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Comprehensive Elevator and Escalator Inspection Checklist

Ensure safety and efficiency with this comprehensive elevator and escalator inspection checklist. Follow our guide for thorough inspections.

Project:

Date:

Filled by:

Mechanical Inspection

1	Check the alignment and operation of elevator doors, ensuring smooth and quiet movement.
2	Inspect the condition of the guide rails for wear and secure attachment.
3	Verify the integrity of the cabin frame, checking for any visible damage or corrosion.
4	Examine the escalator steps for uniformity and secure attachment.
5	Assess the tension and alignment of the handrails, ensuring they move smoothly.

Electrical Inspection

6	Test the functionality of all control panels and buttons inside the cabin.
7	Inspect the wiring and connections for any signs of wear or damage.
8	Ensure emergency lighting and communication systems are operational.
9	Check the operation of the safety brake systems and alarms.

Safety Features Inspection

10	Verify the presence and condition of emergency stop buttons.
11	Inspect the fire extinguisher and ensure it is within the expiry date.
12	Check that all safety signage is clearly visible and legible.
13	Ensure the intercom system is functioning properly for emergency communication.

Final Assembly Check

14	Confirm that all panels and coverings are securely fastened and aligned.
15	Inspect the cleanliness of the cabin interior, including mirrors and flooring.
16	Test the smoothness of the ride, listening for unusual noises or vibrations.
17	Verify that all documentation, including inspection tags and certificates, is up to date.

Comments:

Filled by:

Signature:

Introduction	How to use this checklist
<p>This checklist is designed for professionals tasked with inspecting the cabin and final assembly of elevators and escalators. It ensures that all components meet safety standards and operational efficiency before they are put into service. The checklist covers critical areas such as mechanical, electrical, and safety features, providing a structured approach to identify and address potential issues. By following this checklist, inspectors can ensure elevators and escalators are safe, reliable, and compliant with industry regulations.</p>	<p>1. Prepare by gathering necessary tools and protective gear. Review previous inspection reports. 2. Follow the checklist systematically, starting with mechanical inspections, followed by electrical, and then safety checks. 3. Document all findings, noting any deviations or issues found during the inspection. 4. Address immediate safety concerns on-site if possible, or schedule repairs as needed. 5. Ensure all inspection records are updated and filed for future reference and compliance verification.</p>