



# Periodic Hydraulic Elevator Checklist

Department of Consumer & Business Services  
 Building Codes Division

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Maintenance company: \_\_\_\_\_

Site name: \_\_\_\_\_

Current year: \_\_\_\_\_

Equipment ID: \_\_\_\_\_

### 8.11.3.1 INSPECTION AND TEST REQUIREMENTS

The routine inspections and tests shall include the following:

N/A	(1 <sup>st</sup> ) JAN-JUN	(2 <sup>nd</sup> ) JUL-DEC	Description
<b>8.11.2.1.1 INSPECTIONS MADE FROM INSIDE THE CAR</b>			
<input type="checkbox"/>			(a) Door reopening device (Item 1.1)
<input type="checkbox"/>			(b) Stop switches (Item 1.2)
<input type="checkbox"/>			(c) Operating control device (Item 1.3)
<input type="checkbox"/>			(d) Car floor and landing sill (Item 1.4)
<input type="checkbox"/>			(e) Car lighting (Item 1.5)
<input type="checkbox"/>			(f) Car emergency signal (Item 1.6)
<input type="checkbox"/>			(g) Car door or gate (Item 1.7)
<input type="checkbox"/>			(h) Door closing force (Item 1.8)
<input type="checkbox"/>			(i) Power closing of doors or gates (Item 1.9)
<input type="checkbox"/>			(j) Power opening of doors or gates (Item 1.10)
<input type="checkbox"/>			(k) Car vision panels and glass car doors (Item 1.11)
<input type="checkbox"/>			(l) Car enclosure (Item 1.12)
<input type="checkbox"/>			(m) Emergency exit (Items 1.13 & 1.20)
<input type="checkbox"/>			(n) Ventilation (Item 1.14)
<input type="checkbox"/>			(o) Signs and operating device symbols (Item 1.15)
<input type="checkbox"/>			(p) Rated load, platform area, and data plate (Item 1.16)
<input type="checkbox"/>			(q) Standby power operation (Item 1.17)
<input type="checkbox"/>			(r) Restricted opening of car or hoistway doors (Item 1.18)
<input type="checkbox"/>			(s) Car ride (Item 1.19)
<input type="checkbox"/>			(t) Door monitoring system (Item 2.26.5)
<input type="checkbox"/>			(u) Stopping accuracy (Item 2.26.11)
<input type="checkbox"/>			(v) Machinery space/control space (8.11.3.1.2)
<input type="checkbox"/>			(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)
<input type="checkbox"/>			(w)(2) (2) Unexpected car movement device (2.26.2.34)
<input type="checkbox"/>			(w)(3) (3) Operating instructions for unexpected car movement device (8.6.10.6)
<input type="checkbox"/>			(w)(4) (4) Operating instructions for egress and reentry procedure (8.6.10.7)
<input type="checkbox"/>			(x) Equipment access panel electrical device (3.26.1 and 2.26.2.35)

**8.11.3 INSPECTION TEST PERIODS**  
 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.

N/A	(1 <sup>st</sup> ) JAN-JUN	(2 <sup>nd</sup> ) JUL-DEC	Description
<b>8.11.3.1.2 INSPECTIONS MADE IN MACHINE ROOM/SPACE</b>			
<input type="checkbox"/>			(a) Equipment exposure to weather (3.7.1)
<input type="checkbox"/>			(b) Means of access (Item 2.1)
<input type="checkbox"/>			(c) Headroom (Item 2.2)
<input type="checkbox"/>			(d) Means necessary for tests (3.7.1)
<input type="checkbox"/>			(e) Inspection and test panel (3.7.1)
<input type="checkbox"/>			(f) Lighting and receptacles (Item 2.3)
<input type="checkbox"/>			(g) Enclosure of machine room/spaces, control room/ spaces (Item 2.4)
<input type="checkbox"/>			(h) Housekeeping (Item 2.5)
<input type="checkbox"/>			(i) Ventilation and heating (Item 2.6)
<input type="checkbox"/>			(j) Fire extinguisher (Item 2.7)
<input type="checkbox"/>			(k) Pipes wiring and ducts (Item 2.8)
<input type="checkbox"/>			(l) Guarding of equipment (Item 2.9)
<input type="checkbox"/>			(m) Numbering of elevators machines and disconnect switches (Item 2.10)
<input type="checkbox"/>			(n) Maintenance path and maintenance clearance (3.7.1)
<input type="checkbox"/>			(o) Stop switch (3.7.1 and 3.26.1)
<input type="checkbox"/>			(p) Disconnecting means and control (Item 2.11)
<input type="checkbox"/>			(q) Controller wiring, fuses, grounding, etc. (Item 2.12)
<input type="checkbox"/>			(r) Hydraulic power unit (Items 2.30 and 2.42.1.2)
<input type="checkbox"/>			(s) Relief valve (Item 2.31)
<input type="checkbox"/>			(t) Control valve (Item 2.32)
<input type="checkbox"/>			(u) Tanks (Item 2.33)
<input type="checkbox"/>			(v) Flexible hydraulic hose and fitting assemblies (Item 2.34)
<input type="checkbox"/>			(w) Supply line and shutoff valve (Item 2.35)
<input type="checkbox"/>			(x) Hydraulic cylinders and hydraulic fluid loss record (8.6.5.7) (Item 2.36)
<input type="checkbox"/>			(y) Pressure switch (Item 2.37)
<input type="checkbox"/>			(z) Recycling operation [8.10.3.2.2 (u)]
<input type="checkbox"/>			(aa) Code data plate (8.6.1.3) (Item 2.14)
<input type="checkbox"/>			(bb) Governor, overspeed switch, and seal (Item 2.13)
<input type="checkbox"/>			(cc) Wiring diagrams (8.6.1.6.3)



N/A	(1 <sup>st</sup> ) JAN-JUN	(2 <sup>nd</sup> ) JUL-DEC	Description	
<b>8.11.3.1.3 INSPECTIONS MADE IN MACHINE ROOM/SPC cont...</b>				
<input type="checkbox"/>			(a)	Top-of-car stop switch (Item 3.1)
<input type="checkbox"/>			(b)	Car top light and outlet (Item 3.2)
<input type="checkbox"/>			(c)	Top-of-car operating device (Item 3.3)
<input type="checkbox"/>			(d)	Top-of-car clearance and refuge space (Item 3.4)
<input type="checkbox"/>			(e)	Normal terminal stopping device (Item 3.5)
<input type="checkbox"/>			(f)	Terminal speed reducing devices (Item 3.6)
<input type="checkbox"/>			(g)	Car levelling and anticreep devices (Item 3.7)
<input type="checkbox"/>			(h)	Speed test (Item 3.30)
<input type="checkbox"/>			(i)	Top emergency exit (Item 3.8)
<input type="checkbox"/>			(j)	Floor and emergency identification numbering (Item 3.9)
<input type="checkbox"/>			(k)	Hoistway construction (Item 3.10)
<input type="checkbox"/>			(l)	Hoistway smoke control (Item 3.11)
<input type="checkbox"/>			(m)	Pipes, wiring, and ducts (Item 3.12)
<input type="checkbox"/>			(n)	Windows, projections, recesses, and setbacks (Item 3.13)
<input type="checkbox"/>			(o)	Hoistway clearances (Item 3.14)
<input type="checkbox"/>			(p)	Multiple hoistways (Item 3.15)
<input type="checkbox"/>			(q)	Traveling cables and junction boxes (Item 3.16)
<input type="checkbox"/>			(r)	Door and gate equipment (Item 3.17)
<input type="checkbox"/>			(s)	Car frame and stiles (Item 3.18)
<input type="checkbox"/>			(t)	Guide rails fastening and equipment (Item 3.19)
<input type="checkbox"/>			(u)	Governor rope (Item 3.20)
<input type="checkbox"/>			(v)	Governor releasing carrier (Item 3.21)
<input type="checkbox"/>			(w)	Wire rope fastening and hitch plate (Item 3.22)
<input type="checkbox"/>			(x)	Suspension rope (Item 3.23)
<input type="checkbox"/>			(y)	Slack rope device (Item 3.31)
<input type="checkbox"/>			(z)	Traveling sheave (Item 3.32)
<input type="checkbox"/>			(aa)	Counterweight and counterweight buffer (Item 3.28)
<input type="checkbox"/>			(bb)	Crosshead data plate (Item 3.27)
<input type="checkbox"/>			(cc)	Machinery space/control space (8.11.3.1.2)
<input type="checkbox"/>			(dd)(1)	Working areas on the car top (3.7.1) (1) Means to prevent unexpected movement (2.7.5.1.1)
<input type="checkbox"/>			(dd)(2)	(2) Unexpected car movement device (2.26.2.34)
<input type="checkbox"/>			(dd)(3)	(3) Operating instructions for unexpected car movement device (8.6.10.6)
<input type="checkbox"/>			(dd)(4)	(4) operating instructions for egress and reentry procedure (8.6.10.7)
<input type="checkbox"/>			(ee)	Equipment exposure to weather (3.7.1)
<input type="checkbox"/>			(ff)	Machinery supports and fastenings (2.9.1 and 2.9.3)
<input type="checkbox"/>			(gg)	Guarding of equipment (2.10.1)
<input type="checkbox"/>			(hh)	Broken rope, chain, or tape switch (Item 3.26)

N/A	(1 <sup>st</sup> ) JAN-JUN	(2 <sup>nd</sup> ) JUL-DEC	Description	
<b>8.11.3.1.4 INSPECTIONS MADE FROM TOP-OF-CAR cont...</b>				
<input type="checkbox"/>			(a)	Car platform guard (Item 4.1)
<input type="checkbox"/>			(b)	Hoistway doors (Item 4.2)
<input type="checkbox"/>			(c)	Vision panels (Item 4.3)
<input type="checkbox"/>			(d)	Hoistway door locking device (Item 4.4)
<input type="checkbox"/>			(e)	Access to hoistway (Item 4.5)
<input type="checkbox"/>			(f)	Power closing of hoistway doors (Item 4.6)
<input type="checkbox"/>			(g)	Sequence operation (Item 4.7)
<input type="checkbox"/>			(h)	Hoistway enclosure (Item 4.8)
<input type="checkbox"/>			(i)	Elevator parking device (Item 4.9)
<input type="checkbox"/>			(j)	Emergency doors in blind hoistways (Item 4.10)
<input type="checkbox"/>			(k)	Standby or emergency power selection switch (Item 4.12)
<input type="checkbox"/>			(l)	Means necessary for tests (2.7.6.4, 3.7.1.8, 3.7.1.9 and 3.7.1.10)
<input type="checkbox"/>			(m)(1)	Inspection and test panel (3.7.1)
<input type="checkbox"/>			(m)(2)	(2.7.6.5), inspection operation (2.26.1.4.1)
<input type="checkbox"/>			(m)(3)	Inspection operation with open door circuits (2.26.1.5)
<input type="checkbox"/>			(n)	Equipment exposure to weather (3.7.1)
<b>8.11.3.1.5 INSPECTIONS MADE IN THE PIT</b>				
<input type="checkbox"/>			(a)	Pit access, lighting, stop switch, and condition (Item 5.1)
<input type="checkbox"/>			(b)	Bottom clearance, runby, and minimum refuge space (Item 5.2)
<input type="checkbox"/>			(c)	Plunger and cylinder (Item 5.11)
<input type="checkbox"/>			(d)	Car buffer (Item 5.12)
<input type="checkbox"/>			(e)	Normal terminal stopping devices (Item 5.4)
<input type="checkbox"/>			(f)	Traveling cables (Item 5.5)
<input type="checkbox"/>			(g)	Car frame and platform (Item 5.7)
<input type="checkbox"/>			(h)	Car safeties and guiding members (Item 5.8)
<input type="checkbox"/>			(i)	Supply piping (Item 5.14)
<input type="checkbox"/>			(j)	Governor rope tension device (Item 5.6)
<input type="checkbox"/>			(k)	Machinery space/control space (8.11.3.1.2)
<input type="checkbox"/>			(l)(1)	Working area in the pit (3.7.1 and 2.7.5.2) (1) Means to prevent unexpected movement [2.7.5.2 (a) or (b)]
<input type="checkbox"/>			(l)(2)	(2) Unexpected car movement device (2.26.2.34)
<input type="checkbox"/>			(l)(3)	(3) Operating instructions for unexpected car movement device (8.6.10.6)
<input type="checkbox"/>			(l)(4)	(4) Operating instructions for egress and re-entry procedure (8.6.10.7)
<input type="checkbox"/>			(m)	Equipment exposure to weather (3.7.1)
<input type="checkbox"/>			(n)	Machinery supports and fastenings (2.9.1 and 2.9.3)
<input type="checkbox"/>			(o)	Guarding of equipment (2.10.1)
<input type="checkbox"/>			(p)	Pit inspection operation (3.26.2)
<input type="checkbox"/>			(q)	Overspeed valve and pipe supports (5.15.2.2)





## General instructions:

This checklist reflects the **minimum routine** maintenance and testing standards that apply to your **hydraulic** 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 persons 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	(1 <sup>st</sup> ) JAN-JUN	(2 <sup>nd</sup> ) JUL-DEC	Description		
<input type="checkbox"/>	4/25	10/15	(a)	Door reopening device (Item 1.1)	<input type="checkbox"/>
<input type="checkbox"/>	4/17	10/12	(f)	Car emergency signal (Item 1.6)	<input checked="" type="checkbox"/>
<input type="checkbox"/>	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 & Measurements

N/A	DUE DATE	DATE TESTED	ASME-2010	Description
<input type="checkbox"/>	11/2019	10/2019 550 psi	8.6.5.14.1	Relief Valve Setting and System Pressure Test

### Additional Record Keeping

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](http://oregon.gov/bcd) or may be obtained from this office by calling 503-373-1298.

