



Periodic Electric Elevator Checklist

Department of Consumer and Business Services • Building Codes Division

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Maintenance company:				8.11.2 INSPECTION TEST PERIODS			
Site name:				The routine inspection and tests of passenger and freight electric elevators shall be made at intervals no greater than six months. All references to "Item" are to ASME A17.2-2010 Guide for Inspection of Elevators, Escalators, and Moving Walks.			
Current year:							
Equipment ID:				N/A	(1st) JAN-JUN	(2nd) JUL-DEC	Description
8.11.2.1 INSPECTION AND TEST REQUIREMENTS				8.11.2.1.2 INSPECTIONS MADE IN MACHINE ROOM/SPACE			
The routine inspections and tests shall include the following:							
N/A	(1st) JAN-JUN	(2nd) JUL-DEC	Description	☐			(a) Equipment exposure to weather (2.7.6.6)
8.11.2.1.1 INSPECTIONS MADE FROM INSIDE THE CAR				☐			(b) Means of access (Item 2.1)
☐			(a) Door reopening device (Item 1.1)	☐			(c) Headroom (Item 2.2)
☐			(b) Stop switches (Item 1.2)	☐			(d) Means necessary for tests (2.7.6.4)
☐			(c) Operating control device (Item 1.3)	☐			(e) Inspection and test panel (2.7.6.5)
☐			(d) Car floor and landing sill (Item 1.4)	☐			(f) Lighting and receptacles (Item 2.3)
☐			(e) Car lighting (Item 1.5)	☐			(g) Enclosure of machine room/spaces, control room/spaces (Item 2.4)
☐			(f) Car emergency signal (Item 1.6)	☐			(h) Housekeeping (Item 2.5)
☐			(g) Car door or gate (Item 1.7)	☐			(i) Ventilation (Item 2.6)
☐			(h) Door closing force (Item 1.8)	☐			(j) Fire extinguisher (Item 2.7)
☐			(i) Power closing of doors or gates (Item 1.9)	☐			(k) Pipes wiring and ducts (Item 2.8)
☐			(j) Power opening of doors or gates (Item 1.10)	☐			(l) Guarding of equipment (Item 2.9)
☐			(k) Car vision panels and glass car doors (Item 1.11)	☐			(m) Numbering of elevators machines and disconnect switches (Item 2.10)
☐			(l) Car enclosure (Item 1.12)	☐			(n) Maintenance path and maintenance clearance (Item 2.7.2)
☐			(m) Emergency exit (Items 1.13 & 1.20)	☐			(o) Stop switch (2.7.3.5 and 2.26.2.24)
☐			(n) Ventilation (Item 1.14)	☐			(p) Disconnecting means and control (Item 2.11)
☐			(o) Signs and operating device symbols (Item 1.15)	☐			(q) Controller wiring, fuses, grounding, etc. (Item 2.12)
☐			(p) Rated load, platform area, and data plate (Item 1.16)	☐			(r) Static control (Item 2.15)
☐			(q) Standby power operation (Item 1.17)	☐			(s) Machinery supports and fastenings (Item 2.16)
☐			(r) Restricted opening of car or hoistway doors (Item 1.18)	☐			(t) Drive machine brake (Item 2.17)
☐			(s) Car ride (Item 1.19)	☐			(u) Traction drive machines (Item 2.18)
☐			(t) Door monitoring system (Item 2.26.5)	☐			(v) Gears bearings and flexible connections (Item 2.19)
☐			(u) Stopping accuracy (Item 2.26.11)	☐			(w) Winding drum machine (Item 2.20)
☐			(v) Machinery space/control space (8.11.3.1.2)	☐			(x) Belt or drive chain machine (Item 2.21)
☐			(w)(1) Working areas in the car (3.7 and 2.7.5.1) (1) means to prevent unexpected movement (2.7.5.1.1)	☐			(y) Motor generator (Item 2.22)
☐			(w)(2) (2) Unexpected car movement device (2.26.2.34)	☐			(z) Absorption of regenerated power (Item 2.23)
☐			(w)(3) (3) Operating instructions for unexpected car movement device (8.6.10.6)	☐			(aa) Traction sheaves (Item 2.25)
☐			(w)(4) (4) Operating instructions for egress and reentry procedure (8.6.10.7)	☐			(bb) Secondary and deflector sheaves (Item 2.26)
☐			(x) Equipment access panel electrical device (3.26.1 and 2.26.2.35)	☐			(cc) Rope fastenings (Item 2.27)



N/A	(1st) JAN-JUN	(2nd) JUL-DEC	Description	N/A	(1st) JAN-JUN	(2nd) JUL-DEC	Description
8.11.2.1.2 INSPECTIONS MADE IN MACHINE ROOM/SPC continued				8.11.2.1.3 INSPECTIONS MADE FROM TOP OF CAR continued			
☐			(dd) Terminal stopping devices (Item 2.28)	☐			(ff)(4) (4) Operating instructions for egress and reentry procedure (8.6.10.7)
☐			(ee) Operating devices	☐			(gg) Equipment exposure to weather (2.7.6.6)
☐			(ff) Governor over speed switch and seal (Item 2.13)	☐			(hh) Machinery supports and fastenings (2.9.1 and 2.9.3)
☐			(gg) Car and counterweight safeties (Item 2.29)	☐			(ii) Guarding of exposed auxiliary equipment (2.10.1)
☐			(hh) Code data plate (8.6.1.3) (Item 2.14)	FOR AREAS IN SEISMIC RISK ZONE 2 OR GREATER			
☐			(ii) Emergency brake (2.19.3)	☐			(jj) Anchoring of beams and supports [Item 3.34.1(b)]
☐			(jj) AC drives from a DC source (Item 2.24)	☐			(kk) Rope retainers and snag guards [Items 3.34.1(c) and (d)]
☐			(kk) Slack rope device (Item 2.20)	☐			(ll) Position restraints [Item 3.34.1(e) and (g)]
☐			(ll) Wiring diagrams (8.6.1.6.3)	☐			(mm) Car and counterweight guide rails system [Item 3.34.1(h)]
☐			(mm) Rope retainers or restraints for seismic risk zones (Item 2.42)	☐			(nn) Horizontal clearance of car and counterweight, snag-point clearance, and rail fastening
☐			(nn) Seismic and displacement switches (Item 2.42)	☐			(oo) Rope restraint/retainers and snag guards (Item 5.16.1)
8.11.2.1.3 INSPECTIONS MADE FROM TOP OF CAR				☐			(pp) Rope retainer and snag guard for compensating ropes or chains and compensating sheave fastening
☐			(n) Counterweight safeties (Item 3.29)	☐			(qq) Sheaves with nonmetallic groove surfaces (8.6.4.1.8) (Item 3.34)
☐			(o) Floor and emergency identification numbering (Item 3.9)	8.11.2.1.4 INSPECTIONS MADE FROM OUTSIDE THE HOISTWAY			
☐			(p) Hoistway construction (Item 3.10)	☐			(a) Car platform guard (Item 4.1)
☐			(q) Hoistway smoke control (Item 3.11)	☐			(b) Hoistway doors (Item 4.2)
☐			(r) Pipes, wiring, and ducts (Item 3.12)	☐			(c) Vision panels (Item 4.3)
☐			(s) Windows, projections, recesses, and setbacks (Item 3.13)	☐			(d) Hoistway door locking device (Item 4.4)
☐			(t) Hoistway clearances [Items 3.14 and 3.34.1(a) and (f)]	☐			(e) Access to hoistway (Item 4.5)
☐			(u) Multiple hoistways (Item 3.15)	☐			(f) Power closing of hoistway doors (Item 4.6)
☐			(v) Traveling cables and junction boxes (Item 3.16)	☐			(g) Sequence operation (Item 4.7)
☐			(w) Door and gate equipment (Item 3.17)	☐			(h) Hoistway enclosure (Item 4.8)
☐			(x) Car frame and stiles (Item 3.18)	☐			(i) Elevator parking device (Item 4.9)
☐			(y) Guide rails fastening and equipment (Item 3.19)	☐			(j) Emergency and access hoistway openings (Item 4.10)
☐			(z) Governor rope (Item 3.20). Shall be inspected and replaced per ASME 17.6, Part 1	☐			(k) Separate counterweight hoistway (Item 4.11)
☐			(aa) Governor releasing carrier (Item 3.21)	☐			(l) Standby power selection switch (Item 4.12)
☐			(bb) Fastenings and hitch plate (Item 3.22)	☐			(m) Means necessary for tests (2.7.6.4)
☐			(cc) Suspension means (Item 3.23) Shall be inspected and replaced per ASME 17.6, Part 1	☐			(n) Inspection and test panel (2.7.6.5)
☐			(dd) Compensation means (Item 3.34)	☐			(n)(2) Inspection operation (2.26.1.4.1)
☐			(ee) Machinery space/control space (8.11.2.1.2)	☐			(n)(3) Inspection operation with open door circuits (2.26.1.5)
☐			(ff)(1) Working areas on the car top (2.7.5.1)(1) Means to prevent unexpected movement (2.7.5.1.1)	☐			(o) Equipment exposure to weather (2.7.6.6)
☐			(ff)(2) (2) Unexpected car movement device (2.26.2.34)				
☐			(ff)(3) (3) Operating instructions for unexpected car movement device (8.6.10.6)				

N/A	(1st) JAN-JUN	(2nd) JUL-DEC	Description
8.11.2.1.5 INSPECTIONS MADE IN THE PIT			
☐			(a) Pit access, lighting, stop switch, and condition (Item 5.1)
☐			(b) Bottom clearance and runby (Item 5.2)
☐			(c) Car and counterweight buffer (Item 5.9)
☐			(d) Final terminal stopping devices (Item 5.3)
☐			(e) Normal terminal stopping devices (Item 5.4)
☐			(f) Traveling cables (Item 5.5)
☐			(g) Governor-rope tension devices (Item 5.6)
☐			(h) Compensating chains, ropes, and sheaves (Item 5.10)
☐			(i) Car frame and platform (Item 5.7)
☐			(j) Car safeties and guiding members (Item 5.8)
☐			(k) Machinery space/control space (8.11.2.1.2)
☐			(l) Working area in the pit (2.7.5.2) (1) Means to prevent unexpected movement [2.7.5.2 (a) or (b)]
☐			(l)(2) (2) Unexpected car movement device (2.26.2.34)
☐			(l)(3) (3) Operating instructions for unexpected car movement device (8.6.10.6)
☐			(l)(4) (4) Operating instructions for egress and re-entry procedure (8.6.10.7)
☐			(m) Equipment exposure to weather (2.7.6.6)
☐			(n) Machinery supports and fastenings (2.9.1 and 2.9.3)
☐			(o) Guarding of exposed auxiliary equipment (2.10.1)
☐			(p) Pit inspection operation (2.26.1.4.4)
8.11.2.1.7 OBSERVATIONS MADE OF WORKING PLATFORMS			
☐			(a) Working platforms (2.7.5.3 and 2.7.5.4) (1) Operating instructions (8.6.10.8)
☐			(b) Retractable stops (2.7.5.5) (1) Retractable stop electrical device (2.26.2.37)
☐			(c) Inspection operation (2.26.1.4.4)

QUARTERLY FIREFIGHTERS' EMERGENCY OPERATION 8.11.2.1.6 (Oregon Amendment: Table 2-L)			
JAN-MAR	APR-JUN	JUL-SEP	OCT-DEC
NOTE: ATTACH TEST TAGS TO EQUIPMENT AS APPROPRIATE			

8.6.4.19 CATEGORY ONE PERIODIC TEST REQUIREMENTS (ANNUAL)				
N/A	DUE DATE	DATE TESTED	ASME-2010	Description
☐			8.6.4.19.1	Oil buffers (Item 5.9.2.1)
☐			8.6.4.19.2	Safeties (8.7.2.14 through 8.7.2.28) NO LOAD
☐			8.6.4.19.3	Governors [Item 2.13.2.1(a)]
☐			8.6.4.19.4	Slack-rope devices on winding drum machine (Item 2.20.2.1)
☐			8.6.4.19.5	Normal and final terminal stopping devices (2.25) (Items 3.5.2.1 and 3.6.2.1)
☐			8.6.4.19.6	Firefighters' emergency operation - INCLUDES SMOKE DETECTORS
☐			8.6.4.19.7	Standby or emergency power operation (Item 1.17.2.1)
☐			8.6.4.19.8	Power operation of door system (Item 1.8.1)
☐			8.6.4.19.9	Broken rope, tape, or chain switch (2.26.2.6) (Item 3.26.1.1)
☐			8.6.4.19.10	E/E/PES Electrical protective devices and written checkout procedure
☐			8.6.4.19.11	Ascending car overspeed protection and unintended car movement [2.19.1.2(a) and 2.19.2.2(a)]
☐			8.6.4.19.11 (c)	Rope brakes (Oregon Amendment: Table 2-L) Annually tested and tagged with MM/YY
☐			8.6.4.19.12	Traction-loss detection means (2.20.8.1)
☐			8.6.4.19.13	Broken-suspension-member and residual-strength detection means (2.20.8.2 and 2.20.8.3)
☐			8.11.2.1.2 (oo)	Seismic devices (Oregon Amendment: Table 2-L) Annually tested and logged (MM/YY)
8.6.4.20 CATEGORY FIVE PERIODIC TEST REQUIREMENTS (5-YEAR)				
N/A	DUE DATE	DATE TESTED	ASME-2010	Description
☐			8.6.4.20.1	Car and counterweight safeties (Item 2.29.2.1)
☐			8.6.4.20.2	Governors (Item 2.13.2.1)
☐			8.6.4.20.3	Oil buffers (Item 5.9.2.1)
☐			8.6.4.20.4	Braking system (Item 2.17.2.1)
☐			8.6.4.20.5	Emergency and standby power operation (2.17.2.1) FULL LOAD
☐			8.6.4.20.6	Emergency terminal stopping and speed-limiting devices (2.25.4 and Item 5.3.2.1, or for static control elevators, 2.25.4. and Item 2.28.2.1)
☐			8.6.4.20.7	Power opening of doors (Item 1.10.2)
☐			8.6.4.20.8	Leveling zone and leveling speed [Item 1.10.2(b)]
☐			8.6.4.20.9	Inner landing zone (Item 1.10.2.1)
☐			8.6.4.20.10	Emergency stopping distance
☐			8.6.4.20.11	Emergency brake (2.19.3.2)



General instructions:

This checklist reflects the **minimum routine** maintenance and testing standards that apply to your **electric** passenger and freight elevators.

Not all of the items that appear on this checklist will be applicable to your equipment. A licensed elevator contractor is capable of assisting you in determining those items that pertain to your equipment. **Check the “N/A” box for all items that do not apply.**

Item numbers (e.g., Item 1.1, 2.12) found in the description column refer to **ASME A17.2, Guide for Inspection of Elevators, Escalators and Moving Walks**. This guide provides information on how to perform routine maintenance checks and periodic tests (available through the Tech Bookstore; 800-ASK-BOOK).

The checklist is to be kept in the respective elevator machine room in clear view and kept up to date. You will need one checklist for each elevator per year.

Who should perform elevator maintenance and testing?

Only properly licensed elevator personnel or owner-authorized personnel are allowed to perform maintenance and tests on elevator equipment.

Please refer to the shaded items in the description column on the checklist. The shaded items may be performed by people authorized by the building owner. **The items not shaded can be performed only by licensed elevator personnel.**

Any owner-authorized person performing maintenance or testing must know how to perform the maintenance evaluation or test and be capable of recognizing incorrect elevator standards or operation. Corrections in operation or other repairs must be performed by licensed elevator personnel employed by a licensed elevator contractor.

Filling out the checklist

The owner is responsible for ensuring the checklist is kept current. The person or firm performing the required items must be indicated on the checklist. Where there is insufficient room to enter all information on the checklist, a separate sheet or log book may be used.

The log book entry should clearly reference the checklist item number found after each maintenance and test description entry. In all cases, the date (*mm/dd or mm/yyyy as applicable*) must be entered on the checklist.

The checkbox ☐ following the item description is to be checked only if the task was performed by owner-authorized personnel. Leave the box unchecked if the item was performed by licensed elevator personnel.

Example: Routine checklist entries

N/A	(1st) JAN-JUN	(2nd) JUL-DEC	Description	
☐	4/25	10/15	(a)	Door reopening device (Item 1.1)
☐	4/17	10/12	(f)	Car emergency signal (Item 1.6)
☐	4/25 26 lbs	10/15 26 lbs	(h)	Door closing force (Item 1.8)

When measurements are required, they should be entered in the date box associated with the item. For example, the pressure relief reading should be entered as noted in the following example:

Example: Checklist entry and measurements

N/A	DUE DATE	DATE TESTED	ASME- 2010	Description
☐	11/2019	10/2019 550 psi	8.6.5.14.1	Relief Valve Setting and System Pressure Test

Additional recordkeeping

The owner is also required to provide a means to document trouble calls and other information that pertain to the operational history of the elevator. The documentation must also describe abnormalities that were discovered or occurred during routine maintenance checks and tests and what was done to correct the abnormalities.

This log should be kept on site and preferably in the elevator machine room. There is currently no particular format for keeping this information.

New checklists will be available online at oregon.gov/bcd or may be obtained from this office by calling 503-373-1298.