

# Monthly Inspection Instructions

## **1. Pit Condition**

The “Pit” is the area located at the bottom of the hoist-way. This area should be kept clean and free of obstructions.

## **2. Car Condition**

The car should be visually inspected for rust and metal damage. The car should also be kept clean on the inside and on the top where dirt can accumulate.

## **3. Car-gate Switch**

The car controls should not be operational with the car gate open. This should be checked from the car controls and from the landing controls.

## **4. Car Gate**

Check to make sure that the car gate slides smoothly in its track.

## **5. Drive Assembly**

Visually inspect the drive machine for oil leaks. There are 2 or 3 potential areas for leakage. Slow speed shaft and high speed shaft(s). Gear oil should be checked monthly. Identify the fill plug, generally located midway on the gear reducer. Remove this plug to insure that gear lube is at the correct level. The drive area should be clean and free of obstructions.

## **6. Shaft Coupler**

Some manufacturers use a love joy style coupler to attach the motor to the gear reducer shaft. Visually check the spider for wear.

## **7. Traction Sheave**

Visually check the cables to see how they ride over the sheave. The cables should lay in the sheave at approximately the same depth.

## **8. Deflector Sheave**

Visually check the deflector to make certain it is turning freely and that the cables are in their appropriate groove.

## **9. Hoist cables**

To visually examine the hoist cables and governor cable, you will need to position yourself on the top landing. Run the car down in 5 to 10 feet intervals, stopping the car in order to inspect the cables. Look for frays, rust, or kinks. If any of these defects are seen, the lift should be placed out of service until a repair can be made.

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## **10. Governor Take-up**

The governor take up is generally located in the pit area. It should be kept clean and free of obstruction. On some models, there is a grease zert located next to the center of the sheave. This should be greased monthly.

## **11. Electrical Travel Cable**

The electrical travel cable is attached to the bottom of the car, and loops through the hoist way to its power source. Visually check the cable for nicks and tears. If defects are detected, the lift should be placed out of service until a repair can be made.

## **12. Landing Doors and Interlocks**

Landing doors should be inspected for smooth movement, and closing. Open each door and let it close. If the door slams on return, adjustment or replacement of the closer assembly should be made.

To check interlock function, exit the car at each landing and move the car away from the landing. Attempt to open the door. If the door can be opened, the landing should be taped off until adjustments or a replacement of the interlock can be made.

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	Notes	Monthly Check
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2. Car Condition		
3. Car-Gate Switch		
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6. Shaft Coupler		
7. Traction Sheave		
8. Deflector Sheave		
9. Hoist Cables		
10. Governor Take-up		
11. Electrical Travel Cable		
12. Landing Doors and Interlocks		