators, and brush riggings clean.</p>		
<p>4. Geared Machines: Inspect worm and gear for bottoming and backlash, thrust end Play, bearing wear, oil pickup, oil level, and packing.</p>		
<p>5. Brakes: Observe operation of brake. Inspect drum and shoe clearance and adjust, as necessary. Lubricate pivot points and clean, as necessary.</p>		
<p>6. Car gate: Clean, lubricate, and inspect hangers, and related gate operating Mechanism.</p> <p>1. Check rollers, up thrust, interlock, gear box, motor brushes, door control box, cables, safety edge, light rays, sills, proper operating speed, and force close speed.</p>		
<p>7. Speed Governor: Including tension sheave. Observe operation. Check Electrical switches and seals. Lubricate pivot points and clean, as necessary. Lighting: Lamp hatchway, hall landings, position indicators, car stations, And dome.</p> <p>1. Check emergency procedures sign, inspection certification, top and side exits.</p> <p>2. Test alarm bell, emergency stop switch, communications systems, fire Recall service (key capture and smoke detectors), hospital service, and any other emergency recalls features.</p> <p>3. Clean light diffusers and car stations as necessary.</p>		
<p>8. Remove tags, perform operational test, and return to services.</p>		

TOOLS, MATERIALS & SAFETY EQUIPMENT

1. (T) Mechanic's tool set
2. (T) Electrician's tool set
3. (S) Barricades

4. (S) "Out of Service" signs
5. (M) Cleaning tools and materials
6. (M) Lubricants
7. (S) Lockout/tagout tool kit

**U.S. DEPARTMENT OF STATE
OVERSEAS BUILDING OPERATIONS
OBO/OM/FAC/MS**

PREVENTIVE MAINTENANCE CHECKLIST

EL01QU ELEVATOR, ELECTRIC

Frequency: QUARTERLY

MAINTENANCE DESCRIPTION:

1. Lubricate pivot points, hangers and all related gate-operating mechanisms.
2. Clean and inspect elevator, controls.
3. Lubricate all gate related operating mechanisms.
4. Inspect machine room, brakes, motors, pumps, and pits.

SAFETY & SPECIAL INSTRUCTIONS:

1. Maintenance should be performed by certified elevator personnel.
2. De-energize, tag, and lock out circuit. **DANGER - CHECK THAT CIRCUITS ARE DEAD BEFORE STARTING WORK.**
3. Schedule outage of equipment with operating personnel.
4. Follow site safety procedures and your supervisor's instructions.
5. Record and report to your supervisor and equipment damage or deficiencies found while performing this task.
6. Record all test results in the component maintenance log.
7. Obtain and review manufacturer's operation and maintenance instructions.
8. All tests shall conform to the manufacturer's test procedures and standard valves.

POST NAME:	COMPLETED BY:	DATE:
MANUFACTURER SERIAL NO. CONFIG NO.		MODEL NO.: ARRANGEMENT/
BUILDING		LOCATION (AREA/ROOM:)
MAINTENACE PROCEDURES	CHECK YES/NO INITIAL	RECORD READINGS/ COMMENTS
1. Machine Room: Dust machines, control cabinets, etc. 1.Sweep floor, re-lamp, and remove trash. 2.Inspect controllers, signal, scheduling and dispatch Panels, selectors and selector tapes. 3.Make repairs and adjustments for proper operation.		
2. Pits: Dust ironwork, sweep floor, empty drip pans, re-lamp, remove trash and check for leaks. Check run-by, buffer switch, compensating switch, and emergency stop switch.		

<p>3. Motors: Hoist motor, motor generator, and regulators: Inspect oil levels, oil pick ups, and belts.</p> <p>1.Check for excessive heat, noise and leaks.</p> <p>2.Lubricate I accordance with manufacturer's specifications.</p> <p>3.Remove brushes as necessary.</p> <p>4.Keep end bells, commutators, and brush riggings clean.</p>		
<p>4. Brakes: Observe operation of brake. Inspect drum and shoe clearance and adjust, as necessary. Lubricate pivot points and clean, as necessary</p>		
<p>5. Car gate: Clean, lubricate, and inspect hangers, and related gate operating Machinism.</p> <p>1.Check rollers, up thrust, interlock, gear box, motor brushes, door Control box, cables, safety edge, light rays, sills, proper operating speed, and force close speed</p>		
<p>6. Lighting: Lamp hatchway, hall landings, position indicators, car stations, and dome.</p> <p>1.Check emergency procedures sign, inspection certification, top and side exits.</p> <p>2.Test alarm bell, emergency stop switch, communications systems, fire Recall service (key capture and smoke detectors), hospital service, and any other emergency recalls features.</p> <p>3.Clean light diffusers and car stations as necessary</p>		
<p>7. Hydraulic Machines:</p> <p>1.Observe operation of motor and pump, oil lines, tank, controls, plunger, and packing.</p>		

<p>2.If creeping is excessive, correct.</p> <p>3.Test manual and emergency control.</p> <p>4.Clean and lubricate as necessary</p>		
<p>8. Car Top: Clean off dirt and oil. Clean and lubricate fans.</p>		
<p>9. Guides: Roller guides, guide shoes and rail oilers; inspect, clean, lubricate and adjust , as necessary.</p>		
<p>10. Solid State Components and Circuit Boards: Inspect printed circuit board and other solid state devices for cleanliness, condensation spots, evidence of heating, and deterioration. Check to ensure proper operation functions of solid state devices.</p>		
<p>11. Controllers: Clean controllers wit blower or vacuum.</p> <p>1.Check switches, relays, timers, capacitors, resistors, contacts, overloads, wiring, connections, fuses, oil level of overloads and overload settings.</p> <p>2.Replace worn parts and adjust for proper operation.</p> <p>3.Check for motor generators shutdown, high cell reversal, zone control, load by-pass, door failure time, etc.</p> <p>4.Check programming up peak, down peak, off-hours, off peak, etc.</p>		
<p>12. Hoistway Doors: Clean, lubricate and inspect hangers, and related door operating Mechanisms. Check rollers, upthrusts, interlocks, clutches, self closures, gibs and sills.</p>		
<p>13. Hatches: Clean rails, beams and related iron work in hatchway. Dust wall if necessary. Clean top, bottom and sides of car. Clean pit areas.</p>		

14. Remove tags, perform operational test, and return to service.		
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TOOLS, MATERIALS & SAFETY EQUIPMENT

1. (T) Mechanic's tool set
2. (T) Electrician's tool set
3. (S) Barricades
4. (S) Out of service signs
5. (M) Cleaning tools and materials
6. (M) Lubricants
7. (S) Lockout/tagout toolkit

**U.S. DEPARTMENT OF STATE
OVERSEAS BUILDING OPERATIONS
OBO/OM/FAC/MS**

PREVENTIVE MAINTENANCE CHECKLIST

EL02SA ELEVATOR, ELECTRIC

Frequency: SEMIANNUAL

MAINTENANCE DESCRIPTION:

1. Clean and inspect elevator, controls.
2. Inspect sheaves, cables and motor connections.
3. Lubricate all gate related operating mechanisms.

SAFETY & SPECIAL INSTRUCTIONS:

1. Maintenance should be performed by certified elevator personnel.
2. De-energize, tag, and lock out circuit. **DANGER - CHECK THAT CIRCUITS ARE DEAD BEFORE STARTING WORK.**
3. Schedule outage of equipment with operating personnel.
4. Follow site safety procedures and your supervisor's instructions.
5. Record and report to your supervisor and equipment damage or deficiencies found while performing this task.
6. Record all test results in the component maintenance log.
7. Obtain and review manufacturer's operation and maintenance instructions.
8. All tests shall conform to the manufacturer's test procedures and standard valves.

POST NAME:	COMPLETED BY:	DATE:
MANUFACTURER SERIAL NO. CONFIG NO.	MODEL NO.: ARRANGEMENT/	
BUILDING	LOCATION (AREA/ROOM:)	
MAINTENACE PROCEDURES	CHECK YES/NO INITIAL	RECORD READINGS/ COMMENTS
1. Machine Room: Dust machines, control cabinets, etc. 1.Sweep floor, re-lamp, and remove trash. 2.Inspect controllers, signal, scheduling and dispatch Panels, selectors and selector tapes. 3.Make repairs and adjustments for proper operation.		
2. Pits: Dust ironwork, sweep floor, empty drip pans, re-lamp, remove trash and check for leaks. Check run-by, buffer switch, compensating switch, and emergency stop switch.		
3. Motors: Hoist motor, motor generator, and regulators: Inspect oil levels, oil pick ups, and belts.		

<p>1. Check for excessive heat, noise and leaks.</p> <p>2. Lubricate in accordance with manufacturer's specifications.</p> <p>3. Remove brushes as necessary.</p> <p>4. Keep end bells, commutators, and brush riggings clean.</p>		
<p>4. Geared Machines: Inspect worm and gear for bottoming and backlash, thrust end Play, bearing wear, oil pickup, oil level, and packing.</p> <p>1. Check for leaks and empty drip pan</p>		
<p>5. Brakes: Observe operation of brake. Inspect drum and shoe clearance and adjust, as necessary. Lubricate pivot points and clean, as necessary</p>		
<p>6. Car gate: Clean, lubricate, and inspect hangers, and related gate operating Mechanism.</p> <p>1. Check rollers, up thrust, interlock, gear box, motor brushes, door Control box, cables, safety edge, light rays, sills, proper operating speed, and force close speed</p>		
<p>7. Speed Governor: Including tension sheave. Observe operation. Check Electrical switches and seals. Lubricate pivot points and clean, as necessary</p>		
<p>8. Lighting: Lamp hatchway, hall landings, position indicators, car stations, and dome.</p> <p>1. Check emergency procedures sign, inspection certification, top and side exits.</p> <p>2. Test alarm bell, emergency stop switch, communications systems, fire Recall service (key capture and smoke detectors), hospital service, and any other emergency recalls features.</p> <p>3. Clean light diffusers and car stations as necessary</p>		

9. Car Top: Clean off dirt and oil. Clean and lubricate fans.		
10. Guides: Roller guides, guide shoes and rail oilers; inspect, clean, lubricate and adjust , as necessary.		
11. Solid State Components and Circuit Boards: Inspect printed circuit board and other solid state devices for cleanliness, condensation spots, evidence of heating, and deterioration. Check to ensure proper operation functions of solid state devices.		
<p>12. Controllers: Clean controllers wit blower or vacuum.</p> <p>1.Check switches, relays, timers, capacitors, resistors, contacts, overloads, wiring, connections, fuses, oil level of overloads and overload settings.</p> <p>2.Replace worn parts and adjust for proper operation.</p> <p>3.Check for motor generators shutdown, high cell reversal, zone control, load by-pass, door failure time, etc.</p> <p>4.Check programming up peak, down peak, off-hours, off peak, etc.</p>		
13. Hoistway Doors: Clean, lubricate and inspect hangers, and related door operating Mechanisms. Check rollers, upthrusts, interlocks, clutches, self closures, gibs and sills.		
14. Hatches: Clean rails, beams and related iron work in hatchway. Dust wall if necessary. Clean top, bottom and sides of car. Clean pit areas.		
15. Sheaves: Deflector, compensating, top of car: Inspect, clean, and lubricate In accordance with manufacturer's specifications..		
<p>16. Cables: Inspect, lubricate, and adjust hoist cables end compensating cables, as Necessary.</p> <p>1.Inspect and adjust governor cable as necessary.</p>		

<p>2. Check cable fastenings.</p> <p>3. Inspect guide rails and counterweights.</p> <p>4. Check slows down and limits switches.</p> <p>5. Adjust as necessary.</p>		
<p>17. Hoist Motor and Motor Generator-Set: Inspect connections, armature, and rotor clearances.</p>		
<p>18. Remove tags, perform operational test, and return to service.</p>		

TOOLS, MATERIALS & SAFETY EQUIPMENT

1. (T) Mechanic's tool set
2. (T) Electrician's tool set
3. (S) Barricades
4. (S) Out of service signs
5. (M) Cleaning tools and materials
6. (M) Lubricants
7. (S) Lockout/tagout tool kit

**U.S. DEPARTMENT OF STATE
OVERSEAS BUILDING OPERATIONS
OBO/OM/FAC/MS**

PREVENTIVE MAINTENANCE CHECKLIST

EL02AN ELEVATOR, ELECTRIC

Frequency: ANNUAL

MAINTENANCE DESCRIPTION:

1. Clean and inspect elevator, and controls.
2. Inspect sheaves, cables and motor connections.
3. Lubricate all gate related operating mechanisms.

SAFETY & SPECIAL INSTRUCTIONS:

1. Maintenance should be performed by certified elevator personnel.
2. De-energize, tag, and lock out circuit. **DANGER - CHECK THAT CIRCUITS ARE DEAD BEFORE STARTING WORK.**
3. Schedule outage of equipment with operating personnel.
4. Follow site safety procedures and your supervisor's instructions.
5. Record and report to your supervisor and equipment damage or deficiencies found while performing this task.
6. Record all test results in the component maintenance log.
7. Obtain and review manufacturer's operation and maintenance instructions.
8. All tests shall conform to the manufacturer's test procedures and standard valves.

POST NAME:	COMPLETED BY:	DATE:
MANUFACTURER SERIAL NO. CONFIG NO.	MODEL NO.: ARRANGEMENT/	
BUILDING	LOCATION (AREA/ROOM:)	
MAINTENANCE PROCEDURES	CHECK YES/NO INITIAL	RECORD READINGS/ COMMENTS
1. Machine Room: Dust machines, control cabinets, etc. 1.Sweep floor, re-lamp, and remove trash. 2.Inspect controllers, signal, scheduling and dispatch Panels, selectors and selector tapes. 3.Make repairs and adjustments for proper operation.		
2. Pits: Dust ironwork, sweep floor, empty drip pans, re-lamp, remove trash and check for leaks. Check run-by, buffer switch, compensating switch, and emergency stop switch.		
3. Motors: Hoist motor, motor generator, and regulators: Inspect oil levels, oil pick ups, and belts.		

<p>1. Check for excessive heat, noise and leaks.</p> <p>2. Lubricate in accordance with manufacturer's specifications.</p> <p>3. Remove brushes as necessary.</p> <p>4. Keep end bells, commutators, and brush riggings clean.</p>		
<p>4. Geared Machines: Inspect worm and gear for bottoming and backlash, thrust end Play, bearing wear, oil pickup, oil level, and packing.</p> <p>1. Check for leaks and empty drip pan</p>		
<p>5. Brakes: Observe operation of brake. Inspect drum and shoe clearance and adjust, as necessary. Lubricate pivot points and clean, as necessary</p>		
<p>6. Car gate: Clean, lubricate, and inspect hangers, and related gate operating Mechanism.</p> <p>1. Check rollers, up thrust, interlock, gear box, motor brushes, door Control box, cables, safety edge, light rays, sills, proper operating speed, and force close speed</p>		
<p>7. Speed Governor: Including tension sheave. Observe operation. Check Electrical switches and seals. Lubricate pivot points and clean, as necessary</p>		
<p>8. Lighting: Lamp hatchway, hall landings, position indicators, car stations, and dome.</p> <p>1. Check emergency procedures sign, inspection certification, top and side exits.</p> <p>2. Test alarm bell, emergency stop switch, communications systems, fire Recall service (key capture and smoke detectors), hospital service, and any other emergency recalls features.</p> <p>3. Clean light diffusers and car stations as necessary</p>		

9. Car Top: Clean off dirt and oil. Clean and lubricate fans.		
10. Guides: Roller guides, guide shoes and rail oilers; inspect, clean, lubricate and adjust , as necessary.		
11. Solid State Components and Circuit Boards: Inspect printed circuit board and other solid state devices for cleanliness, condensation spots, evidence of heating, and deterioration. Check to ensure proper operation functions of solid state devices.		
<p>12. Controllers: Clean controllers wit blower or vacuum.</p> <p>1.Check switches, relays, timers, capacitors, resistors, contacts, overloads, wiring, connections, fuses, oil level of overloads and overload settings.</p> <p>2.Replace worn parts and adjust for proper operation.</p> <p>3.Check for motor generators shutdown, high cell reversal, zone control, load by-pass, door failure time, etc.</p> <p>4.Check programming up peak, down peak, off-hours, off peak, etc.</p>		
13. Hoistway Doors: Clean, lubricate and inspect hangers, and related door operating Mechanisms. Check rollers, upthrusts, interlocks, clutches, self closures, gibs and sills.		
14. Hatches: Clean rails, beams and related iron work in hatchway. Dust wall if necessary. Clean top, bottom and sides of car. Clean pit areas.		
15. Sheaves: Deflector, compensating, top of car: Inspect, clean, and lubricate In accordance with manufacturer's specifications..		
<p>16. Cables: Inspect, lubricate, and adjust hoist cables end compensating cables, as Necessary.</p> <p>1.Inspect and adjust governor cable as necessary.</p>		

2. Check cable fastenings.		
3. Inspect guide rails and counterweights.		
4. Check slows down and limits switches.		
5. Adjust as necessary.		
17. Hoist Motor and Motor Generator-Set: Inspect connections, armature, and rotor clearances		
18. Scheduling, Dispatch and Signal Boards: Clean with blower or vacuum. Check switches, relays, timers, fuses, capacitors, resistors, contacts, overloads, wiring and connections. Replace worn parts and adjust for proper operation.		
19. Safeties: Inspect, clean, lubricate, and manually operate safety mechanism prior to slow speed safety test. Check load weighing device settings.		
20. Buffers: Check oil level and switches. Manually compress buffer to test for Proper return.		
21. Motors: Change oil in hoist motor, motor generator set, geared machines, and gear boxes as per the manufacturer's instructions and specifications.		
22. Remove tags, perform operational test, and return to services.		

TOOLS, MATERIALS & SAFETY EQUIPMENT

1. (T) Mechanic's tool set
2. (T) Electrician's tool set
3. (S) Barricades
4. (S) Out of service signs
5. (M) Cleaning tools and materials
6. (M) Lubricants
7. (S) Lockout/tagout tool kit