

## Locate this page in front of documentation binder

Conveyance Number	Car/Unit Number ID
Service Provider Name	Year

### General Maintenance Requirements

**To be available per A17.1/B44 – 8.6.1.2**

1. 8.6.1.2.1(b) Maintenance task procedures available to elevator personnel

### On-site Documentation for all Units (Documentation binder)

**To be available per A17.1/B44 – 8.6.1.2.2 (Permanently kept on-site)**

2. 8.6.1.2.2(a) Accurate As-built Wiring Diagrams
3. 8.6.1.2.(b)(2) Unique maintenance procedures or methods required for inspection, tests and replacement of SIL rated E/E/PES devices — WAC 296-96-00904(7).
4. 8.6.1.2.(b)(3) Unique procedures under alternative arrangements
5. 8.6.1.2.(b)(4) Unique maintenance procedures specified in ASME A17.7/B44.7
6. 8.6.1.2.(b)(5) Procedures for test, maintenance, adjustment, traction loss, broken suspension member
7. 8.6.1.2.(c) Written checkout procedures
 

(1) Elastomeric Buffers	(3) Two-way communication means
(2) E/E/PES	(4) Leveling with doors open
8. 8.6.1.2.2(d) (1) Emergency Evacuation Procedures  
(2) Transparent enclosure cleaning

### On-site Maintenance Records Unit Binder(s)

**To be on-site per A17.1/B44 — 8.6.1.4.1 for each conveyance (Retain for five years)**

1. 8.6.1.4.1(a) Maintenance Records
2. 8.6.1.4.1(a)(3) Code Non-Compliance Record
3. 8.6.1.4.1(b) Repair and Replacement Records
4. 8.6.1.4.1(c)(4) Suspension Means Replacement Criteria
5. 8.6.1.4.1(d) Acceptance Test Records — e.g. 5-Year Test & Unintended Car Movement forms
6. 8.6.1.4.2 Callback Record

**Periodic & Quarterly Firefighter test record shall be posted in machine room**

7. WAC 296-96-00675(7) Quarterly firefighter's emergency operation key switch test verification, and annual fire alarm initiating device and shunt trip initiating device test verification (F621-116-000).
8. 8.6.1.7.2 Periodic Test Records, Category 1 & 5 (Use state form F621-116-000)



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# Electric Elevators Maintenance Record

**Provide the following information:** **1** Mechanic: Enter State Conveyance No., company initials, and year. **2** In month cell, indicate month task is due using highlighter or asterisk and indicate completion of task using mechanic or company initials. Provide interval in months in interval column. If interval exceeds 12 months, also provide next due date in column. If task is not applicable, mark NA in interval column.

Conveyance Number	Company Initials	Year
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Inside of Car	Interval	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
8.6.1.6.3 (d) Operating Control Devices													
8.6.1.6.7 Signs and Data Plate													
8.6.4.15 Car Lighting & Receptacles Stop Sw. Car Communication Ventilation													
8.6.4.13.1 (b) Car Door Electric Contacts & Car Door Interlocks													
8.6.4.13.1 (c) Door Reopening Device													
8.6.4.13.1 (d) Vision Panels and Grilles													
8.6.4.13.2 Kinetic Energy and Force Limitation For Car And Hoistway Doors or Gates													
8.6.4.16 Stopping Accuracy													

Pit	Interval	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
8.6.4.4.1(a) Buffer Oil Level Maintain To Level Indicated													
8.6.4.4.1(b) Buffer Plungers Shall be Kept Clean No Paint													
8.6.4.4.1(c) Buffer Oil Not Store in Pit Or Top Of Car													
8.6.4.4.2 Elastomeric Buffers. The Elastomeric Buffer Shall be Verified for Life-Cycle Conditions													
8.6.4.5.1 Safety Mechanisms Keep Lubricated & Free of Rust, Dirt and Corrosion													
8.6.4.5.2 Clearance Between Safety Jaw / Rail Maintain													
8.6.4.7.1 Pit Keep Free of Dirt, Rubbish and Not used for Storage													

Conveyance Number	Company Initials	Year
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Pit	Interval	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
8.6.4.7.2 Landing Blocks and Pipes Stored In Pit													
8.6.4.7.3 Pit Doors Kept Closed and Locked.													
8.6.4.7.4 Water and Oil Shall Not Accumulate On Pit Floor													
8.6.4.11.1 Reduce Runby Final Terminal Device Operational													
8.6.4.11.2 Buffer Compression Not to Exceed 25% Of Stroke													
8.6.4.18 Compensation Sheaves and Switches													
8.6.4.22 Seismic Devices Shall be Maintain													

Top of Car	Interval	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
8.6.4.1.1 Suspension Rope Kept Clean/Inspect													
8.6.4.1.2 Lubrication of Suspension Ropes													
8.6.4.1.3 Equal Tension of Ropes – Anti-rotation													
8.6.4.2.1 Governor Rope Shall be Kept Clean													
8.6.4.2.2 Governor Rope Replace if Lubricated													
8.6.4.3.1 Lubrication Of Guide Rail to Data Tag													
8.6.4.3.2 Lubrication Recommendation													
8.6.4.3.3 Other Lubrication Requires Safety Test													
8.6.4.3.4 Rails Shall Be Kept Clean of Lint & Dirt													
8.6.4.3.5 No Paint, Oil or Graphite applied to Rail													
8.6.4.9. Tops Cars Kept Clean No Storage													
8.6.4.13.1(a) Hoistway Door Interlocks Contact													
8.6.4.13.1(e) Door Unlocking Devices, Escutcheon													
8.6.4.13.1(f) Hangers ,Tracks, Door Rollers, Up-thrust													
8.6.4.13.1 (h) Sills And Bottom Guides, Condition													
8.6.4.13.1(i) Clutches, Vanes, Engage Cams, Rollers													

Conveyance Number	Company Initials	Year
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<b>Top of Car</b>	Interval	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
8.6.4.13.1(j) Interconnecting Means													
8.6.4.13.1(k) Door Closure													
8.6.4.13.1(l) Restrict Open Car & Hoistway Door													

<b>Outside Hoistway</b>	Interval	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
8.6.4.13.1(g) Astragal Sight Guards													
8.6.4.14 Hoistway Access Switch													

<b>Machine Room</b>	Interval	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
8.6.1.5 Code Data Plate													
8.6.1.6.5 Fire Extinguisher													
8.6.1.6.3(a) Interiors of Controller Cleaned													
8.6.1.6.3(b) Temporary Wiring Blocks													
8.6.1.6.3(c) Jumpers in Machine Room													
8.6.1.6.3(d) Control and Operating and Devices Shall be Maintain													
8.6.1.6.3(e) Wire Substitute for Fuses													
8.6.4.6.1(a) Residual Pads Antimagnetic Pads													
8.6.4.6.1(b) Lining and Running Clearances													
8.6.4.6.1(c) Pins and Levers													
8.6.4.6.1(d) Springs													
8.6.4.6.1(e) Sleeves and Guide Bushings													
8.6.4.6.1(f) Discs and Drums													
8.6.4.6.1(g) Brake Coil and Plunger													
8.6.4.8.3 Flammable Liquids Shall Not be Kept in Such Machine Rooms or Spaces													
8.6.4.8.4 Access Doors Kept Closed and Locked.													
8.6.4.8.5 No Storage in Hoistway Machinery Room Space													
8.6.4.10.1 Winding Drum Machine Resocketed													

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Machine Room	Interval	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
8.6.4.10.2 Winding Drum Machine Rope													
8.6.4.10.3 Tags Resocketed													
8.6.4.12.1 Governor Seals													
8.6.4.12.2 Governor Clean Contaminant Lubricate													
8.6.4.17 Ascending & Unintendant Movement													
8.6.4.6.2 Driving Machine Brake is Changed													
8.6.4.6.3 Emergency Machine Brake is Changed													
8.6.4.8.1 Floors Kept Free of Water, Dirt, Rubbish, Oil, and Grease.													
8.6.4.8.2 Articles or Materials Not Stored in Machine & Control Rooms													

Additional Maintenance Task	Interval	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec

Special Provisions			
8.6.11.1 Firefighters Emergency Operation	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	8.6.11.9 Operating Instructions for Retractable Platforms	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
8.6.11.2 Two-Way Communications Means	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	8.6.11.10 Category 5 Test Alternative Test Methodologies	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
8.6.11.3 Access Keys. / WAC 296-96-02580	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	8.6.11.11 Examination After Shutdown Due to Traction Loss	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
8.6.11.4 Cleaning of a Car and Transparent Enclosure	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	8.6.11.12 Examination After Safety Application	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
8.6.11.5 Emergency Evacuation Procedures For Elevator	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	8.6.11.13 Occupant Evacuation Operation	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
8.6.11.7 Operating Instructions Specified in 2.7.5.1.1 -	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	8.6.11.14 Examination After Shutdown Due Detection Means	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
8.6.11.8 Egress/ Reentry Procedure From Working Areas	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	8.6.11.15 Motor Controllers located in Public Spaces	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA





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Date	Name of Company or Mechanic	Type of Work <input type="checkbox"/> Repair <input type="checkbox"/> Replacement
Description of Work		

Date	Name of Company or Mechanic	Type of Work <input type="checkbox"/> Repair <input type="checkbox"/> Replacement
Description of Work		

Date	Name of Company or Mechanic	Type of Work <input type="checkbox"/> Repair <input type="checkbox"/> Replacement
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Description of Work		

Date	Name of Company or Mechanic	Type of Work <input type="checkbox"/> Repair <input type="checkbox"/> Replacement
Description of Work		

## 8.6.1.4.1(c) — A17.6 — Suspension Replacement Criteria Record

### For Section 1.10.1.1(c) & 1.10.3, Section 2.9 Aramid Fiber and Section 3.7 Noncircular Elastomeric Coated Steel Suspension, Compensation and Governor System

Marked interval in months and next due date. In appropriate row checked "Yes" means no longer conforms to A17.6 criteria or checked "No" conforms A17.6 criteria, enter date and either the initials of the mechanic or the company who performed visual inspection.

Conveyance Number	Company Initials	Year
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Number of Suspension Ropes	Diameter	Yes	No	Date
1.10.1.1(a) Permanently kinked, bent or deformed				
1.10.1.2(a) Broken wires per rope lay - exceeds normal wear in Table 1.10.2-1				
1.10.1.2(b) Maximum number of breaks is unequal and broken crown wires				
1.10.1.2(c) If four wires side by side broken across crown exceeds Table 1.10.2-1				
1.10.1.2(d) Unfavorable conditions, tension, sheaves, excessive wear on strands				
1.10.1.2(e) Red dust or rouge Table 1.10.3-1				
1.10.3 Replace below replacement value in Table 1.10.3-1 (undersize)				

Number of Governor Ropes	Diameter	Yes	No	Date
1.10.1.1(a) Permanently kinked, bent or deformed				
1.10.1.2(a) Broken wires per rope lay - exceeds normal wear in Table 1.10.2-1				
1.10.1.2(b) Maximum number of breaks is unequal and broken crown wires				
1.10.1.2(c) If four wires side by side broken across crown exceeds Table 1.10.2-1				
1.10.1.2(d) Unfavorable conditions, tension, sheaves, excessive wear on strands				
1.10.1.2(e) Red dust or rouge				
1.10.3 Replace below replacement value in Table 1.10.3-1 (undersize)				

Number of Compensation Ropes	Diameter	Yes	No	Date
1.10.1.1(a) Permanently kinked, bent or deformed				
1.10.1.2(a) Broken wires per rope lay - exceeds normal wear in Table 1.10.2-1				
1.10.1.2(b) Maximum number of breaks is unequal and broken crown wires				
1.10.1.2(c) If four wires side by side broken across crown exceeds Table 1.10.2-1				
1.10.1.2(d) Unfavorable conditions, tension, sheaves, excessive wear on strands				
1.10.1.2(e) Red dust or rouge				
1.10.3 Replace below replacement value in Table 1.10.3-1 (undersize)				

Number of Aramid Fiber Ropes	Diameter	Yes	No	Date
2.9.3 Aramid Fiber Rope due to exterior damage and rope tension				
2.9.4 Aramid Fiber Rope replacement when below 60% of breaking strength				

Number of Noncircular Elastomeric Coated Steel Suspension Members	Size	Yes	No	Date
3.7.2 Coated Steel Suspension Member (Belted Ropes) replaced due to wear				
3.7.3 Coated Steel Suspension Member (Belted Ropes) replaced due to damage				
3.7.4 Coated Steel Suspension Member (Belted Ropes) replaced due to strength				



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Conveyance Number	Company Initials	Year
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Date	Time	Name of Company or Mechanic
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Description of Reported Trouble
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Resolution — Corrective Action Taken
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Date	Time	Name of Company or Mechanic
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Description of Reported Trouble
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Resolution — Corrective Action Taken
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Date	Time	Name of Company or Mechanic
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