Hoist Checklist

Hoist Owner: 

Hoist Make: 
Hoist Model: 

Manufacture Number: 
Year of Manufacture: 

Hoist Location: 

Current Number of Floors Served: 

Builder: 

Hoist Hirer: 

Servicemen: 

Authorised by Pat Preston, Manager, CFMEU Environmental & Occupational Health & Safety Unit.
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 

Authorised by Pat Preston, Manager, CFMEU Environmental & Occupational Health & Safety Unit.
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

Authorised by Pat Preston, Manager, CFMEU Environmental & Occupational Health & Safety Unit.
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:
...........................................................................................................................................
...........................................................................................................................................
...........................................................................................................................................
...........................................................................................................................................
...........................................................................................................................................
...........................................................................................................................................
...........................................................................................................................................
...........................................................................................................................................

Date of inspection: .............................................

Inspected by: ..................................................

Signature: .....................................................

Authorised by Pat Preston, Manager, CFMEU Environmental & Occupational Health & Safety Unit.