

AEG ELEVATOR MAINTENANCE GUIDE & CHECKLIST



ELEVATOR MAINTENANCE BASICS

How to Reduce Downtime and Keep Passengers Satisfied with Basic Upkeep

Elevators have many mechanical and electrical components to keep track of, making standard maintenance seem like a daunting task – but it doesn't have to be.

A little vigilance and proactive housekeeping between service visits goes a long way to avoiding unplanned downtime and costly repairs down the road. In addition, your tenants and guests will appreciate the extra effort you make to keep their elevator experiences safe and comfortable.

In this helpful reference guide and checklist, we identify the key areas of your elevator system and highlight what you can do to keep it operating smoothly. Perhaps most importantly, the information here can help you detect potential problems ahead of time by paying closer attention to how each area of the elevator is functioning.



The Cab Interior
The Cab Exterior and Roof
The Machine Room
The Pit

THE CAB INTERIOR

The cab is what passengers see and experience, and there are several aesthetic and functional details to check regularly.

First, remember doors are crucial. Problems with door operations are often what cause the elevator to go out of service. Fortunately, many door issues can be minimized by some simple tasks.

Check the door tracks for obstructions of any size, including small stones, and make sure the doors always open and close smoothly. Additionally, you'll want to remind tenants and guests not to jam things in the tracks or doors or prop them open. Doing so will increase the wear and tear on the door system, which will lead to downtime for servicing.

Inside the cab, make sure all the lights work — both overhead and on the main button panel. Take a moment to test the emergency phone to ensure its operational, clear, and most importantly, answered by the right person on the other end.

Remind tenants and guests not to jam things in the tracks or doors or prop them open.

Once those tasks are complete, go for a ride in the elevator from top to bottom. Pay close attention to the travel itself and **consider the following questions:**

- **Is the ride smooth or bumpy?**
- **Do you hear any squeaks or rattles?**
- **Are the starts and stops smooth or do they thud?**
- **Is the speed constant?**
- **Are there specific floors that are noticeably different when you ride past them?**

Test the emergency phone to ensure its operational, clear, and most importantly, answered by the right person on the other end.

An ideal elevator ride should be quiet and smooth. Any vibrations, noise or poor ride quality will only worsen over time.

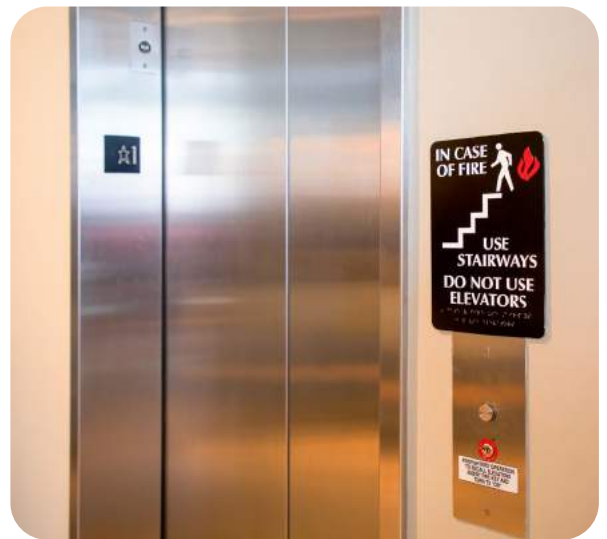
Finally, check for any visible damage to the walls, floors or ceiling in the cab and clean out any debris, dirt or water. Doing so will keep the interior of the elevator clean and comfortable for passengers.

THE CAB EXTERIOR

Once you've concluded the maintenance check on the cab's interior, it's important to look for any visible trouble signs on the exterior landings at each floor.

Check to make sure all the call buttons and indicator lights are operating properly. Look for any dents or scrapes in the doors themselves, as these can indicate serious underlying issues. Listen for any thuds or squeals you may hear from outside the cab, as well.

Lastly, test any destination dispatch systems in the lobby and keep all elevator entrances clean and clutter-free.



It's crucial to have a routine maintenance plan in place performed by a qualified elevator service technician who will routinely inspect the cables and wiring for loose connections or visible damage to ensure safety and reliability. They will also be able to check critical components on the cab roof and in the hoistway, as well as emergency hatches for accessibility and functionality.

THE MACHINE ROOM

Depending on the type of elevator, the machine room will either be on the roof or basement of the building. Because the machine room contains critical components like the elevator controllers, pump unit and generators, most or all of the work needed in this area will be conducted by qualified and certified elevator technicians. However, building owners and managers can still help in this space with a few ongoing housekeeping tasks.

First and foremost, make sure that all the equipment in the machine room is accessible and clear of clutter. If and when a technician needs to access this area, they'll want to get to their work area quickly and safely.

It's important to check this room for any damage including oil or water leaks.

Additionally, the machine room conditions themselves are important. You'll want to always keep this space between 50-70° F.

Make sure that all the equipment in the machine room is accessible and clear of clutter. If and when a technician needs to access this area, they'll want to get to their work area quickly and safely.





THE PIT

The elevator lift pit is located below the ground floor and serves as the elevator's foundation but should only be accessed by a trained elevator technician with the right safety equipment.

Occasionally, you may see something like garbage, loose change or personal items fall through the door gap down into the pit. It's important not to try and retrieve it yourself, but to call your technician immediately to ensure the obstructions are safely removed and the pit remains clear of clutter.

With these guidelines, you'll be able to regularly check the important areas of your elevator systems to keep things clean and functional between the technician's visits.

It's important to keep the pit easily accessible for technicians and clear of dirt, dust and clutter.

For questions or more information about basic upkeep, contact the friendly professionals at American Elevator Group at (929) 249- 3270 or visit <https://campaign.americanelevator.com/elevator-maintenance/> for a free elevator health check (\$1,500 value).

ELEVATOR MAINTENANCE CHECKLIST

Use the following checklist as a supplement to the guide to go through the basic tasks of proactive elevator maintenance.

The Cab Interior

- Check for any obstructions – no matter how small – in the door tracks
- Make sure the doors can open and close smoothly
- Check for broken or blinking lights inside the cab (replace as needed)
- Look for any scuffs, scratches or damage to cab doors, walls, floors and ceiling
- Check the emergency phone's functionality (connection, sound levels, clarity, etc.)
- Clear any water, salt, or dirt tracked in by passengers
- Check for any jerky starts, bumpy rides, shifts in speed or vibrations when traveling
- Search for air leaks or drafts

The Cab Exterior

- Watch door travel and ensure clearances
- Test all fire alarms and smoke detectors
- Make sure all hall stations are operating properly
- Replace any damaged or broken lights or buttons
- Listen for any squeaks, squeals, grinding or thuds as the elevator runs

The Machine Room

- Ensure all equipment is always accessible and free of clutter
- Maintain machine room temperature at 50-70°F

The Pit

- Ensure proper and easy access for the elevator technician
- Call your technician if anything falls through the door gap into the pit

ELEVATOR MAINTENANCE CHECKLIST (CONT.)

IMPORTANT:

Contact your trusted elevator service provider immediately if you notice any of the following:

- Doors do not open or close smoothly
- Sticking, delayed or unresponsive buttons
- Noisy or rough rides
- Hard starts or stops
- Unclear or inoperable emergency phone
- Visible damage to cab interior or exterior
- Storm damage that could lead to water leaks into the shaft or pit

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