

ELEVATOR INSPECTION & MAINTENANCE CHECKLIST

(Weekly Visual Inspection — Building Staff)

Weekly Visual Inspection

from to

TASK	1ST	2ND	3RD	4TH	5TH
Ride the elevator and observe starting, stopping, and leveling at each floor. Note any jerking, bouncing, or misalignment.					
Test all car buttons, floor indicators, and direction arrows. Replace any burned-out indicator lights.					
Check that doors open and close smoothly without hesitation, jerking, or excessive noise.					
Test the door reopening device (safety edge or photo eye). Doors must reverse when an obstruction is detected.					
Verify emergency phone connects to 911, monitoring service, or building security within 30 seconds.					
Press the emergency stop button and alarm bell. Confirm both function and reset properly.					
Inspect the car interior: walls, ceiling, flooring, handrails, and mirror for damage or tripping hazards.					
Check that car lighting and ventilation fan are working. Replace burned-out bulbs.					
Verify that the current state inspection certificate is posted inside the car.					
<i>Additional Task:</i>					

Instructions:

Building staff should perform these checks weekly. These are visual and functional checks only — do not attempt mechanical repairs. Report any issues to your elevator service contractor immediately.

ELEVATOR INSPECTION & MAINTENANCE CHECKLIST

(Monthly Inspection – Building Staff / Manager)

Monthly Inspection

Date

TASK	STATUS
Inspect all landing (hallway) doors on every floor for damage, dents, or gaps in the door panels.	
Check door tracks and sills at each landing for debris, dirt, or obstructions. Clean as needed.	
Verify that hallway call buttons on every floor are functioning and illuminating properly.	
Test the fire recall system (Phase I): activate the building fire alarm and confirm elevator returns to the designated recall floor with doors open.	
Inspect the elevator pit (if accessible to trained staff): check for water, debris, oil leaks, or pest activity.	
Check the machine room door: must be locked, labeled, and accessible only to authorized personnel.	
Inspect machine room for cleanliness, proper lighting, and ventilation. No storage of non-elevator materials.	
Check that a fire extinguisher (correct class) is present and current in the machine room.	
Verify ADA compliance: Braille and tactile markings on hall call buttons and car control panels are present and legible.	
<i>Additional Task:</i>	

Instructions:

Fire recall testing requires coordination with building fire alarm system. Only trained personnel should access the elevator pit. The machine room must remain locked and free of storage at all times per ASME A17.1.

ELEVATOR INSPECTION & MAINTENANCE CHECKLIST

(Quarterly Maintenance – Licensed Elevator Technician)

Quarterly Maintenance

from to

TASK	1ST	2ND	3RD	4TH
Inspect door operators, clutch mechanisms, door gibs, rollers, and tracks for wear. Adjust or replace as needed.				
Check and adjust door closing forces and times per ASME A17.1 requirements.				
Lubricate all moving parts: door hangers, rollers, guide shoes, sheaves, and pivot points per manufacturer specs.				
Inspect hoist ropes/cables for fraying, wear, broken wires, or uneven tension. Report findings immediately.				
Check leveling accuracy at every floor. Elevator car must stop level with the landing for safe entry/exit.				
Inspect and test hoistway door interlocks and locks. Doors must not open unless the car is at the landing.				
Check oil levels in hydraulic elevators. Inspect the hydraulic cylinder, lines, and fittings for leaks.				
Test the car and counterweight safeties and overspeed governor per manufacturer guidelines.				
Inspect guide rails for wear, proper alignment, and secure mounting. Lubricate as specified.				
Check all electrical connections, contactors, relays, and wiring in the controller for wear, arcing, or loose connections.				
<i>Additional Task:</i>				

Instructions:

All tasks on this page must be performed by a licensed elevator technician. Door systems account for 42% of all elevator service calls – door inspection and adjustment should be prioritized at every visit. Building owners should review the technician’s service report after each visit.

ELEVATOR INSPECTION & MAINTENANCE CHECKLIST

(Annual / Certified Inspection)

Annual Certified Inspection

Date

TASK	STATUS
Schedule the annual inspection with a licensed and certified elevator inspector as required by your state/local jurisdiction.	
Ensure the elevator service contractor is present during the inspection to address any findings.	
Inspect all safety devices: governor, buffers, car safeties, overspeed switches, and emergency brakes.	
Perform a Category 1 test (annual) per ASME A17.1: no-load safety test and inspection of all components.	
Test firefighters' emergency operation (Phase I recall and Phase II in-car operation) per ASME A17.1 Section 2.27.	
Verify emergency power operation: elevator must return to the designated floor and open doors on backup power.	
Inspect the machine, motor, brake, and all mechanical components for wear, corrosion, or oil degradation.	
Verify the code data plate is present in the machine room with correct elevator specifications.	
Obtain and file the updated state inspection certificate. Post the new certificate inside the car.	
Note: Category 5 full-load safety test is required every 5 years for traction elevators per ASME A17.1.	
<i>Additional Task:</i>	

Instructions:

Annual inspection must be performed by a certified inspector (per ASME QEI-1 standards). The building owner is responsible for ensuring inspections occur on schedule. Inspection frequency varies by state – check with your local authority having jurisdiction (AHJ). Category 5 full-load tests are required every 5 years for traction elevators.

ELEVATOR INSPECTION & MAINTENANCE CHECKLIST

Documentation and Compliance

Date

TASK	STATUS
Maintain a Maintenance Control Program (MCP) as required by ASME A17.1 Section 8.6 for each elevator.	
Keep a detailed maintenance log on-site: date, technician name, tasks performed, and issues found.	
File all annual and 5-year inspection reports with the state/local authority having jurisdiction (AHJ).	
Retain copies of the elevator service contract and verify it meets ASME A17.1 maintenance requirements.	
Log all callback/service calls with date, issue description, response time, and resolution.	
Document any passenger entrapments, injuries, or safety incidents. Report to the AHJ as required.	
Track the inspection certificate expiration date and schedule renewal before it lapses.	
Keep ADA compliance records for elevator signage, Braille markings, and accessibility features.	
<i>Additional Task:</i>	

Instructions:

ASME A17.1 Section 8.6 requires a Maintenance Control Program (MCP) for every elevator. The building owner – not the elevator contractor – is ultimately responsible for maintaining these records. Missing or incomplete records are a common inspection violation.