



ELEVATOR INSPECTION CHECKLIST

BE PREPARED!

1. Maintain Emergency Action Plan
2. Educate Staff on Lockout/Tagout (LOTO) and General Safety
3. Maintain Preventative Maintenance Schedule
4. Maintain Written Log of Inspection/Maintenance and Testing
5. Clean Out
 - Dust and Debris from Area
 - Head Section
 - Tail Section
6. Inspect/Test
 - Belts and Splices
 - Buckets and Bolts
 - Belt Tension and Take-up
 - Pulleys
 - Lagging
 - Guards
 - Dust Seals
 - Bearings (2)
 - Temperature Sensors (2)
 - Belt Alignment Monitors (3)
 - Speed Switch Sensor (1)
 - Plug/Choke Sensor (4)
 - Fire Extinguishers
 - Emergency Lights
 - E/Stops
 - Additional Safety Devices
7. Replace Worn or Broken Parts
8. Safety Assessment with 4B Tech Team
 - Detailed Safety Audit, with Photos
 - Safety Recommendations
 - Contractor/Electrician Training
 - Contact 4B to Schedule

