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Annual/Periodic Elevator Pre-Inspection Checklist

General:

1. When was the last annual safety test performed by the elevator maintenance company?
 - a. Testing is valid for one year
 - b. Form must be posted in elevator machine room
 - c. Annual safety test tag must be filled out
2. If applicable, when was the last annual heat detector test performed by the fire alarm company?
 - a. Testing is valid for one year
 - b. Form must be posted in elevator machine room
3. If there is a generator tied into the elevator, when was it last tested?
 - a. Testing is valid for one year
 - b. Form must be posted in elevator machine room

Elevator Cab(s):

1. Is the elevator's emergency phone working?
2. Are the emergency lights and bell operational?
3. Are all the buttons working?
4. Are the handrails tightly secured to the cab wall?
5. Are fire warning and no smoking signs posted and legible?

Elevator Machine Room:

1. Is the fire extinguisher in the elevator machine room up to date?
 - a. Fire extinguisher is good for one year
2. Is the elevator machine room clear of non-elevator related items and clean?
3. Is the machine room door self-closing and self-locking?
4. Is the elevator maintenance log posted in the elevator machine room?
5. Are the annual elevator safety test forms and the fire alarm testing forms (if applicable) posted in the elevator machine room?

Additional information can be found on our website
www.AllsafeElevators.com