

## ELEVATOR GOOD HOUSEKEEPING TIPS

Before the next code inspection, with your Elevator Repair Company ensure your conveyances(s) are in good condition for the inspection. To help you avoid failures, below is a list of common items that are easily preventable. In addition, use your last inspection report as a guide with your elevator repair company to get acquainted with your equipment, as applicable. :

- **ELEVATOR MACHINE ROOM** has only has elevator equipment in it, no storage boxes, etc in it
- **FIRE EXTINGUISHER IN MACHINE ROOM** is present and is current
- **TELEPHONE** is working, going to a 24hr source and provides location and which elevator to the 24hr source
- **EMERGENCY LIGHTS, ALARM BELLS AND BATTERY BACKUP** are all working as well as non-emergency lights are all working (i.e inside elevator, buttons, etc)
- **SIGNAGE** is labeled properly and is present in elevator, lobbies, elevator equip room (i.e. capacity plate, fire signs in lobby, etc)
- **ELEVATOR PIT** is clean and dry...no water, oil, debris present ; if applicable, pit ladder secured
- **KEYS** to elevator related areas are readily available on premises in proper location (i.e fire knox box in lobby)
- **ELEVATOR MAINTENANCE CONTROL PROGRAM** are in elevator equipment room in an obvious spot and readily available
- **ELEVATOR MAINTENANCE RECORDS** are in elevator equipment room in an obvious spot and readily available
- **ELEVATOR WIRING DIAGRAM RECORDS** are in elevator equipment room in an obvious spot and readily available
- **CODE DATA PLATE** are in elevator equipment room in an obvious spot and readily available **Due 5/13/13**
- **APPLICABLE CATEGORY TEST** is current and not expired. The applicable test may be annually or more frequently based on the unit's type (i.e. hydraulic or traction). These tests require witnessing.
- **REGISTRATION TAG** is permanently affixed to the elevator controller, per OSFM instructions.

**If not registered, here is the link:**

[http://www.state.il.us/osfm/Elevator/Documents/Registration\\_of\\_Conveyance\\_Revised\\_1-13-09.pdf](http://www.state.il.us/osfm/Elevator/Documents/Registration_of_Conveyance_Revised_1-13-09.pdf)

- **FIRE SERVICE PHASE 1 & 2, as applicable**, tested monthly and is working properly upon code inspection and keys are readily available for testing at inspection
- **UPGRADES DUE:**
- **A) Door Restrictor Due 1/1/2014**
- **B) Car illumination** in accordance with ASME A17.3-2005; **Due 1/1/2015**
- **C) Emergency operation and signaling devices** in accordance with ASME A17.3-2005; **Due 1/1/2015**
- **D) Phase reversal and failure protection** in accordance with ASME A17.3-2005; **Due 1/1/2015**
- **E) Reopening device for power operated doors or gates** in accordance with ASME A17.3-2005; **Due 1/1/2015**
- **F) Stop switch pits** in accordance with ASME A17.3-2005; **Due 1/1/2015 and**
- **G) Pit ladder installation in accordance with Section 2.2.4.2 of ASME A17.1-2007. Due 1/1/2015**

Note: if the unit is a lift or dumbwaiter, please check with your unit's maintenance company for applicability.