

Elevator Inspection

Property: _____ Elevator Bank: _____ Date: _____

	Car #								Comments
Ride (Smoothness)									
Noises (Describe)									
Light, Ceiling									
Fan/Ceiling Exhaust Operations									
Door Speed									
Safety Edge Condition and Operation									
Acceleration Smoothness									
Deceleration Smoothness									
Leveling To Floor Landing									
Car Push Button Condition/Operations									
Leveling Floor-To-Landing									
Alarm In Cabs									
Communications To/From Cab									
Car Panel Indicator									
Cab Interior (Signs, Floors, Panels, Etc.)									
Hall Lanterns									

Machine Room Condition	MC	CR	IA	Comments
Machine Room Temperature				
Machine Room Upkeep				
Filters				
Unusual Noises (Describe)				
Lighting				
Security (Locks, Etc.)				

Note Exceptions Only

MC = Minor Correction

CR=Correction Required

IA=Immediate Action Required

Has contractor been notified of deficiencies?

Yes ☐

No ☐

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