

Retail store operations checklist

Retail

INSIDE

Is the interior of the elevator damage free (walls, ceiling, and handrails)?

☐ Yes☐ No☐ Na

Is the ventilation appropriate?

☐ Yes☐ No☐ Na

Does the door restrictor operate properly?

☐ Yes☐ No☐ Na

Does the door slam or bounce?

☐ Yes☐ No☐ Na

Are all switches in good repair and functional?

☐ Yes☐ No☐ Na

Are indicator lights in working condition and positioned properly?

☐ Yes☐ No☐ Na

Are emergency signals operational?

☐ Yes☐ No☐ Na

Are burned out lights replaced?

☐ Yes☐ No☐ Na

Are the levelling, acceleration, and deceleration appropriate?

☐ Yes☐ No☐ Na

Are frames and stiles in good shape?

☐ Yes☐ No☐ Na

MACHINE ROOM

Images

UPLOAD

Images

UPLOAD

Images

UPLOAD

Is the oil level appropriate?

☐ Yes☐ No☐ Na

Are electrical components overheated or damaged?

☐ Yes☐ No☐ Na

Are there any leaks, unusual vibration, or wear?

☐ Yes☐ No☐ Na

Are there any items unrelated to the elevator?

☐☐☐

Are components properly lubricated for smooth functioning?

☐☐☐

Are necessary repairs made?

☐☐☐

Comments:

Inspector's Name/Signature:

Inspection Date:

DATE

2017-01-01

OUTSIDE

Are door panels clear of obstructions?

☐☐☐

Are outside lights, displays and switches functional?

☐☐☐

Does the elevator carry optimum capacity (not overloaded)?

☐ Yes☐ No☐ Na

PIT

Is the pit clean and free of leaks?

☐ Yes☐ No☐ Na

Are components, including rollers, guide rails, safeties, and switches in good condition?

☐ Yes☐ No☐ Na

Is travel cable free of wear, pinches, and snags?

☐ Yes☐ No☐ Na

Are spring buffers free of corrosion and securely aligned?

☐ Yes☐ No☐ Na

Are the sump pumps clean and operating correctly?

☐ Yes☐ No☐ Na

Are stop switches, lights, and GFI operational?

☐ Yes☐ No☐ Na

TOP

Are travelling cables, ropes, and connections in good condition?

☐ Yes☐ No☐ Na

Is there any dust or clutter on top of the car?

☐ Yes☐ No☐ Na

Does the door operate properly?

☐ Yes☐ No☐ Na

Is the stop switch working properly?

☐ Yes☐ No☐ Na

Are rollers, guide rails, and levelling devices in good condition?

☐ Yes☐ No☐ Na

Are there any rodents, fire safety/smoke control issues and vandalism?

☐ Yes☐ No☐ Na

Is the top emergency exit easily accessible?

☐ Yes☐ No☐ Na