

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 records for hydraulic/roped hydraulic Elevators											
Buildings Name:			Elevator Type:			Conveyance ID:					
Building Address:			Working pressure _____ Pressure relief _____			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 out of service until the defective part has been adjusted, repaired, or replaced.

Routine Maintenance Requirements. 8.6.1.4.1(a)	NA next to the items not installed. ND next to item not due this year	January	February	March	April	May	June	July	August	September	October	November	December
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(symbol) indicates month task is due. Initials indicate month specified task was completed.

CAR													
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 Force													
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													
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													
8.6.5.10 Runby and Clearances After Reropeing or Shortening													

Routine Maintenance Requirements. 8.6.1.4.1(a)	NA next to the items not installed. ND next to item not due this year	January	February	March	April	May	June	July	August	September	October	November	December
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(symbol) indicates month task is due. Initials indicate month specified task was completed.

Machine Room													
8.6.4.8 cleaning and condition of Machine/control Rooms													
8.6.4.12 Governors													
Other:													
8.6.5.1.1 Pressure tanks cleaning.													
8.6.5.1.2 Pressure tanks liquid level													
8.6.5.2 Pressure tanks, Piston Rods.													
8.6.5.3 Water-Hydraulic Plungers													
8.6.5.4 Tank Levels.													

If additional pages are necessary, formatting of additional pages will also represent months and task 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 by a signature.

All 8.6.4 & 8.6.5 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.

If additional pages are necessary, formatting of additional pages will also represent months and task due. Other record designs must incorporate the 12 months of the year. Do not use semi-annual, quarterly or other non specific task indicators.

8.6.5.5.1 Examination and Maintenance, Gland Packings and Seals																				
8.6.5.5.2 Collection of Oil Leakage																				
8.6.5.6 Flexible Hoses and Fittings																				
8.6.5.9 Relief-Valve Setting.																				
Other: Form F621-052-000, Over Pressure test form, filled out and left with the MCP document. Required if relief valve seal is broken.																				
8.6.5.12 Anticreep and Low Oil Protection																				
Other:																				
OUTSIDE HOISTWAY																				
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																				
PIT																				
8.6.4.4 Oil Buffers																				
8.6.4.7 Cleaning of Pits																				
8.6.4.11 Runby																				
8.6.4.13 (h) sills and bottom guides, fastenings, condition, and engagement																				
8.6.4.18 Compensation Sheaves and Switches																				
8.6.5.10 Runby and Clearances After Reropeing or Shortening																				
8.6.5.11.1 Corrosion Protection Monitoring																				
8.6.5.11.2 Corrosion Protection Loss																				
8.6.5.13 Overspeed Valve Setting																				
Routine Maintenance Requirements. 8.6.1.4.1(a)		January	February	March	April	May	June	July	August	September	October	November	December							
Other = Unique or manufacture specific maintenance requirements (add or remove lines as required) (symbol) indicates month task is due. Initials indicate month specified task was completed.																				
Other:																				
Other:																				
Other																				
Document verification = Verification that onsite documentation and keys are available																				
8.6.11.1 Firefighters' Emergency Operation key log																				
8.6.11.2 Access Keys																				
8.6.11.3 Cleaning of a Car and Hoistway Transparent Enclosure																				
8.6.11.4 Emergency Evacuation Procedures for Elevators																				
8.6.11.6 Operating Instructions for cartop work platform																				

To be submitted when valve is changed or seal is broken.

If additional pages are necessary, formatting of additional pages will also represent months and task due. Other record designs must incorporate the 12 months of the year. Do not use semi-annual, quarterly or other non specific task indicators.

There are several other instances where a unique task is necessary to be performed for example manufactures recommendations or requirements or your company has a specific task relevant to a specific job or type of equipment.

8.6.11.7 Egress and Reentry Procedure From Working Areas																				
8.6.11.8 Operating Instructions for Retractable Platforms																				
8.6.5.7 Record of Oil Usage.																				
Other:																				
Annual examinations records 8.6.1.4.1(b)																				
8.11.3.1.1 (Car)	Place an NA next to the items not installed.																			
(a) Door Reopening Device																				
(b) Stop Switches																				
(c) Operating Control Devices																				
(d) Car Floor and Landing Sill																				
(e) Car Lighting																				
(f) Car Emergency Signal																				
(g) Car Door or Gate																				
(h) Door Closing Force																				
(i) Power Closing of Doors or Gates																				
(j) Power Opening of Doors or Gates																				
(k) Car Vision Panels and Glass Car Doors																				
(l) Car Enclosure																				
(m) Emergency Exit																				
(n) Ventilation																				
Annual examinations records 8.6.1.4.1(b)		January	February	March	April	May	June	July	August	September	October	November	December							
(o) Signs and Operating Device Symbols																				
(p) Rated Load, Platform Area, and Data Plate																				
(q) Standby or Emergency Power Operation																				
(r) Restricted Opening of Car or Hoistway Doors																				
(s) Car Ride																				
(t) Door Monitoring Systems																				
(u) Stopping Accuracy																				
(v) Machinery Space/Control Space (2007)																				
(w) Working Areas in the Car (2007)																				
(1) means to prevent unexpected movement (2007)																				
(2) Unexpected Car Movement Device (2007)																				
(3) operating instructions for Unexpected Car Movement Device (2007)																				
(4) operating instructions for egress and reentry procedure (2007)																				
(x) Equipment Access Panel Electrical Device (2007)																				
Other:																				
8.11.3.1.2 (Machine room/space)																				
(a) Equipment Exposure to Weather (2007)																				
(b) Means of Access																				
(c) Headroom																				
(d) Means Necessary for Tests (2007)																				

Annual examinations may be performed more than twice a year. In Washington they must be accomplished at least twice a year. Several examination items should be done more frequently as age, use and design dictate.

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 by a signature.

If additional pages are necessary, formatting of additional pages will also represent months and task due. Other record designs must incorporate the 12 months of the year. Do not use semi-annual, quarterly or other non specific task indicators.

(e) Inspection and Test Panel (2007)																					
(f) Lighting and Receptacles																					
(g) Enclosure of Machine Room/Spaces, Control Room/Spaces																					
(h) Housekeeping																					
(i) Ventilation																					
(j) Fire Extinguisher																					
(k) Pipes, Wiring, and Ducts																					
(l) Guarding of Equipment																					
(m) Numbering of Elevators, Machines, and Disconnect Switches																					
(n) Maintenance Path and Maintenance Clearance																					
(o) Stop Switch																					
(p) Disconnecting Means and Control																					
(q) Controller Wiring, Fuses, Grounding, etc.																					
(r) Hydraulic Power Unit																					
(s) Relief Valves																					
(t) Control Valve																					
(u) Tanks																					
(v) Flexible Hydraulic Hose and Fitting Assemblies																					
(w) Supply Line and Shutoff Valve																					
Annual examinations records 8.6.1.4.1(b)		January	February	March	April	May	June	July	August	September	October	November	December								
(x) Hydraulic Cylinders and Hydraulic Fluid Loss Record																					
(y) Pressure Switch																					
(z) Recycling Operation [8.10.3.2.2(u)]																					
(aa) Code Data Plate																					
(bb) Governor, Overspeed Switch and Seal																					
(cc) Wiring Diagrams (2007)																					
Other:																					
8.11.3.1.3 (Top of Car)		(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.																			
(a) Top-of-Car Stop Switch																					
(b) Car Top Light and Outlet																					
(c) Top-of-Car Operating Device and Working Platforms																					
(d) Top-of-Car Clearance and Refuge Space																					
(e) Normal Terminal Stopping Device																					
(f) Terminal Speed Reducing Devices																					
(g) Car Leveling and Anticreep Devices																					
(h) Speed Test																					
(i) Top Emergency Exit																					
(j) Floor and Emergency Identification Numbering																					
(k) Hoistway Construction																					
(l) Hoistway Smoke Control																					
(m) Pipes, Wiring, and Ducts																					
(n) Windows, Projections, Recesses, and Setbacks																					
(o) Hoistway Clearances																					
(p) Multiple Hoistways																					
(q) Traveling Cables and Junction Boxes																					
(r) Door and Gate Equipment																					

If additional pages are necessary, formatting of additional pages will also represent months and task due. Other record designs must incorporate the 12 months of the year. Do not use semi-annual, quarterly or other non specific task indicators.

(s) Car Frame and Stiles																				
(t) Guide Rails Fastening and Equipment																				
(u) Governor Rope																				
(v) Governor Releasing Carrier																				
(w) Wire Rope Fastening and Hitch Plate																				
(x) Suspension Rope (8.11.2.1.3(cc))																				
(y) Slack Rope Device																				
(z) Traveling Sheave																				
(aa) Counterweight and Counterweight Buffer																				
(bb) Crosshead Data Plate																				
(cc) Machinery Space/Control Space (8.11.3.1.2) (2007)																				
(dd) Working Areas on the Car Top (3.7.1) (2007)																				
(1) means to prevent unexpected movement (2.7.5.1.1) (2007)																				
(2) Unexpected Car Movement Device (2.26.2.34) (2007)																				
Annual examinations records 8.6.1.4.1(b)		January	February	March	April	May	June	July	August	September	October	November	December							
(3) operating instructions for Unexpected Car Movement Device (8.6.10.6) (2007)																				
(4) operating instructions for egress and reentry procedure (8.6.10.7) (2007)																				
(ee) Equipment Exposure to Weather (3.7.1) (2007)																				
(ff) Machinery Supports and Fastenings (2.9.1 and 2.9.3)																				
(gg) Guarding of Equipment (2.10.1)																				
(hh) Broken Rope, Chain, or Tape Switch																				
Other:																				
8.11.3.1.4 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.																		
(a) Car Platform Guard																				
(b) Hoistway Doors																				
(c) Vision Panels																				
(d) Hoistway Door Locking Devices																				
(e) Access to Hoistway																				
(f) Power Closing of Hoistway Doors																				
(g) Sequence Operation																				
(h) Hoistway Enclosure																				
(i) Elevator Parking Devices																				
(j) Emergency Doors in Blind Hoistways																				
(k) Standby or Emergency Power Selection Switch																				
(l) Means Necessary for Tests (2.7.6.4, 3.7.1.8, 3.7.1.9, and 3.7.1.10) (2007)																				
(m) Inspection and Test Panel (3.7.1 and 2.7.6.5), Inspection Operation (2.26.1.4.1), and Inspection Operation With Open Door Circuits (2.26.1.5) (2007)																				
(n) Equipment Exposure to Weather (2007)																				
Other:																				
8.11.3.1.5 (Pit)		(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.																		
(a) Pit Access, Lighting, Stop Switch, and Condition																				

If additional pages are necessary, formatting of additional pages will also represent months and task due. Other record designs must incorporate the 12 months of the year. Do not use semi-annual, quarterly or other non specific task indicators.

(b) Bottom Clearance, Runby, and Minimum Refuse Space																				
(c) Plunger and Cylinder																				
(d) Car Buffer																				
(e) Normal Terminal Stopping Devices																				
(f) Traveling Cables																				
(g) Car Frame and Platform																				
(h) Car Safeties and Guiding Members																				
(i) Supply Piping																				
(j) Governor Rope Tension Device																				
(k) Machinery Space/Control Space																				
(l) Working Areas in the Pit																				
Annual examinations records 8.6.1.4.1(b)		January	February	March	April	May	June	July	August	September	October	November	December							
(1) means to prevent unexpected movement (2007)																				
(2) Unexpected Car Movement Device (2007)																				
(3) operating instructions for Unexpected Car Movement Device (2007)																				
(4) operating instructions for egress and reentry procedure (2007)																				
(m) Equipment Exposure to Weather (2007)																				
(n) Machinery Supports and Fastenings																				
(o) Guarding of Exposed Auxiliary Equipment																				
(p) Pit Inspection Operation (2007)																				
8.11.3.1.6 (Firefighters service) NOTE: This is not the quarterly keyswitch tests		(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.																		
Phase one and two operation																				
8.11.3.1.7 Working Platforms (2007)																				
(a) Working Platforms (3.7.1, 2.7.5.3, and 2.7.5.4) (2007)																				
(1) operating instructions (8.6.10.8) (2007)																				
(b) Retractable Stops (3.7.1 and 2.7.5.5) (2007)																				
(1) retractable stop electrical device (2.26.2.37) (2007)																				
(c) Inspection Operation (3.26.2) (2007)																				
Yearly Category One testing Requirements 8.6.1.4.1(b)		January	February	March	April	May	June	July	August	September	October	November	December							
	NA next to the items not installed.	BELOW: (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. All test tasks shall be completed within a specified month.																		
8.6.4.19.1 Oil Buffers																				
8.6.4.19.3 Governors																				
8.6.4.19.2 Safeties																				
8.6.4.19.5 Normal Terminal Devices																				
8.6.4.19.6 Firefighters' Emergency Operation																				
8.6.4.19.7 Standby or Emergency Power Operation																				
8.6.4.19.8 Power Operation of Door System																				
8.6.4.19.9 Broken Rope, Tape, or Chain Switch																				
8.6.4.19.11 Ascending Overspeed and Unintended Movement (2007)																				

If additional pages are necessary, formatting of additional pages will also represent months and task due. Other record designs must incorporate the 12 months of the year. Do not use semi-annual, quarterly or other non specific task indicators.

This requirement incorporates all aspects of fire fighters service operational features associated with the installed version of FS. Exempt is the actual initiation device test itself, these devices must be tested by whomever the owner signifies.

If additional pages are necessary, formatting of additional pages will also represent months and task due. Other record designs must incorporate the 12 months of the year. Do not use semi-annual, quarterly or other non specific task indicators.

Category one tests are to be performed at least once each year. (12 months)
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 by a signature.

8.6.5.14.1 Relief Valve Setting and System Pressure Test.																				
8.6.5.14.2 Cylinders and Pressure Piping.																				
8.6.5.14.3(h) Emergency Terminal Speed-Limiting Device and Emergency Terminal Stopping Device																				
8.6.5.14.3(i) Low Oil Protection Operation																				
8.6.5.14.4 Flexible Hose and Fitting Assemblies																				
8.6.5.14.5 Pressure Switch																				
Other:																				

3 Year Category Three testing Requirements 8.6.1.4.1(b)

BELOW: (Year Test is due: 20__ __ and or month test 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. All test tasks shall be completed within a specified month.

Category five tests are to be performed at least once every five years (60 months). 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 by a signature.

8.6.5.15.1 Unexposed Portions of Pistons																				
8.6.5.15.2 Pressure Vessels																				

	January	February	March	April	May	June	July	August	September	October	November	December
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If additional pages are necessary, formatting of additional pages will also represent months and task due. Other record designs must incorporate the 12 months of the year. Do not use semi-annual, quarterly or other non specific task indicators.

5 Year Category Five testing Requirements 8.6.1.4.1(b)

BELOW: (Year Test is due: 20__ __ and or month test 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. All test tasks shall be completed within a specified month.

Category five tests are to be performed at least once every five years (60 months). 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 by a signature.

8.6.4.20.1 Car and Counterweight Safeties																				
8.6.4.20.2 Governors																				
8.6.4.20.3 Oil Buffers																				
8.6.4.20.5 Emergency and Standby Power Operation.																				
8.6.4.20.6 Emergency Terminal and Speed-Limiting Devices																				
8.6.4.20.7 Power Opening of Doors																				
8.6.4.20.8 Leveling Zone and Leveling Speed																				
8.6.5.16.2 Coated ropes																				
8.6.5.16.3 Wire rope fastenings																				
8.6.5.16.4 A plunger gripper																				
8.6.5.16.5 Overspeed valves																				
8.6.5.16.6 Freight elevators of Class C2																				
Other:																				

<p>To the right: Print name, signature and initials of each person who completed tasks on these records. The initials are to match the completed tasks in associated cells. Falsification of documentation is subject to a \$500.00 per day civil penalty (WAC 296.96)</p>	Print Name _____	Signature _____	Initials _____
	Print Name _____	Signature _____	Initials _____
	Print Name _____	Signature _____	Initials _____
	Print Name _____	Signature _____	Initials _____
	Print Name _____	Signature _____	Initials _____

This signature and initial section may be located any ware 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.