

Sample shaded area indicating intravals

Company Logo, name, address and licenses number

Notes and directions: The directions below are not intended to be printed as part of the record series.

Maintenance Record for Traction Elevators

Buildings Name:	Elevator Type:	Conveyance ID:
Building Address:	Y R 2 0 1	

8.6.1.2.2 Where a defective part directly affecting the safety of the operation is identified, the equipment shall be taken

		January	February	March	April	May	June	July	August	September	October	November	December
Routine Maintenance Requirements. 8.6.1.4.1(a)	Place an NA next to the items not installed.												
CAR	ND next to item not due this year	(symbol) indicates month task is due. (symbol) indicates month task is due. Initials indicate month specified task was completed and that all associated devices function according to code and manufactures specifications..											
8.6.4.9 Cleaning of Top of Cars.													
8.6.4.13 (b) car door electric contacts or car door interlocks, where required													
8.6.4.13 (c) door reopening devices													
8.6.4.13.2 Kinetic Energy and Closing													
8.6.4.15 Car Emergency System													
8.6.4.16 Stopping Accuracy													
CAR TOP													
8.6.4.1 Suspension and Compensating Wire Ropes													
8.6.4.2 Governor Wire Ropes													
8.6.4.3 Lubrication of Guide Rails	NA												
8.6.4.5 Safety Mechanisms													
8.6.4.7 Cleaning of Hoistways													
8.6.4.13 (a) hoistway door interlocks or mechanical locks and electric contacts													
8.6.4.13 (e) hoistway door unlocking devices and escutcheons													
8.6.4.13 (f) hangers, tracks, door rollers, up-thrusts, and door safety retainers, where required													
8.6.4.13 (j) interconnecting means													
8.6.4.13 (k) door closers, where required													
8.6.4.13 (l) door restrictors, where required													
MACHINE ROOM													
	(symbol) indicates month task is due. Initials indicate month specified task was completed and that all associated devices function according to code and manufactures specifications.												
8.6.4.6 Brakes													
8.6.4.8 cleaning and condition of Machine/control Rooms													
8.6.4.12 Governors													
8.6.4.17 Ascending Overspeed and Unintended Movement	NA												
OUTSIDE HOISTWAY													
	(symbol) indicates month task is due. Initials indicate month specified task was completed and that all associated devices function according to code and manufactures specifications.												
8.6.4.13 (d) vision panels and grilles, where required													
8.6.4.13 (g) astragals and resilient members, door space guards, and sight guards, where required													
8.6.4.13 (i) clutches, engaging vanes, retiring cams, and engaging rollers													
8.6.4.14 Hoistway Access Switches													

Additional pages to this record will represent associated months task is due. Other record designs must incorporate the 12 months of the year. Do not use semi-annual, quarterly or other non specific task indicators.

The (symbol) is whatever your company decides it to be. It should be consistent throughout the records. Other record designs may be acceptable, as long as you indicate month task is due, task completed and that task was performed by a qualified person with a signature.

All 8.6.4 maintenance tasks listed in ASME are associated here. The tasks have been orientated by usual task locations. Your company's basic maintenance tasks should be added to the appropriate section of this record set.

completed tasks in associated cells.
Falsification of documentation is
subject to a \$500.00 per day civil
penalty (WAC 296.96)

Print Name _____	Signature _____	Initials _____
Print Name _____	Signature _____	Initials _____
Print Name _____	Signature _____	Initials _____

This signature and initial section may be located anywhere on the represented record sheets but must be associated with each task. It is mandatory that all qualified persons who performed work associated with these tasks have signed and initialed to the left. Helpers/apprentice may not sign, the mechanic in charge will attest by their signature and initials that the work was completed satisfactory.