

Gravesham Borough Council

DSO Building Management

Lift Maintenance Policy & Management Plan

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Abbreviations

<i>ACOP</i>	Approved Codes of Practice
<i>BS EN</i>	British & European Standard
<i>DSO</i>	Direct Services Organisation
<i>HSAWA</i>	Health & Safety At Work Act 1974
<i>HSE</i>	Health & Safety Executive
<i>INDG</i>	Health & Safety Executive Industry Guidance
<i>LOLER</i>	Lifting Operations and Lifting Equipment Regulations 1998
<i>OJEU</i>	Official Journal of the European Union
<i>PUWER</i>	Provision and Use of Work Equipment Regulations 1998
<i>SAFed</i>	The Safety Assessment Federation

Lift Maintenance Policy

1. Introduction

- 1.1 Gravesham Borough Council (GBC) has a duty of care under the Health & Safety at Work Act to its tenants, employees, contractors and visitors from harm when using lift equipment within Council buildings.
- 1.2 The Council also has specific responsibilities under the Lifting Operations and Lifting Equipment Regulations (LOLER) and Provision and Use of Work Equipment Regulations (PUWER) to ensure that all passenger lifts, stair lifts and other lifting equipment are; properly installed, serviced, maintained, thoroughly inspected and tested at the appropriate intervals, and that adequate records are kept and retained.
- 1.3 This Policy and Management Plan will specifically cover the DSO Building Management responsibilities for the inspection, servicing and maintenance of passenger lifts, stair lifts and through floor lifts across Gravesham Borough Council's housing stock.

2. Aims and Objectives

- 2.1 The aim is to ensure that every Gravesham Borough Council building has safely operating lift systems for which it has a responsibility.

In meeting this aim DSO Building Management will:

- Ensure all powered lifts and associated equipment will be designed, installed, operated, maintained and serviced to protect all personnel from injury or any other damage arising from its use, as far as is reasonably practicable.
- Ensure suitable and sufficient risk assessments and safe systems for work are made available and that contractors are competent to undertake tasks involving lift maintenance.
- Ensure an efficient servicing and inspection scheduling regime of lift equipment is in place.
- Ensure repairs, remedial and refurbishment works are carried out within agreed timescales so that buildings remain safe and electrical installations are maintained to a required standard.
- Ensure the Lift Maintenance Contractor responds to any cases of entrapment within one hour.
- Ensure the Council complies with relevant statutory legislation and good practice.
- Ensure adequate records and quality monitoring systems are implemented.
- Ensure all residents are given sufficient notice of planned duration for works by letter drop to each property and displaying information in communal locations.

- Provide value for money through Official Journal of the European Union (OJEU) procurement rules for Lift maintenance contracts.

3. Legal and Regulatory Framework

3.1 This policy is subject to, but not restricted to the following specific regulations, HSE's Approved Codes of Practice (ACOPS) and industry guidelines:

- Health and Safety at Work Act 1974 (HASAWA)
- Management of Health and Safety at Work Regulations 1999
- The Provision and Use of Work Equipment Regulations 1998 (PUWER)
- The Lifting Operations and Lifting Equipment Regulations 1998 (LOLER)
- Lifts Regulations 2016
- The Safety Assessment Federation (SAFed) Guidelines
- HSE Guidance Note PM26 (safety at lift landings)
- HSE INDG339 – Thorough Examination and Testing of Lifts
- HSE INDG422 – Thorough Examination of Lifting Equipment
- HSE INDG290 – Lifting Equipment at Work
- Defective Premises Act 1972
- The Corporate Manslaughter and Corporate Homicide Act 2007

Further details of the above legislation and guidance requirements can be found in *Appendix 1*.

4. Key Roles and Responsibilities

4.1 The Chief Executive with assistance from Directors, Assistant Directors and Service Managers are collectively responsible for ensuring the implementation and management for the inspection, servicing and maintenance of passenger lifts, stair lifts and through floor lifts across Gravesham Borough Council's housing stock

4.2 The Chief Executive

The Chief Executive has the ultimate responsibility and accountability at board level and is considered to be the 'Duty Holder'. The Duty Holder will ensure all lift operations are in compliance with the relevant statutory requirements.

The Chief Executive will appoint management personnel who are familiar with the contents of the LOLER and PUWER regulations, insofar as it is relevant to their roles and responsibilities.

4.3 The Assistant Director (Operations)

The Assistant Director is responsible for service strategy and quality of services provided by DSO Building Management. The Assistant Director also has overall budget responsibility for all lift servicing and to ensure adequate resources are made available to both develop and implement the maintenance programmes.

4.4 The Asset Manager

The Asset Manager is responsible for procurement, and selection of the Competent Lift Servicing and Maintenance Contractor to undertake works within Gravesham Borough Council's Housing stock. The Asset Manager is also responsible for service delivery, staff training and ensuring that the Lift Maintenance Policy and Management Plan continue to be robust and effective.

4.5 The Compliance & Projects Manager

The Compliance & Projects Manager is responsible for putting in place and monitoring arrangements to ensure that the systems and procedures outlined in this Policy and Management Plan are carried out. The Manager will monitor the Lift Maintenance Contractor performance and ensure compliancy is achieved in all areas of the service.

4.6 Surveyor (Compliance & Projects)

The Surveyor will undertake the duties of the day-to-day management of Passenger Lift servicing, maintenance and refurbishment programme. The Surveyor will review servicing and examination reports supplied by the Lift Maintenance Contractor and GBC's insurers and action all remedial works to ensure lifts are safely maintained and kept in service.

4.7 Surveyor (Aids & Adaptations)

The Surveyor will undertake the duties of the day-to-day management of Stair and Through Floor Lift repairs, servicing, maintenance and replacement programme. The Surveyor will review servicing and examination reports supplied by the Lift Maintenance Contractor and GBC's insurers and action all remedial works to ensure lifts are safely maintained and kept in service.

4.8 Lift Maintenance Contractors

Gravesham Borough Council will employ suitably qualified contractors to act as the nominated competent persons. The Lift Maintenance Contractor must have sufficient technical and practical knowledge of the lift to be able to carry out repairs, servicing, inspections, maintenance and replacements.

The Contractor will comply with the requirements of the Lift Maintenance Policy and Management Plan at all times including safety, access arrangements, security and data protection. The Contractor will adhere to all relevant legislation, guidance, best practice and provide evidence of compliance on request.

5. Policy Review

- 5.1 This policy will be reviewed on an annual basis to ensure its continuing suitability, adequacy and effectiveness or as required by the introduction of new legislation or regulation that impacts on Gravesham Borough Council's obligations.

Management Plan

6. Introduction

- 6.1 This Management Plan describes how DSO Building Management procedure for lift inspection, testing and maintenance is carried out within appropriate timescales and maintained to a high standard to ensure the Council's legal compliance.
- 6.2 Lifts will be immediately taken out of service if a serious or a significant defect is identified and only put back into service when the fault is rectified by the Lift Maintenance Contractor.

7. Safe Systems of Work

- 7.1 The Lift Maintenance Contractor with the assistance of the Competent Independent Assessor (currently Zurich Insurance), will carry out risk assessments for all lift equipment installations.
- 7.2 Risk Assessments will provide control measures to maintain compliance with applicable standards, considering the general condition of lift equipment, servicing arrangements, operational usage, planned interventions, control systems, disability discrimination issues and risks to vulnerable passengers.

Information gained from this exercise will be used in the preparation of an on-going plan for safety improvements, modernisation and servicing.

- 7.3 Lift Maintenance Contractors will operate in accordance with agreed safe working procedures whilst carrying out maintenance, servicing, testing or repair work.

Specific safe operating procedures will be required for work activities involving:

- The lift motor room
- The lift and lift shaft
- The lift pit
- Working on car tops
- Hand winding
- Access control

The Lift Maintenance Contractors will operate a Permit to Work system for their maintenance staff as part of their safe working procedures.

8. Servicing & Preventative Maintenance Programme

- 8.1 The Provision and Use of Work Equipment Regulations 1998 (PUWER) requires a regular servicing and preventative maintenance programme of all lift equipment by a competent Lift Maintenance Contractor instructed by DSO Building Management . Preventative maintenance involves replacing worn or damaged parts, topping up fluid levels and making routine adjustments.

8.2 Passenger Lifts

The Lift Maintenance Contractor will carry out monthly servicing and maintenance to Lifts within GBC housing stock. The servicing regime is illustrated in *Appendix 2* (Hydraulic Maintenance Procedure) and *Appendix 3* (Traction Maintenance Procedure) which are all completed over a twelve month period.

8.3 Stair & Through Floor Lifts

The Lift Maintenance Contractor will carry out servicing to all stair lifts on an annual basis and through floor lifts six monthly. The servicing regime is illustrated in *Appendix 4*.

9. **Thorough Examinations**

9.1 The Lifting Operations and Lifting Equipment Regulations 1998 (LOLER) requires a programme of regular thorough examinations of all lifting equipment to be carried out by a Competent Independent Assessor (Zurich Insurance) appointed by the Duty Holder.

9.2 A thorough examination will include a systematic and detailed examination of the lift and its associated equipment by a competent person to the relevant guidance and standards. This may include some testing, if the competent person considers it to be necessary while taking into account where the equipment is used, frequency of use, age and condition.

9.3 Its aim is to detect any defects which are, or might become dangerous and for the competent person to report findings to the Surveyor (Compliance & Projects). The Surveyor will authorise and arrange for appropriate remedial action to be carried out by the Lift Maintenance Contractor.

9.4 Thorough examinations should not be confused with servicing or maintenance, but provides evidence that the maintenance regime is effective.

A Thorough Examination for Passenger Lifts will include the following:

- Landing, car doors and their interlocks
- Worm and other gearing
- Main drive system components
- Governors
- Safety gear
- Suspension ropes
- Suspension chains
- Overload detection services
- Electrical devices (including earthing, earth bonding, safety devices, selection of fuses etc.)
- Braking systems (including buffers and overspeed devices)
- Hydraulics

9.5 A Thorough Examination for Stair Lifts will include the following:

- Security of lift to stairway
- Drive travel/unit
- Gearing, shafts and bearings
- Brake or sustaining device
- Guides
- Carriage and rollers

- Platform or seat including fittings
- Interlocks
- Safety gear or device
- Guards
- Electrical installation including wiring, systems, drives, controls and switches
- Alarm system
- Lubrication and fluid levels

9.6 A Thorough Examination for Through Floor Lifts will include the following:

- Structure
- Arms and rollers
- Pivot pins
- Hydraulic cylinders and pipework
- Guarding
- Safety devices
- Clearances between operating arms and base structure
- Electrical installation including wiring, systems, drives, controls and switches
- Lubrication and fluid levels

The lists are not exhaustive and other components may be examined in accordance with the Safety Assessment Federation's (SAFed) Lift guidelines.

9.7 The law requires that all passenger lifts should be thoroughly examined:

- After substantial and significant changes have been made.
- At least every six months to ensure that health and safety conditions are maintained and that any deterioration can be detected and remedied in good time.
- Following 'exceptional circumstances' such as damage, failure of the lift, long periods out of use, or major change in operating conditions which is likely to affect the integrity of the equipment.

9.8 Stair and through floor lifts are installed in residential properties and are not classified by the HSE as a workplace, therefore The Lifting Operations and Lifting Equipment Regulations 1998 do not apply.

However, DSO Building Management will apply these regulations in order to achieve best practice. These are currently undertaken by the Competent Independent Assessor (Zurich Insurance); six monthly for through floor lifts and annually for stair lifts.

10. Supplementary Lift Testing

- 10.1 The Safety Assessment Federation (SAFed) provide guidance for supplementary lift testing inspections which are not statutory but recognised as good practice by the HSE who recommend their use. These are carried out in addition to the thorough examinations mentioned above.
- 10.2 Guidelines require that certain components are examined over and above a visual examination, at periodic intervals determined by the Competent Independent Assessor (Zurich Insurance) undertaking the statutory thorough examination. These are commonly known as LG tests (Lift Guidance), which are carried out for both hydraulic and traction lifts.

- 10.3 The frequency of the tests can vary from one to ten years depending on safety components or machinery used. However, the competent person may call for a supplementary lift test if they have a reason to do so, e.g. poor environmental conditions.
- 10.4 The tests are undertaken by the Lift Maintenance Contractor, who will provide a sufficient record of the test and corrective action if necessary to the Surveyor (Compliance & Projects). The Surveyor will review findings, arrange and authorise for appropriate remedial action to be carried out by the Lift Maintenance Contractor.

11. Passenger Lifts - Additional Checks

- 11.1 In addition to regulatory requirements for passenger lifts and continuing best practice, there are certain checks which are carried out by Estate Management as part of their monthly building inspection. These include:
- A visual inspection of the lift car operating panel
 - Checks to ensure all indicators are working correctly
 - Ensuring that the alarm/communication system functions
 - Checking that the lift doors open when the 'door open' button is selected.
 - Check position indicators on the landing are working correctly.
 - Check that all lighting is in working order
 - Check all mechanical/electronic door protection devices (safety edge) such that:
 - When the safety edge is operated the door re-opens
 - After operation and removal of any obstruction the door closes
 - Checking that the floor in the immediate vicinity of the landing door is in a clean and safe condition
 - Check the landing doors and architraves ensuring there is nothing which can snag a passenger's clothing
 - Clean door bottom tracks
 - A full ascent and descent of lift to assess for any unusual noise.

The list is not exhaustive and other items may be checked in accordance with each location.

12. Emergency Release of Passengers from Immobilised Lifts

- 12.1 It is preferable to leave emergency release operations to personnel with specialised knowledge of lifts, who will be able to determine the cause of immobilisation of the lift car. Where managers wish to release passengers prior to waiting for the Lift Maintenance Contractor or Emergency Services to arrive, they must ensure that staff in the host building are properly trained, authorised and instructed to do so.
- 12.2 In the event of any member of staff or the public being trapped, the following procedure will apply:
- By activating the emergency alarm within the lift, the Lift Maintenance Contractor will be alerted to the incident and attend site within one hour.

- Alternatively where a call is received directly by DSO Building Management Administration, arrangements will be made for the Lift Maintenance Contractor to attend.
- The Lift Maintenance Contractor will notify DSO Building Management Administration of the incident and provide details of lift failures, remedial works required and completion of test to bring the lift back into service.
- Should the lift defect be such that it would likely endanger users, the lift must be taken out of service until the defects are remedied.
- The Corporate Health and Safety Advisor will be notified in order for the incident to be recorded for further investigation as required.

13. Lift Refurbishment & Replacements

- 13.1 Passenger lifts, stair and through floor lifts will be refurbished on a programme based on records kept on GBC's asset database and conditional reports provided by the Lift Maintenance Contractor. The reports will provide information on components including age, usage, parts availability and history of repair costs.
- 13.2 Stair and through floor lifts requiring replacement will be validated in liaison with the KCC Occupational Therapist to ensure the replacement lift is still relevant to the tenant's needs, or where circumstances have changed which could affect the design of lift equipment that needs to be installed.

14. New Build Developments & Other Lifting Equipment

- 14.1 Housing Development will engage with DSO Building Management at an early stage of new build projects to ensure that future maintenance requirements of all lifting equipment have been considered.
- 14.2 Housing Development will provide details of stair and through floor lift equipment specifications to the Surveyor (Aids & Adaptations) for each new lift installation and operating instructions are left for the tenant in every home. New properties will be added to the lift maintenance contract by DSO Building Management Administration.

15. Record Keeping

- 15.1 Regulation 11 of LOLER requires that copies of reports of thorough examinations must be kept available for inspection for at least 2 years.

The law will contain information as specified in Schedule 1 of LOLER, in summary:

- Identify the equipment examined (serial number, make etc.) the employer and the premises.
- Give the date of the last thorough examination and specify when the next one should take place.

- Specify the safe working load of the lift.
- Give the reason for the thorough examination (i.e. following installation, according to an examination scheme, statutory interval, etc.)
- Identify any defect which is or may become a danger to people.
- Give the details of any repair, renewal or alteration required to remedy the defect and the date by which it should be undertaken.
- Give details of any tests carried out.
- Give details of the person carrying out the report and the person validating the report on their behalf.

15.2 The regulation states where possible reports will be stored safely at the premises (but it may be stored elsewhere due to space or security reasons) so that they are readily available to the relevant authority (Health & Safety Executive) should they request them. This information may be kept in both hard copy form or stored electronically. Where information is stored electronically it will be protected from unauthorised alteration and be possible to provide a written copy when necessary

15.3 DSO Building Management will store all service and 'thorough examination' reports electronically on their job scheduling software. Thorough examination reports can also be accessed via Zurich Insurance's web portal.

16. Performance and Monitoring

16.1 Monthly contract meetings between DSO Building Management and the Lift Maintenance Contractor will form the basis for measuring performance and maintain a high standard of service. The Contractor will provide full details of recorded key performance indicators against targets for specified servicing, maintenance and refurbishment programmes, as stated in their contract.

16.2 The Contractor will provide an effective monitoring system of Health and Safety incidents and measures to address causes during all contractual activities. GBC's Compliance and CDM Officer will carry out random Health and Safety Inspections on a range of servicing, maintenance and refurbishment work activities. Health and Safety inspection reports will be provided to be reviewed at contract meetings.

16.3 Regular communication and meetings between DSO Building Management and stakeholders to resolve access issues for stair and through floor lift 'thorough examinations' which will improve LOLER compliancy and further reduce risk.

16.4 Tenants who are dissatisfied by the service provided are able to complain in accordance with our complaints procedure. A copy of Gravesham Borough Councils Complaints policy and procedure is available upon request or via the GBC website.

17. Competencies and Training

17.1 The term 'competent person' used in LOLER and PUWER legislation in the context of conducting a 'thorough examination' is not defined in law. However, Approved Codes of Practice broadly describe the attributes of a competent person for undertaking thorough examinations.

The person carrying out a thorough examination has such appropriate practical and theoretical knowledge and experience of the equipment to be thoroughly examined as will enable them to detect defects and to assess their importance in relation to the safety and continued use of the equipment.

SAFed represents many organisations undertaking statutory thorough examinations and inspections, promoting high standards by competent people in undertaking this work.

- 17.2 Lift maintenance should only be undertaken by those who have received adequate information, instruction, training, continuous professional development, and assessment. The Lift Maintenance Contractor will provide training records of all employees working on GBC lifting equipment, which will be reviewed and updated at monthly meetings.

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Appendix 1 – Legislation/Guidance

Health and Safety at Work Act 1974 (HASAWA)

There are two sections of the Health and Safety at Work, etc. Act 1974 particularly relevant to this policy:

- *Section 2 (1)*

“It shall be the duty of every employer to ensure, so far as is reasonably practicable, the health, safety and welfare at work of all his employees.”

This is supported by specific reference to maintaining the workplace in a condition such that it is safe, and does not put employees at risk.

- *Section 3 (1)*

“It shall be the duty of every employer to conduct his undertaking in such a way so as to ensure, so far as is reasonably practicable, that persons not in his employment, who may be affected thereby, are not thereby exposed to risks to their health or safety”

Gravesham Borough Council, in the context of this policy therefore, shall (so far as is reasonably practicable) ensure its housing stock and third parties or premises (its business activity) does not cause harm to its tenants.

Management of Health and Safety at Work Regulations 1999

In general terms, Gravesham Borough Council must:

- Assess the risk to Health and Safety of all employees and to anyone who may be affected as a result of work undertaken.
- Endeavour to provide comprehensive information, instruction, training and supervision with the aim of ensuring, so far as is reasonably practicable, the health and safety at work of every employee or person so affected.
- Assess the risk of all work activities.
- Record risk assessments on their database
- For any new work activity, risk assessments should be carried out by the appropriate party but in all cases the assessments are to be held jointly and reviewed annually for any changes in legislation.
- Have a competent person to advise in respect of these regulations such as a Health and Safety Advisor.

The Provision and Use of Work Equipment Regulations 1998 (PUWER)

These Regulations, often abbreviated to PUWER, place duties on people and companies who own, operate or have control over work equipment. PUWER also places responsibilities on businesses and organisations whose employees use work equipment, whether owned by them or not.

PUWER requires that equipment provided for use at work is:

- Suitable for the intended use

- Safe for use, maintained in a safe condition and inspected to ensure it is correctly installed and does not subsequently deteriorate
- Used only by people who have received adequate information, instruction and training
- Accompanied by suitable health and safety measures, such as protective devices and controls. These will normally include emergency stop devices, adequate means of isolation from sources of energy, clearly visible markings and warning devices
- Used in accordance with specific requirements, for mobile work equipment and power presses

The Lifting Operations and Lifting Equipment Regulations 1998 (LOLER)

These Regulations place duties on people and companies who own, operate or have control over lifting equipment. This includes all businesses and organisations whose employees use lifting equipment, whether owned by them or not.

LOLER requires that all equipment used for lifting is:

- Sufficiently strong, stable and suitable for the proposed use. Similarly, the load and anything attached must be suitable
- Positioned or installed to prevent the risk of injury, e.g. from the equipment or the load falling or striking people
- Visibly marked with any appropriate information to be taken into account for its safe use, e.g. safe working loads.

Additionally regulations require that:

- Lifting operations are planned, supervised and carried out in a safe manner by people who are competent
- Where equipment is used for lifting people it is marked accordingly, and it should be safe for such a purpose, e.g. all necessary precautions have been taken to eliminate or reduce any risk
- Where appropriate, before lifting equipment is used for the first time, it is thoroughly examined. Lifting equipment may need to be thoroughly examined in use at periods specified in the Regulations (i.e. at least six-monthly for equipment used for lifting people and, at a minimum, annually for all other equipment).
- All examination work should be performed by a competent person (someone with the necessary skills, knowledge and experience)
- Following a thorough examination or inspection of any lifting equipment, a report is submitted by the competent person to the employer to take the appropriate action.

Lifts Regulations 2016

The Lifts Regulations impose specific obligations on lift installers to ensure that it has been designed, manufactured, installed and tested in accordance with the essential health and safety requirements.

The Safety Assessment Federation (SAFed) Guidelines

SAFed represents the UK independent engineering inspection and certification industry, which plays a key role in maintaining high standards of safety within the workplace.

The primary aim of these Guidelines is to assist users/owners of lifting equipment to understand and therefore to be able to comply fully with, the various provisions of LOLER. A secondary but no less important aim of the guidance is to advise engineer surveyors employed by Inspection Bodies how to implement LOLER.

HSE Industry Guidance

Health & Safety Executive (HSE) guidance provides advice to help you understand how to comply with the law; explanations of specific requirements in law; specific technical information or references to further sources of information to help you comply with your legal duties. Following the guidance is not compulsory, unless specifically stated, and you are free to take other action. But if you do follow the guidance you will normally be doing enough to comply with the law. Health and safety inspectors seek to secure compliance with the law and may refer to this guidance.

The following guidance is specific to lifting operations and equipment:

- HSE Guidance Note PM26 (safety at lift landings)
- HSE INDG339 – Thorough Examination and Testing of Lifts
- HSE INDG422 – Thorough Examination of Lifting Equipment
- HSE INDG290 – Lifting Equipment at Work

Defective Premises Act 1972

Defective Premises Act 1972 ensures landlords prevent disrepair which could cause harm to tenants and others or their possessions.

The Corporate Manslaughter and Corporate Homicide Act 2007

Under The Corporate Manslaughter and Corporate Homicide Act 2007 companies and organisations can be found guilty of corporate manslaughter as a result of serious management failures resulting in a gross breach of a duty of care.

Appendix 2

Hydraulic Passenger Lift Maintenance Procedure

The following components will be serviced over a twelve month period	
From inside the Lift Car and at each landing	
Check site for changes in work conditions	
Car and landing call buttons acceptance lights position and direction indicators	
Door margins	
Ride quality & floor levels	
Voice enunciator, REM, voice & or audible alarm	
Door operation and reversal device and site guards	
Flooring, ceiling, handrails and lighting	
Emergency light	
Pit for Cleanliness	
In Pump Room	
Control panel	
Relay / brush condition / Operation & terminals	
Ventilation, filters and cooling fans	
Event log	
Hydraulic tank	
Operation, oil level and leakage	
Check MRO (manual lowering and hand-pump)	
Check releveling operation	
Check manual lowering slack rope device function	Annual Exam
Over speed devices	
Bearings, Operation & lubrication of device & condition of rope.	
From lift Car Top	
Car gates / doors & operator	
Top track, door hanging, kicking, lock rollers and air cords	
Drives, belts, chains, cams skates and car gate contact Car door bottom track and shoes and door gaps	
Car top	
Electrical cables / layout, hoist way lighting	
Guide shoes, oil pots and cab ties	
Floor switches/tape head readers	
Check guide rail condition and security of fixings	
Check main suspension condition, terminations and lubrication	Annual Exam
Safety gear operation, lubrication	Annual Exam
Electrical safety devices check	Annual Exam
Landing gate/doors	
Top track, air cords, door hanging, kicking and lock rollers	Annual Exam
Closing device, air cord, bottom track, door gaps and shoes Check	Annual Exam
all lock contacts and auxiliary contacts	Annual Exam
Hydraulic ram	
Guide shoes top / bottom and lubrication pots	
Sheave bearing lubrication	
Rope / chain tension and terminations	Annual Exam
Ram Seals	
From pit	
Pit	
Check and lubricate all sheaves and bearings	
Check all electrical switches for operation	Annual Exam
Oil overflow collection bottle	
Check all hose and pipe work joints for leaks	
Ram seal	
Cleanliness	
Check suspension terminations / safety gear testing device	Annual Exam
Underside of car	
Safety gear examination / lubrication and guide shoe check	Annual Exam

Appendix 3

Traction Passenger Lift Maintenance Procedure

The following components will be serviced over a twelve month period	
From inside the Lift Car and at each / bottom landing	
Check for changes in work conditions	
Car and landing call buttons, acceptance lights, position and direction indicators	
Door margins	
Ride quality & floor levels	
Voice enunciation, REM, voice & or audible alarm	
Door operation and reversal device and site guards	
Flooring, ceiling, handrails and lighting	
Emergency light	
Pit for Cleanliness	
Rope Stretch	
In Machine Room	
Control panel / selector	
Relay/ brush condition/ Operation & terminals	
Ventilation, filters and cooling fans	
Event log	
Lubrication / chains / cams	
Motor/generator/machine	
Bearings/lubrication/cooling fan	
Commutator, brushes/Terminations	
Even rope height in sheave	
Even rope tension equalising device	
Brake	
Traction/Lubrications/Linings	Annual Exam
Over speed devices	
Bearings, Operation, lubrication & condition of rope.	
From lift Car Top	
Car gates/doors & operator	
Top track, door hanging, kicking, lock rollers and air cords	
Drives, belts, chains, cams skates and car gate contact	
Car door bottom track, shoes and door gaps	
Car top	
Electrical cables/layout, hoist way lighting	
Guide shoes, oil pots and cab ties	
Check and lubricate all diverter sheaves (car top and shaft)	
Check guide rail condition and security of fixings	
Floor switches/tape head readers	
Examine main suspension ropes / chains and terminations	Annual Exam
Electrical safety devices check	Annual Exam
Landing gate/doors	
Top track, air cords, door hanging, kicking and lock rollers	Annual Exam
Closing device, air cord, bottom track, door gaps and shoes	Annual Exam
Check all lock contacts and auxiliary contacts	Annual Exam
Counterweight	
Guide shoes top/ bottom and lubrication pots	
Sheave bearing lubrication and tie rods or clamps	
Suspension tension and terminations	Annual Exam
Safety gear examination / lubrication	Annual Exam
From pit	
Pit	
Inspect rope/belt stretch	
Check and lubricate all sheaves and bearings	
Tape sheave wipers/lubricant	
Electrical safety devices check	Annual Exam
Buffers oil levels	
Cleanliness	
Underside of car	
Safety gear examination/Lubrication and guide shoe check	Annual Exam

Appendix 4

Stair Lift Annual Maintenance Check List

Check Item	Status	Remarks
Drive fixings		
Brake function		
Drive wear		
Lubricant		
Active safety gear		
Check / Adjust rollers		
Carriage fixings		
Seat fixing secure / Boss		
Seat interlocks / Swivels		
Safety edges		
Rail fixings		
Clean / Damage free		
Check terminals / Battery volt		
Check pickups		
Alarm function		
Check stopping		
Over travel		
Emergency Lowering Operative		
Emergency Lowering Key/Mechanism on site		
Seatbelt		
Rep Name:		
Rep Sign:		Date:

Through Floor Lift Bi-Annual Maintenance Check List

Check Item	Status	Remarks
Safety Edges		
Brake functions		
Lubrication		
Safety Gear		
Carriage fixing secure		
Rollers (where applicable)		
RAM		
Emergency Lowering Operative		
Emergency Lowering Key/Mechanism on site		
Over travel		
Alarm function / Auto Dialler		
Door Locks		
Door Contact		
Check Oil Levels		
Rep Name:		
Rep Sign:		Date: