

## Hoist Checklist

Hoist Owner: .....

Hoist Make: ..... Hoist Model: .....

Manufacture Number: ..... Year of Manufacture: .....

Hoist Location: .....

Current Number of Floors Served: .....

Builder: .....

Hoist Hirer: .....

Servicemen: .....

# Service and Maintenance Checklist

1. Emergency Brake Expiry Date: .....
2. Check Operation of "Emergency Stop Buttons". Satisfactory
3. Check Emergency Lighting. Satisfactory
4. Check Normal Lighting. Satisfactory
5. Check Roof Ladder is in Hoist. Satisfactory
6. Check Roof Perimeter Handrail is Secure. Satisfactory
7. Check that Main Wiring Diagram is Located in Roof Control Panel. Satisfactory
8. Check Tower Bolts are Correctly Fitted and Tightened. Satisfactory
9. Check that Structure Tie Bolts are Correctly Fitted and Tightened. Satisfactory
10. Check that Structure Ties are Installed as per Engineers Design. Satisfactory
11. Check Base Frame Bolts are Correctly Fitted and Tightened. Satisfactory
12. Check Doorframe Shackles are Tight and Securely Wired. Satisfactory
13. Check that Main Power Supply Cable is Installed Satisfactorily. Satisfactory
14. Check that Safety Keepers are installed. Satisfactory
15. Inspect Tower Sections for Damage, Deformation, Cracking, etc. Satisfactory
16. Check Base Frame Bolts are Correctly Fitted and Tightened. Satisfactory
17. Check Doorframe Shackles are Tight and Securely Wired. Satisfactory
18. Check that Main Power Supply Cable is installed Satisfactorily. Satisfactory
19. Check that Safety Keepers are installed. Satisfactory
20. Inspect Tower Sections for Damage, Deformation, Cracking, etc. Satisfactory
21. Check that Counterweight Guards are installed. Satisfactory
22. Check Wire Guide Placement (ie at intervals < 6 metres). Satisfactory

23. Check Overrun Buffers/Dampers are installed Correctly. Satisfactory
24. Check that Topmost Tower is not Fitted with a Rack. Satisfactory
25. Test Landing Gate Lock Operation. Satisfactory
26. Check Counterweight Cable and Connections. Satisfactory
27. Test Car Landing Communication at each Level. Satisfactory
28. Test Gate Lock Fuse by Induced Short-Circuit. Satisfactory
29. Check Signage:
- a) Location/directions of/to hoist main isolator. Satisfactory
  - b) Hoist drivers name (located inside car). Satisfactory
  - c) Warnings re: counterweight as/where necessary. Satisfactory
  - d) Hoist operating instructions (located inside car). Satisfactory
  - e) Other relevant warnings that may be necessary. Satisfactory
30. Static Brake Test at Rated Capacity Plus 10%:
- a) Brake 1 and 2 enabled, Brake 3 disabled. Satisfactory
  - b) Brake 2 and 3 enabled, Brake 1 disabled. Satisfactory
  - c) Brake 3 and 1 enabled, Brake 2 disabled. Satisfactory
31. Test Operation of:
- a) "Up" Limit. Satisfactory
  - b) "Down" Limit. Satisfactory
  - c) "Overrun" Limit. Satisfactory
  - d) Ultimate "Up" Limit. Satisfactory
  - e) Ultimate "Down" Limit. Satisfactory
32. Test Operation of:
- a) Door "A" Limit. Satisfactory

b) Door "B" Limit. Satisfactory

c) Door "C" Limit. Satisfactory

33. Lubrication:

a) Rack. Satisfactory

b) Drive Pinions. Satisfactory

c) Idler Pinions. Satisfactory

d) Guide Rollers. Satisfactory

e) Door Sheaves. Satisfactory

f) Sliding Doors. Satisfactory

g) Cable Trolley. Satisfactory

h) Sliding Doors. Satisfactory

34. Inspect Car Door Mechanisms.

35. Inspect Brake Wear.

a) Bottom Motor. Satisfactory

b) Middle Motor. Satisfactory

c) Top Motor. Satisfactory

36. Inspect Gearbox Oil Level. Satisfactory

Comments:

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Date of inspection: .....

Inspected by: .....

Signature: .....