

Company Name: _____

Maintenance Forms & Logs

Date: _____

Log ID: _____

Version: 1.0

Elevator Machine Room Visual Inspection Code Compliance Log

1.0 Form Objective & Asset Scope

This Elevator Machine Room Visual Inspection Code Compliance Log is designed to document the condition and compliance of elevator machine rooms in accordance with ASME A17.1/CSA B44 safety codes. It tracks critical parameters such as lighting, ventilation, clearances, fire protection, and equipment condition to ensure safe operation and regulatory adherence. This log is essential for facility reliability engineers and maintenance technicians to identify deficiencies before they lead to equipment failure or safety violations.

2.0 Administrative & Asset Details

Date of Inspection: _____

Inspector Name: _____

Building Name / Address: _____

Elevator Machine Room ID / Location: _____

Elevator Unit Number(s) Served: _____

Inspection Type (Routine / Annual / Post-Repair): _____

3.0 Inspection / Parameter Checklist

- ☐ Pass ☐ Fail - Verify machine room door is self-closing, self-locking, and labeled 'Elevator Machine Room – No Storage'.
- ☐ Pass ☐ Fail - Check that room lighting provides minimum 50 lux at floor level and emergency lighting is functional.
- ☐ Pass ☐ Fail - Confirm ventilation or air conditioning maintains ambient temperature between 10°C and 40°C.
- ☐ Pass ☐ Fail - Inspect for adequate clearances around equipment per code (minimum 600 mm working space).
- ☐ Pass ☐ Fail - Verify fire extinguisher is present, accessible, and within current inspection date.
- ☐ Pass ☐ Fail - Check that no combustible materials or unauthorized storage are present in the room.
- ☐ Pass ☐ Fail - Inspect machine room floor for oil leaks, debris, or tripping hazards.
- ☐ Pass ☐ Fail - Verify that all electrical panels are closed, labeled, and free of corrosion or damage.
- ☐ Pass ☐ Fail - Check that governor and machine sheaves are free of excessive wear or unusual noise.
- ☐ Pass ☐ Fail - Confirm that all safety switches (e.g., stop switch, inspection switch) are accessible and labeled.
- ☐ Pass ☐ Fail - Inspect that machine room is free of water leaks, condensation, or signs of pest infestation.
- ☐ Pass ☐ Fail - Verify that all required code signage (e.g., 'No Smoking', 'High Voltage') is posted and legible.

4.0 Deficiencies & Work Order Generation

Deficiency Description (include code reference if applicable): _____

Corrective Action Required: _____

Parts or Materials Needed: _____

Priority Level (Critical / High / Medium / Low): _____

Assigned To: _____

Target Completion Date: _____

5.0 Sign-off & Return to Operations

Inspector Signature: _____ Date: _____

Facility Reliability Engineer Review: _____ Date: _____

Elevator Contractor (if applicable): _____ Date: _____

Regulatory Disclaimer: This maintenance log is a generic template. The end-user assumes all liability for validating all inspection parameters, PM frequencies, and tolerances against specific OEM machinery manuals before active shop floor deployment.