Periodic Escalator/Moving Walk Checklist

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Maintenance company: _____

Site name: _____

Current year: _____

Equipment ID: _____

8.11.4 INSPECTION TEST PERIODS
The routine inspection and tests of escalators and moving walks 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.

8.11.4.1 PERIODIC INSPECTION & TEST REQUIREMENTS

N/A	(1st) JAN-JUN	(2nd) JUL-DEC	Description
			PERIODIC INSPECTION AND TESTS SHALL INCLUDE THE FOLLOWING:
☐			**(a)** General fire protection (Items 7.1 and 9.1)
☐			**(b)** Geometry (Items 7.2 and 9.2)
☐			**(c)** Handrails (Items 7.3 and 9.3)
☐			**(d)** Entrance and egress (Items 7.4 and 9.4)
☐			**(e)** Lighting (Items 7.5 and 9.5)
☐			**(f)** Caution signs (Items 7.6 and 9.6)
☐			**(g)** Combplate (Items 7.7 and 9.7)
☐			**(h)** Deck barricade guard and antislide devices (Items 7.8 and 9.8)
☐			**(i)** Steps and treadway (Items 7.9 and 9.9)
☐			**(j)** Operating devices (Items 7.10 and 9.10)
☐			**(k)** Skirt obstruction device (Item 7.11)
☐			**(l)** Handrail entry device (Items 8.13 and 10.13)
☐			**(m)** Egress restriction device (Item 7.13 and 9.13)
☐			**(n)** Speed (Items 7.14 and 9.14)
☐			**(o)** Balustrades (Items 7.15 and 9.15)
☐			**(p)** Ceiling intersection guards (Items 7.16 and 9.16)
☐			**(q)** Skirt panels (Items 7.17 and 9.17)
☐			**(r)** Outdoor protection (Items 7.18 and 9.18)
☐			**(s)** Machinery space access, lighting, receptacle, and condition (Items 2.1 and 4.1)
☐			**(t)** Additional stop switch(es) (Items 2.2 and 4.2)
☐			**(u)** Controller and wiring (Items 2.3 and 4.3)
☐			**(v)** Code data plate(2.23.2) (Items 8.14 and 10.14)

(CONTINUED ON THE NEXT PAGE)

8.11.2.1.2 INSPECTIONS MADE IN MACHINE ROOM/SPACE

N/A	DATE TESTED	ASME-2010	Description
☐		8.6.8.15.1	Machine space (Items 8.1 and 10.1)
☐		8.6.8.15.2	Stop switch (Items 8.2 and 10.2)
☐		8.6.8.15.3	Controller and wiring (Items 8.3 and 10.3)
☐		8.6.8.15.4	Drive machine and brake (Items 8.4 and 10.4)
☐		8.6.8.15.5	Speed governor (Items 8.5 and 10.5)
☐		8.6.8.15.6	Broken drive chain device (Items 8.6 and 10.6)
☐		8.6.8.15.7	Reversal stop switch (Items 8.7 and 10.7)
☐		8.6.8.15.8	Broken step chain or treadway device (Items 8.8 and 10.8)
☐		8.6.8.15.9	Step up thrust device (Items 7.9 and 8.9)
☐		8.6.8.15.10	Missing step or pallet device (Items 8.10 and 10.10)
☐		8.6.8.15.11	Step and pallet level device (Items 8.11 and 10.11)
☐		8.6.8.15.12	Steps, pallet, step or pallet chain, and trusses (Items 8.12 and 10.12)
☐		8.6.8.15.13	Handrail safety systems (Items 8.13 and 10.13)
☐		8.6.8.15.14	Heaters (Items 8.3 and 10.3)
☐		8.6.8.15.15	Permissible stretch in escalator chains (Item 7.9)
☐		8.6.8.15.16	Disconnected motor safety device (Item 8.6 and 10.6)
☐		8.6.8.15.17	Response to smoke detectors (Items 8.15 and 10.15)
☐		8.6.8.15.18	Comb-step or comb-pallet impact device (Items 7.7.2 and 9.7.2)
☐		8.6.8.15.19	Step/skirt performance index check (Item 7.17)
☐		8.6.8.15.20	Clearance between step and skirt (loaded gap) (Item 7.17)
☐		8.6.8.15.21	Control devices conformance (6.1.6.2.2 or 6.2.6.2.2)
☐		8.6.8.15.22	Step lateral displacement device (6.1.6.3.14)
☐		8.6.8.15.23	Seismic switch (Items 7.20.2 and 9.20.2)
☐		8.6.8.13	Period cleaning - REQUIRED ONCE EVERY 2 YEARS **Last cleaning date *(MM/DD/YY):***

8.6.8.3.3 STEP SKIRT INDEX MEASUREMENT	
☐	(a) less than or equal to 0.15
☐	(b) less than or equal to 0.25 (ASME A17.1a-2002 and later with skirt deflector)
☐	(c) less than or equal to 0.40 (ASME A17.1-2000 and earlier with skirt deflector)
Test date (MM/YY):_____ **Index result:**_____	

6.1.3.6.4 SAFETY ZONE **The entry and exit zone shall be kept clear of all obstacles**
_____inches - DISTANCE BETWEEN CENTERLINE OF HANDRAILS
+ 8 inches equals minimum safety WIDTH:_____inches
x2 equals minimum safety LENGTH:_____inches
Safety zone meets compliance? **Y/N:**___ **Initials:**_____ **Date:**_____

(SEE NEXT PAGE FOR GENERAL INSTRUCTIONS)

General instructions:

This checklist reflects the **minimum routine** maintenance and testing standards that apply to your **escalator or moving walk.**

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 (Item 1.1, 2.12, etc.) 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 escalator/moving walk 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)	X
☐	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.