

Elevator PM Checklist

Actions and activities recommended in this guide should only be attempted by trained and certified personnel operating in a manner that complies with all safety requirements. If such personnel are not available, the actions recommended here should not be initiated. These are general guidelines and are not specific to an individual inspection or elevator. Frequencies are not designated in this PM Checklist.

Task ID	Task Name	Task Text	Frequency	Daily	Weekly	Monthly	Quarterly	Semi-Annually	Annually	3 Years
ELV-001	Maintenance Logs	The elevator mechanic must fill out a log and note any observations, problems, and recommendations. Completing a comprehensive report of the inspection including photos of any defective equipment and a description of any operational issues is essential. Well documented reports are required for regulatory compliance, fire safety requirements and maintenance logs.	As Required							
ELV-002	Notices of Maintenance	Let tenants know that scheduled maintenance is occurring. Use signs and notices. Avoid high foot traffic periods. Always ensure alternative elevators or stairs are available. Include signage on all key floors that the elevator stops at.	As Required							
ELV-003	In Car Emergency Exit Check	Inside Car - Verify emergency exit meets required standards and is properly accessible. Verify any required locking technology is present and properly functional.	As Required							
ELV-004	In Car Emergency Signal	Inside Car - Verify emergency signal is functioning properly.	As Required							
ELV-005	In Car Earthquake Safety Check	Inside Car - Perform the required test of the earthquake button or earthquake safety functionality if so equipped.	As Required							
ELV-006										
ELV-007	<b>view additional PM Checklists -</b>									
ELV-008	<b>Preventive Maintenance for Major</b>									
ELV-009	<b>Equipment, HVAC, and Building</b>									
ELV-010	<b>Maintenance on our website.</b>									
ELV-011										
ELV-012										
ELV-013										
ELV-014										
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ELV-030										
ELV-031										

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